



AGENDA

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025 at 7:00 PM

Jeffrey S. Braiman Council Chambers, Village Hall
50 Raupp Blvd, Buffalo Grove, IL 60089

1. Call to Order

- a. Pledge of Allegiance
- b. Roll Call

2. Approval of Minutes

- a. Minutes of the November 3, 2025 Village Board Regular Meeting
- b. Minutes of the November 17, 2025 Special Village Board Meeting (Budget Presentation)

3. Approval of Warrant

- a. Approval of Warrant #1388 (Trustee Cesario, Chris Black)

4. Village President's Report

5. Village Manager's Report

- a. 2026 Buffalo Grove Village Board Meeting Schedule (President Smith, Dane Bragg)
- b. Deputy Director of Public Works and Facilities Manager Introductions (Trustee Bocek, Mike Skibbe)

6. Special Business

- a. Public Hearing - Acceptance of the FY 2026 Budget (Trustee Cesario, Chris Black)

7. Reports from Trustees

- a. Upcoming Blood Drives (Trustee Richards, Christopher Stilling)

8. Consent Agenda

All items listed on the Consent Agenda, which are available in this room this evening, are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event, the item will be removed from the General Order of Business and considered after all other items of business on the Regular Agenda under New Business.

- a. Motion to Authorize Bidding for Various FY 2026 Projects (Trustee Cesario, Tom Wisniewski)
- b. Motion to Waive Bids and Seek Proposals for Various FY 2026 Projects (Trustee Cesario, Tom Wisniewski)

- c. O-2025-122 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 200 Timber Hill Road (Trustee Ottenheimer, Samina Shaikh)
- d. O-2025-123 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 330 University Drive (Trustee Ottenheimer, Samina Shaikh)
- e. O-2025-124 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 371 Springside Lane (Trustee Ottenheimer, Samina Shaikh)
- f. O-2025-125 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 554 Patton Drive (Trustee Ottenheimer, Samina Shaikh)
- g. O-2025-126 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 621 Harris Drive (Trustee Ottenheimer, Samina Shaikh)
- h. O-2025-127 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 315 Gardenia Lane (Trustee Ottenheimer, Samina Shaikh)
- i. O-2025-128 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 4 Brucewood Court (Trustee Ottenheimer, Samina Shaikh)
- j. O-2025-129 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 11 Chevy Chase Drive (Trustee Ottenheimer, Samina Shaikh)
- k. O-2025-130 Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 456 Chicory Lane (Trustee Ottenheimer, Samina Shaikh)
- l. O-2025-131 Ordinance authorizing execution of a contract with Urban Communications, Inc., for a communications tower at Fire Station 25 (Trustee Richards, Lawrence Kane)
- m. O-2025-132 Ordinance Authorizing the Execution of A Master Services Agreement and Statement of Work with Frequency Foundry Inc. (Trustee Richards, Tyler Grace)
- n. Acceptance of the 2026 Special Flag Schedule (President Smith, Christopher Stilling)
- o. O-2025-133 Ordinance Amending Title 5.20 Liquor Controls (President Smith, Samina Shaikh)
- p. O-2025-134 Ordinance Approving a Right-of-Way Access Agreement with Metro Fibernet, LLC (Trustee Weidenfeld, Briget Schwab)
- q. O-2025-135 Ordinance approving a Preliminary Plan to allow a parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road. (Trustee Ottenheimer, Nicole Woods)
- r. R-2025-27 Resolution Authorizing the Village Manager to Execute a Lease Amendment with BRI Incorporated for the property located at 48 Raupp Blvd. (Trustee Richards, Christopher Stilling)
- s. O-2025-136 Ordinance approving a special use for outdoor storage in the Industrial District at 1051 Commerce Court. (Trustee Ottenheimer, Nicole Woods)
- t. Memorandum of Understanding with the Buffalo Grove Community Foundation (Trustee Johnson, Molly Gillespie)

- u. O-2025-137 Ordinance Authorizing Execution of a Revised Contract with InterDev, LLC (Trustee Richards, Tyler Grace)
- v. O-2025-138 Ordinance Authorizing Execution of a Revised Contract with Municipal GIS Partners (Trustee Richards, Tyler Grace)
- w. O-2025-139 Ordinance Approving Amendment to the Planned Development and Preliminary Plan for a Special Use for a Drive-through Facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road. (Trustee Ottenheimer, Nicole Woods)
- x. O-2025-140 Ordinance Authorizing Execution of a Supplemental Statement of Work with Municipal GIS Partners (Trustee Richards, Tyler Grace)

9. Ordinances and Resolutions

- a. O-2025-141 Ordinance Amending Municipal Code Title 10 to add Regulation of Micromobility and Other Vehicles (Trustee Richards, Tara Anderson)
- b. R-2025-28 Resolution Approving the Adoption of Amendments to the Personnel Manual (Trustee Bocek, Kathryn Golbach)
- c. O-2025-142 Ordinance Amending Chapter 2.14 Entitled "Police Department" and Chapter 2.22 Entitled "Board of Fire and Police Commissioners" of the Village of Buffalo Grove Municipal Code. (Trustee Bocek, Kathryn Golbach)
- d. O-2025-143 Ordinance authorizing an agreement with Fire Service Inc., for Fire Fleet Maintenance (Trustee Richards, Lawrence Kane)
- e. O-2025-144 Ordinance for the Levy and Collection of Taxes for the Fiscal Year Commencing on the 1st Day of January 2026 and Ending the 31st Day of December 2026 (Trustee Cesario, Chris Black)
- f. O-2025-145 Ordinance Abating Taxes Levied for the Village of Buffalo Grove, Cook and Lake Counties, Illinois (Trustee Cesario, Chris Black)
- g. R-2025-29 Resolution Requesting the County of Cook Not to Collect the Loss in Collection of Taxable Property in the Village of Buffalo Grove (Trustee Cesario, Chris Black)
- h. R-2025-30 Resolution Requesting the County of Lake Not to Collect the Loss in the Collection of Property Tax in the Village of Buffalo Grove (Trustee Cesario, Chris Black)
- i. O-2025-146 Ordinance Adopting the Fiscal Year 2026 (January 1 - December 31, 2026) Budget for the Village of Buffalo Grove (Trustee Cesario, Chris Black)
- j. O-2025-147 Ordinance Approving a Side Letter of Agreement Between the Village of Buffalo Grove and the Metropolitan Alliance of Police (MAP), Buffalo Grove Police Patrol Officer Chapter #672 (Trustee Bocek, Kathryn Golbach)
- k. R-2025-31 Resolution Approving the 2026 Pay Ranges for Village of Buffalo Grove Employees (Trustee Bocek, Kathryn Golbach)

10. Unfinished Business

11. New Business

- a. Canceling the December 15, 2025 Regular Meeting of the Buffalo Grove Village Board (President Smith, Dane Bragg)

12. Public Comment

Public Comment is limited to items that are not on the regular agenda. In accordance with Section 2.02.070 of the Municipal Code, discussion on questions from the audience will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Village Board business. All members of the public addressing the Village Board shall maintain proper decorum and refrain from making disrespectful remarks or comments relating to individuals. Speakers shall use every attempt to not be repetitive of points that have been made by others. The Village Board may refer any matter of public comment to the Village Manager, Village staff or an appropriate agency for review.

13. Executive Session

14. Adjournment

The Village Board will make every effort to accommodate all items on the agenda by 10:30 p.m. The Board does, however, reserve the right to defer consideration of matters to another meeting should the discussion run past 10:30 p.m.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the ADA Coordinator at 847-459-2500 to allow the Village to make reasonable accommodations for those persons.





AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 2.a.

Minutes of the November 3, 2025 Village Board Regular Meeting

Contacts

Liaison: Clerk Sirabian

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve the minutes of the November 3, 2025 Village Board Regular Meeting.

Summary

N/A

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. Minutes - 11/03/2025 Regular Meeting



**MINUTES OF THE REGULAR MEETING OF THE VILLAGE PRESIDENT & BOARD OF
TRUSTEES OF THE VILLAGE OF BUFFALO GROVE HELD IN THE JEFFREY S. BRAIMAN
COUNCIL CHAMBERS, 50 RAUPP BOULEVARD, BUFFALO GROVE, ILLINOIS
MONDAY, NOVEMBER 3, 2025**

CALL TO ORDER

President Smith called the meeting to order at 7:00 P.M. Those present stood and pledged allegiance to the Flag.

ROLL CALL

Roll call indicated the following present: President Smith; Trustees Johnson, Richards, Cesario, Ottenheimer, Bocek and Weidenfeld.

Also present were: Dane Bragg, Village Manager; Patrick Brankin, Village Attorney; Chris Stilling, Deputy Village Manager; Mike Skibbe, Deputy Village Manager/Director of Public Works; Tyler Grace, Assistant Village Manager/Administrative Services; Katie Golbach, Director of Human Resources; Chris Black, Director of Finance; Nicole Woods, Director of Community Development; Briget Schwab, Village Engineer; Molly Gillespie, Communications Director; Bryan Beitzel, Maintenance Superintendent; Tom Milas, Forestry & Streets Superintendent; Fire Chief Kane; and Police Chief Budds.

APPROVAL OF MINUTES

Moved by Bocek, seconded by Richards, to approve the minutes of the October 20, 2025, Regular Meeting.
Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld

NAYS: 0 – None

Motion declared carried.

WARRANT #1387

Mr. Black read Warrant #1387. Moved by Cesario, seconded by Johnson, to approve Warrant #1387 in the amount of \$3,780,906.82 authorizing payment of bills listed. Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld

NAYS: 0 – None

Motion declared carried.

VILLAGE PRESIDENT'S REPORT

President Smith invited residents to attend the next **President's Pick** to discuss economic development in Buffalo Grove to be held at Prairie House Restaurant at 5:30 PM on November 10, 2025.

VILLAGE MANAGER'S REPORT

Mr. Bragg noted that the **2026 Village of Buffalo Grove Budget** is now published and available for review on the Village website. The Public Hearing on the 2026 Budget will be held on November 17, 2025, at 7:00 P.M.

Ms. Gillespie summarized the wrap-up report on **Buffalo Grove Days 2025** referring to a PowerPoint presentation with an overview and highlights of the festival. Ms. Gillespie noted that the 50/50 partnership with the Buffalo Grove Park District has been very successful, and she thanked the Rotary Club, the community and business groups, and the countless volunteers that make the festival such a success as well.

SPECIAL BUSINESS

President Smith called the **Public Hearing** regarding the property for an Annexation Agreement at 23023 N. First Street, 23008 N. Main Street, 16704 W. Highway 22, and 16606 W. Highway 22, Prairie View to order at 7:12 P.M. Notice of Public Hearing was published in the *Daily Herald* on October 18, 2025.

Roll call indicated the following present: President Smith, Trustees Johnson, Richards, Cesario, Ottenheimer, Bocek and Weidenfeld.

Ms. Woods provided an overview of the proposed Annexation Agreement, details of which are contained in the memo that she and Ms. Purvis sent to Mr. Bragg dated November 3, 2025.

President Smith then swore in the following witnesses to give testimony: Eric Friedman, Matt Brolley, Pulte Homes; Eric Prechtel, Attorney; Scott Brejcha, Wetlands Consultant; Sharon Dickson, Dickson Design; Anthony Zografos, Pearson Brown; and Aaron Gruen, Gruen & Gruen.

Mr. Prechtel began by thanking Village staff for working with them to go through the process, after which he shared a brief background on Pulte Homes, and then reviewed a PowerPoint presentation with an overview of the project. Mr. Prechtel and Ms. Woods then answered questions from the Board.

President Smith asked if there were any comments or questions from the public; there were none.

At 7:35 P.M. the Public Hearing was continued after the Village Board takes final action on the Annexation Agreement later on in this meeting.

TRUSTEE REPORTS

Trustee Weidenfeld noted that, on November 20, 2025, the **Buffalo Grove Community Foundation**, in conjunction with Lake Forest College, will present a musical work that was created and commemorates Denmark's response to the 1943 Nazi demand that Denmark turn over their Jewish population. The Danish people responded by organizing a fleet of ships to transfer the majority of their Jewish population to Sweden. This presentation is free and takes place at the Community Arts Center.

Trustee Cesario noted that the **2026 Budget** contains a wealth of information that is beneficial to our residents, and he urged residents to refer to that document to get a broad picture of how and why their money is spent in Buffalo Grove.

CONSENT AGENDA

President Smith explained the Consent Agenda, stating that any member of the audience or the Board could request that an item be removed for full discussion; there were no such requests. The Village Clerk read a brief synopsis of each of the items on the Consent Agenda.

Ordinance No. 2025-109 - Delta Communications, LLC d/b/a Clearwave Fiber, LLC

Motion to pass Ordinance No. 2025-109 approving a Right-of-Way Access Agreement with Delta Communications, LLC d/b/a Clearwave Fiber, LLC.

Ordinance No. 2025-110 - Fremont Way

Motion to pass Ordinance No. 2025-110 amending Turning Restrictions on Fremont Way.

Municipal Compliance Report - Firefighter's Pension Fund

Motion to approve Municipal Compliance Report for the Year Ending 12/31/2024 - Firefighter's Pension Fund.

Municipal Compliance Report - Police Pension Fund

Motion to approve Municipal Compliance Report for the Year Ending 12/31/2024 - Police Pension Fund.

Ordinance No. 2025-111 - Lake County Sewer Fees

Motion to pass Ordinance No. 2025-111 amending Chapters 1 and 13 of the Village of Buffalo Grove Municipal Code - Lake County Sewer Fees.

Ordinance No. 2025-112 - MacQueen Equipment

Motion to pass Ordinance No. 2025-112 to approve the purchase of 1 HURCO VAC300 Hydro Excavator with Valve Exerciser from MacQueen Equipment.

Ordinance No. 2025-113 - AHW LLC

Motion to pass Ordinance No. 2025-113 authorizing the purchase of 1 John Deere Tractor through AHW LLC.

Ordinance No. 2025-114 - Atlas Bobcat

Motion to pass Ordinance No. 2025-114 authorizing the purchase of 2 Bobcat Toolcat Power Units through Atlas Bobcat.

Ordinance No. 2025-115 - Level 3 Communications, LLC

Motion to pass Ordinance No. 2025-115 approving a First Amendment to the Right-of-Way Access Agreement with Level 3 Communications, LLC.

Resolution No. 2025-26 - 2025 Unused Private Activity Bond Volume Cap

Motion to pass Resolution No. 2025-26 ceding the 2025 Unused Private Activity Bond Volume Cap.

Moved by Johnson, seconded by Ottenheimer, to approve the Consent Agenda as presented. Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld

NAYS: 0 – None

Motion declared carried.

ORDINANCE NO. 2025-116 – FQC CONSTRUCTION

Moved by Richards, seconded by Cesario, to pass Ordinance No. 2025-116 authorizing the Village Manager to execute an agreement with FQC Construction Management for Pre-Construction Management Services in an amount not to exceed \$15,000.00.

Chief Kane reviewed the proposed ordinance, details of which are contained in the memo that he and Mr. Stilling sent to Mr. Bragg dated October 20, 2025.

Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld

NAYS: 0 – None

Motion declared carried.

ORDINANCE NO. 2025-117 – TRUE NORTH CONSULTANTS

Moved by Richards, seconded by Cesario, to approve Ordinance No. 2025-117 authorizing the purchase of a hazardous materials survey and soil assessment services from True North Consultants in an amount not to exceed \$5,460.00 as detailed in Board packets.

Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld
NAYS: 0 – None
Motion declared carried.

ORDINANCE NO. 2025-118 – OpenGov INC.

Moved by Cesario, seconded by Johnson, to pass Ordinance No. 2025-118 authorizing the Village Manager to execute an Agreement with OpenGov, Inc. for Asset Management Software.

Mr. Milas reviewed the proposed ordinance, details of which are contained in his memo to Mr. Skibbe dated September 11, 2025, after which he answered questions from the Board.

Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld
NAYS: 0 – None
Motion declared carried.

ORDINANCE NO. 2025-119 – ANNEXATION AGREEMENT

Moved by Ottenheimer, seconded by Johnson, to pass Ordinance No. 2025-119 approving an Annexation Agreement for the property at 23023 N. First Street, 23008 N. Main Street, 16704 W. Highway 22 and 16606 W. Highway 22 subject to final review and approval by the Village Attorney.

Ms. Woods provided final comment on the proposed ordinance.

Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld
NAYS: 0 – None.
Motion declared carried.

Moved by Ottenheimer, seconded by Johnson, to close the Public Hearing. Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld
NAYS: 0 – None
Motion declared carried.

The Public Hearing was closed at 7:51 P.M.

ORDINANCE NO. 2025-120 – ANNEXATION

Moved by Ottenheimer, seconded by Richards, to pass Ordinance No. 2025-120 annexing 23023 N. First Street, 23008 N. Main Street, 16704 W. Highway 22 and 16606 W. Highway 22.

Ms. Woods provided final comment on the proposed ordinance.

Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld
NAYS: 0 – None
Motion declared carried.

ORDINANCE NO. 2025-121 – RE-ZONING

Moved by Ottenheimer, seconded by Richards, to pass Ordinance No. 2025-121 approving re-zoning to R-9, Special Use for a Planned Unit Development, Plat of Subdivision, Preliminary Plan, and Variations to the Development, Zoning and Sign Codes to allow the construction of a 90-unit townhome development on the subject properties at 23023 N. First Street, 23008 N. Main Street, 16704 W. Highway 22, and 16606 W. Highway 22 subject to conditions in the proposed ordinance.

Ms. Woods provided final comment on the proposed ordinance.

Trustee Johnson commented on the multitude of reasons that this development will be an asset to our community.

President Smith thanked our staff and Pulte Homes, noting that we appreciate their investment in Buffalo Grove and wished them great success with this project.

Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld
NAYS: 0 – None
Motion declared carried.

TRUTH IN TAXATION

Moved by Cesario, seconded by Richards to approve the determination that it will not be necessary to publish for and hold a Public Hearing as required by the Truth in Taxation Act and authorizing the Village President to execute the required Certificate of Compliance.

Mr. Black reviewed the Truth in Taxation Act, details of which are contained in his memo to Mr. Bragg of November 3, 2025.

Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld
NAYS: 0 – None
Motion declared carried.

PUBLIC COMMENT

President Smith reviewed the parameters to be followed by speakers and asked if there were any questions from the audience on items not on tonight’s agenda; there were no such questions.

ADJOURNMENT

Moved by Johnson, seconded by Cesario, to adjourn the meeting. Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld
NAYS: 0 – None
Motion declared carried.

The meeting was adjourned at 8:00 P.M.

Janet M. Sirabian, Village Clerk

APPROVED BY ME THIS 1st DAY OF December 2025

Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 2.b.

Minutes of the November 17, 2025 Special Village Board Meeting (Budget Presentation)

Contacts

Liaison: Clerk Sirabian

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve the minutes of the November 17, 2025 Village Board Special (Budget) Meeting.

Summary

N/A

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. Minutes - 11/17/2025 - Special Village Board Meeting (Budget Presentation)

**MINUTES OF THE SPECIAL MEETING OF THE VILLAGE BOARD OF THE VILLAGE OF
BUFFALO GROVE HELD IN THE JEFFREY S. BRAIMAN COUNCIL CHAMBERS,
50 RAUPP BOULEVARD, BUFFALO GROVE, ILLINOIS, MONDAY, NOVEMBER 17, 2025**

CALL TO ORDER

President Smith called the meeting to order at 7:00 P.M. Those present stood and pledged allegiance to the Flag.

ROLL CALL

Roll call indicated the following present: President Smith; Trustees Johnson, Richards, Cesario, Ottenheimer, Bocek and Weidenfeld.

Also present were: Dane Bragg, Village Manager; Chris Stilling, Deputy Village Manager; Mike Skibbe, Deputy Village Manager/Director of Public Works; Tyler Grace, Assistant Village Manager/Administrative Services; Katie Golbach, Human Resources Director; Chris Black, Director of Finance; Christine Berman, Deputy Finance Director; Molly Gillespie, Director of Communications; Nicole Woods, Community Development Director; Briget Schwab, Village Engineer; Chris Krase, Utilities Superintendent; Geoff Tollefson, Director of Golf Operations; Fire Chief Kane; Police Chief Budds and Michael Szos.

TRUSTEE REPORTS

Trustee Richards announced that the next **Blood Drive** is scheduled for December 6, 2025, and noted that the need for blood donations is especially critical at this time of year and urged all residents who are able to donate at this drive.

FY 2026 BUDGET PRESENTATION

Moved by Cesario, seconded by Richards, to open the Public Hearing for the FY 2026 Village Budget. Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld

NAYS: 0 – None

Motion declared carried.

President Smith opened the Public Hearing at 7:03 P.M.

A PowerPoint presentation was available on the screen as each Department Head reviewed their specific budget, summarized their operations, and answered questions from Board members. The entire budget presentation is available for public review on the Village of Buffalo Grove website.

Mr. Bragg presented opening and introductory comments and a general overview of the FY 2026 Budget, details of which are contained in the Budget document. Mr. Bragg reviewed the Village's Strategic Goals and highlights of the year 2025.

Mr. Black began by thanking Christine Berman for all of her work in helping to prepare this budget document after which he presented an overview of the various funds within the budget, as well as revenues and highlights of the entire budget, further details of which are contained in the budget document.

Mr. Grace reviewed the Legislative and General Administration portions of the budget.

Ms. Golbach presented the Human Resources and Personnel Administration portion of the budget.

Ms. Gillespie reviewed the Communications and Community Engagement aspects of the budget.

Mr. Grace reviewed the Administrative Services and Information Technology sections of the budget.

Mr. Black then focused on the Financial Management portion of the budget, including the Pension Funds and the Debt Service Fund.

Mr. Skibbe summarized the budget for the Public Works Department, which includes the Streets, Forestry, and Drainage, highlighting several personnel shifts that took place.

Mr. Krase summarized the Drainage portion of the budget.

Ms. Schwab reviewed the Engineering portion of the budget.

Mr. Skibbe presented the Building Maintenance and Fleet Maintenance funds.

Mr. Black reviewed the Parking Lot funds.

Chief Budds presented the 2026 Police Department and Public Safety budget.

Chief Kane presented the 2026 budgets for the Fire Department and Emergency Management.

Ms. Woods presented the 2026 budget for Community Development, which includes Building and Permits; Planning, Zoning and Development; and Environmental Health Services.

Mr. Krase reviewed the Water and Sewer Funds.

Mr. Stilling presented the Refuse Fund.

Mr. Tollefson presented the 2026 Golf budget for the Buffalo Grove Golf Course and the Arboretum Golf Course.

Ms. Schwab reviewed the Capital Projects budget for vehicles and facilities, as well as the CIP overview.

Mr. Black reviewed the Motor Fuel Tax revenue.

Mr. Bragg recapped the presentation and thanked each of the team members for their diligence and hard work in creating this document. Mr. Bragg thanked the Village Board and the executive team for the careful and deliberate stewardship of our public funds, emphasizing that the Village remains fiscally sound and will continue to provide for sustainable, cost-effective and reliable services for our residents. Mr. Bragg noted that Ms. Berman puts in a tremendous amount of work on this document and stated that this will be her last budget presentation as she is retiring and he and the Board and the audience thanked her for her service to our community.

Board members thanked staff for making this process understandable and easy for anyone to follow. It was noted that Board members were provided with the budget document several weeks ago, and all questions submitted by Board members, as well as the responses to those questions, have been provided to all Board members.

President Smith also thanked everyone involved, particularly senior staff, for this presentation.

At 8:11 P.M., President Smith noted that the Public Hearing will remain open until December 1, 2025.

QUESTIONS FROM THE AUDIENCE

President Smith reviewed the parameters to be followed by speakers and asked if there were any questions from the audience on items not on tonight's agenda; there were no such questions.

ADJOURNMENT

Moved by Cesario, seconded by Johnson, to adjourn the meeting. Upon roll call, Trustees voted as follows:

AYES: 6 – Johnson, Richards, Cesario, Ottenheimer, Bocek, Weidenfeld

NAYS: 0 – None

Motion declared carried.

The meeting was adjourned at 8:12 P.M.

Janet M. Sirabian, Village Clerk

APPROVED BY ME THIS 1st DAY OF December 2025

Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 3.a.

Approval of Warrant #1388

Contacts

Liaison: Trustee Cesario

Staff: Chris Black

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve Warrant #1388 in the amount of \$5,091,709.44

Summary

Warrant #1388 in the amount of \$5,091,709.44

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. Summary Warrant 1388



VILLAGE OF BUFFALO GROVE WARRANT #1388
1-Dec-25

General Fund:	304,757.65
Parking Lot Fund:	550.62
Motor Fuel Tax Fund:	0.00
Debt Service Fund:	0.00
School & Park Donations:	0.00
Lake Cook Rd TIF Fund:	20,272.00
Capital Projects-Facilities:	553,884.83
Capital Projects-Vehicles/Equipment:	2,342.54
Capital Projects-Streets:	225,134.78
Retiree Health Savings (RHS):	13,106.14
Water Fund:	1,354,560.06
Buffalo Grove Golf Fund:	49,999.93
Arboretum Golf Fund:	82,208.62
Refuse Service Fund:	0.00
Information Technology Internal Service Fund:	110,136.82
Central Garage Internal Service Fund:	67,009.27
Building Maintenance Internal Service Fund:	54,198.01
	<u>2,838,161.27</u>
PAYROLL PERIOD ENDING 11/02/2025	1,124,973.09
PAYROLL PERIOD ENDING 11/16/2025	1,128,575.08
TOTAL WARRANT #1388	<u><u>5,091,709.44</u></u>

APPROVED FOR PAYMENT BY THE PRESIDENT AND BOARD OF TRUSTEES OF
THE VILLAGE OF BUFFALO GROVE, ILLINOIS

Village Clerk

Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 5.a.

2026 Buffalo Grove Village Board Meeting Schedule

Contacts

Liaison: President Smith

Staff: Dane Bragg

Staff Recommendation

Staff recommends approval.

Recommended Motion

N/A

Summary

Attached are the proposed meeting dates for the 2026 Village Board meetings.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Principle 2: Outstanding Village Services

Principle 3: Plan and Invest in the Future

Principle 4: High Performing Village Team

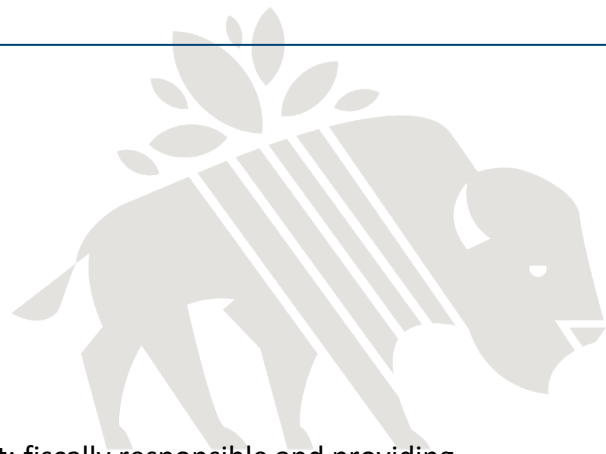
Principle 5: Partnership with Local Districts

Principle 6: Engages Our Residents

Principle 7: Builds Our Community

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services



Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods
Goal 3: Strengthened Buffalo Grove community identity and pride
Goal 4: Vibrant and innovative community: leading edge
Goal 5: More livable Buffalo Grove community with leisure experiences for all

File Attachments

1. Memo - 2026 Buffalo Grove Village Board Meeting Schedule





MEMORANDUM

DATE: December 1, 2025
TO: Village President Eric Smith & Trustees
FROM: Dane Bragg, Village Manager
SUBJECT: 2026 Buffalo Grove Village Board Meeting Schedule

RECOMMENDATION

Staff recommends the approval of the 2026 Buffalo Grove Village Board meeting schedule.

BACKGROUND

Staff has completed the 2026 Buffalo Grove Village Board meeting schedule. Please note that the January 20th meeting is proposed for the third Tuesday due to the MLK Jr. holiday. The February 17th meeting is proposed for the third Tuesday due to the President's Day holiday. The Civics Forum is proposed for Monday, September 28th. For the Budget Presentation, staff has proposed Monday, November 16th.

ANALYSIS

Meeting Date	Meeting Type	Week	Meeting Date	Meeting Type	Week
January 5	Regular	2	July 20	Regular	4
January 20 *rescheduled MLK Jr. Day	Regular	4	August 3	COW	2
February 2	COW	1	August 17	Regular	4
February 17 *rescheduled President's Day	Regular	3	September 14	Regular	3
March 2	COW	1	September 28	Special (Civics Forum)	5
March 16	Regular	3	October 5	COW	2
April 6	COW	2	October 19	Regular	4
April 20	Regular	4	November 2	Regular	1
May 4	COW	2	November 16	Budget Presentation	3
May 18	Regular	4	December 7	Regular	2
June 1	COW	1	December 21	Regular	4
June 15	Regular	3			

NEXT STEPS

Staff will publish the dates in accordance with the Open Meetings Act.



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 5.b.

Deputy Director of Public Works and Facilities Manager Introductions

Contacts

Liaison: Trustee Bocek

Staff: Mike Skibbe

Staff Recommendation

Staff recommends presentation.

Recommended Motion

Staff recommends presentation.

Summary

Background

Staff will present two internal promotions within the Public Works Department. Chris Krase is the next Deputy Director of Public Works. Tom Wisniewski will be the new Facilities Manager.

Strategic Alignment

Guiding Principle

Principle 4: High Performing Village Team

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

None





AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 6.a.

Public Hearing - Acceptance of the FY 2026 Budget

Contacts

Liaison: Trustee Cesario

Staff: Chris Black

Staff Recommendation

Staff recommends discussion.

Recommended Motion

N/A

Summary

On November 17, 2025, the public hearing for the FY 2026 Budget was opened and staff presented the FY 2026 Budget to the Village Board. The FY 2026 Budget has also been available to the public since October 31, 2025. The budget can be found at the following link: [Annual Budget | Buffalo Grove, IL](#)

Staff recommends that the Village Board take any additional testimony from the public. Once completed, the public hearing can remain open until the Village Board takes final action on the proposed FY 2026 Budget.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

None





AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 7.a. Upcoming Blood Drives

Contacts

Liaison: Trustee Richards

Staff: Christopher Stilling

Staff Recommendation

Staff recommends presentation.

Recommended Motion

N/A

Summary

Community Blood Drive on December 6, 2025 from 8AM-1PM at the Alcott Center

Buffalo Grove Fire Department Blood Drive on December 26, 2025 from 8:30AM-1PM at
Buffalo Grove Fire Station 26

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Principle 6: Engages Our Residents

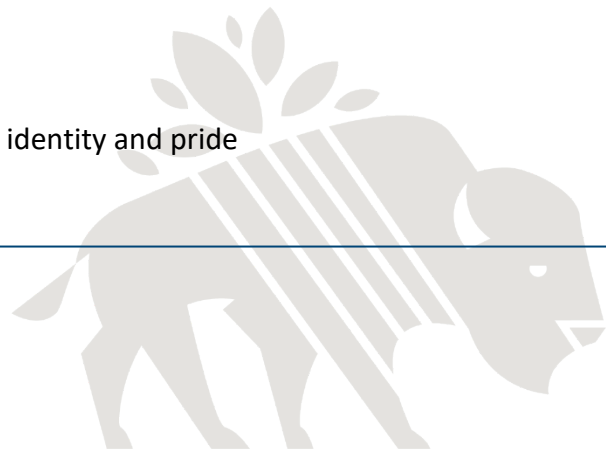
Principle 7: Builds Our Community

Goal

Goal 3: Strengthened Buffalo Grove community identity and pride

File Attachments

None





AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.a.

Motion to Authorize Bidding for Various FY 2026 Projects

Contacts

Liaison: Trustee Cesario

Staff: Tom Wisniewski

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve authorization for staff to bid various fiscal year 2026 projects as further detailed in the attached memo.

Summary

See attached memo.

Strategic Alignment

Guiding Principle

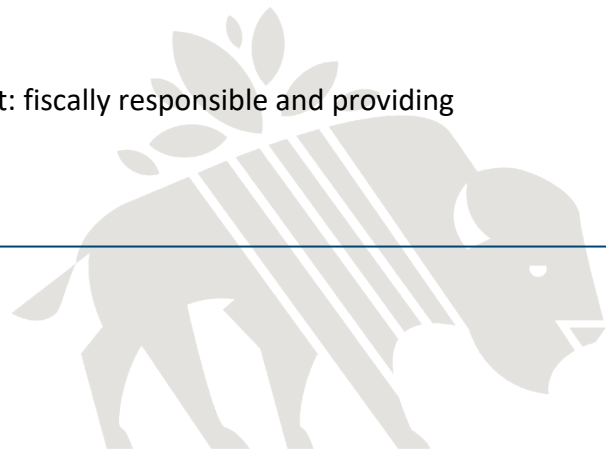
Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. Authorization to Bid 2026





MEMORANDUM

DATE: November 21, 2025
TO: Village Manager Dane Bragg
FROM: Purchasing Manager Tom Wisniewski
SUBJECT: Authorization to Bid 2026

BACKGROUND

In prior years, authorization to bid has been presented to the Village Board on a project-by-project basis. Because many of the projects planned for FY 2026 are recurring in nature, part of cooperative purchasing efforts, or identified within the Capital Improvement Program, staff recommends consolidating these authorizations into one agenda item to improve administrative efficiency. Staff requests authorization to seek competitive bids for the projects identified herein. All bid documents will be reviewed by the Village Attorney prior to issuance, and each project will subsequently be brought back before the Board for approval of a contract or agreement award.

RECOMMENDATION

Staff requests Authorization to Bid or seek Competitive Proposals for the below listed 2026 fiscal year projects.

Projects / Procurements	Project Start	Project Completion
Engineering & Public Works		
Bike Path, Cart Path, & Parking Lot Improvements	Q2	Q3
Collector Route Maintenance & Rehabilitation	Q1	TBD
Crack Sealing	TBD	
Water Main Rehabilitation/Repair/Improvements	Q1	Q4
Lift Station/Force Main Rehabilitation/Repair	Q1	Q4
Sanitary Sewer Rehabilitation/Repair/Improvements	Q2	Q4
Elevator Maintenance	Q2	
Sewer Televising/Lining	Q1	Q3
Sidewalk Cutting/Replacement/Improvements	Q2	Q3
Storm Water System Rehabilitation/Repair/Improvements	Q2	Q3
Capacity Management & Operations (CMOM)	Q1	ongoing
Street - Roadway Resurfacing	Q2	Q4
Village Entrance Signs	TBD	
Street Roadway Reconstruction & Maintenance	Q2	Q4
Street Striping	Q2	Q4
Manhole Rehabilitation	TBD	
Streambank Stabilization	TBD	
Quiet Zone Improvements	Q2	Q4
Pedestrian Improvements	Q2	Q4
Flooring Improvements	TBD	

Facility Maintenance/Improvements	TBD	
Joint Purchase Salt – State & County	Q1	Q2
HVAC Maintenance & Replacements	TBD	
Parkway Tree Replacement & Removal/Trimming	Q1	Q2
Pump House Repairs and Security Improvements	TBD	
Roof Replacement/Repair	Q2	Q3
SCADA Improvements	TBD	
Street Light Maintenance/Improvements	Q2	Q3
Fire Hydrants/ Water Repair Clamps	Q2	Q3
Window Repair/Replacement	Q1	Q2
Park & Natural Area Maintenance/Improvements	Q1	Q2
Pace/Metra Improvements	TBD	
BG Days Rental Equipment	TBD	
Construction Materials (Stone, Concrete, Asphalt)	TBD	

Police		
Police Department Facility Improvements	TBD	

Fire		
Fire Station 26 Renovation Project	Q3	Q4
Fire Station Facility Improvements	TBD	
Radio Replacement	TBD	
SCBA & Extrication Equipment	TBD	

Vehicles- Heavy Equipment		
Heavy Equipment Purchase PW - Joint	Q1 & Q3	
Vehicle Purchase Fire - Joint	Q1 & Q3	
Apparatus/Ambulance Purchase Fire - Joint	Q2 & Q3	
Vehicle Purchase Police & PW- Joint	Q3	
Preventative Maintenance	TBD	
Emergency Repair Services	TBD	

Golf		
Golf Course Improvements BG & Arboretum	TBD	



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.b.

Motion to Waive Bids and Seek Proposals for Various FY 2026 Projects

Contacts

Liaison: Trustee Cesario

Staff: Tom Wisniewski

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve authorization to waive bids for a limited number of fiscal year 2026 projects and seek competitive proposals or negotiate for services as further detailed in the attached memo.

Summary

See attached memo.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. Authorization to Waive Bids & Seek Proposals 2026



MEMORANDUM

DATE: November 21, 2025
TO: Village Manager Dane Bragg
FROM: Purchasing Manager Tom Wisniewski
SUBJECT: Authorization to Waive Bids and Seek Proposals 2026

BACKGROUND

In prior years, staff brought individual requests for authorization to waive bids and seek proposals. Because many of these projects recur annually or are scheduled well in advance, staff recommends consolidating them into a single request for authorization to waive bids and seek competitive proposals or negotiate services. The projects listed below are part of the CIP program or planned for procurement in Fiscal Year 2026, and each corresponding RFP, RFQ, or Invitation to Negotiate will be reviewed by the Village Attorney prior to release. All projects will return to the Village Board for award of contract or agreement.

RECOMMENDATION

Staff requests Authorization to waive bids and seek Competitive Proposals or Negotiate for the below listed 2026 fiscal year projects.

Projects / Procurements	Sponsoring Department	Notes
Document Management System	Admin Services	Negotiation
Unified Development Ordinance	CD	RFQ/RFP/Negotiation
Building & Health Inspection Services	CD	RFP/Negotiation
Fire Plan Review	CD	RFP/Negotiation
Village Entrance Signs	Communications	RFP/Negotiation
Water Loss Management	Engineering	Negotiation
Water Meter Software	Engineering	Negotiation
Sidewalk Grinding	Engineering	Negotiation
Finance Software	Finance	RFP/Negotiation
Fire Station Alerting	Fire	Negotiation
Golf Course Improvements BG & Arbo	Golf	RFP/Negotiation
CRM Software	OVM	RFP/Negotiation
Aerial Mapping Ortho Imagery	OVM	Negotiation
Copiers	OVM	RFP/Negotiation
Clove Park	OVM	RFP/Negotiation
Electric and Gas Supply	Public Works	Negotiation
SCADA Support, Maintenance, & Software	Public Works	RFQ/RFP/Negotiation
Fleet Management Software	Public Works	RFP/Negotiation
Specialty Vehicle/Equipment	Public Works	Negotiation



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.c. O-2025-122

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 200 Timber Hill Road

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 200 Timber Hill Road be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2023-142 granting a special use to operate a child day care home at 200 Timber Hill Road with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Marina Furman is requesting reauthorization of the special use for another two-year period concerning the child day care home at 200 Timber Hill Road. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 200 Timber Hill Road



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-5A RESIDENTIAL ZONING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Marina Furman - 200 Timber Hill Road

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property ("Property") hereinafter legally described is zoned R-5A, and is occupied by a single-family detached residence commonly known as 200 Timber Hill Road; and

WHEREAS Roman Furman; Jennifer Furman; Alexander Furman and Marina Furman are the owners of the Property; and

WHEREAS Marina Furman ("Petitioner") who resides at the Property has petitioned to the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2023-142 granting a special use to Marina Furman to operate a child day care home at the Property with subsequent re-authorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Marian Furman ("Petitioner") has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner's record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

Lot 136 in Strathmore in Buffalo Grove Unit 1 in Section 5 and 6, Township 42 north, Range 11, east of the Third Principal Meridian, according to the Plat thereof recorded May 3, 1967, as Document 20125932, in Cook County, Illinois, commonly known as 200 Timber Hill Road, Buffalo Grove, Illinois.

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for re-authorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Marina Furman as an individual. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner's execution of the Acceptance and Agreement attached hereto as Exhibit A,

incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
200 Timber Hill Road**

**Marina Furman
200 Timber Hill Road**

Marina Furman does hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-____ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 200 Timber Hill Road.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-____ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Marina Furman

200 Timber Hill Road

Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ____ DAY OF _____, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.d. O-2025-123

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 330 University Drive

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 330 University Drive be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2023-143 granting a special use to operate a child day care home at 330 University Drive with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Stefaniya Senyk and Mariya Dytso are requesting reauthorization of the special use for another two-year period concerning the child day care home at 330 University Drive. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 330 University Drive



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-5A RESIDENTIAL ZONING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Stefaniya Senyk and Mariya Dytso - 330 University Drive

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property ("Property") hereinafter legally described is zoned R-5A, and is occupied by a single-family detached residence commonly known as 330 University Drive; and

WHEREAS Stefaniya Senyk and Mariya Dytso are the owners of the Property; and

WHEREAS Stefaniya Senyk and Mariya Dytso ("Petitioner") who reside at the Property have petitioned the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2023-143 granting a special use to Stefaniya Senyk and Mariya Dytso to operate a child day care home at the Property with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Stefaniya Senyk and Mariya Dytso ("Petitioner") has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner's record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

Lot 217 in Cambridge Countryside Unit 6, being a Subdivision in the north ½ of Section 9, Township 42 north, Range 11, east of the Third Principal Meridian, according to the plat thereof registered in the office of the Registrar of titles of Cook Count, Illinois on August 7, 1967 as document number 2339711, Village of Buffalo Grove, Cook County, Illinois, commonly known as 330 University Drive, Buffalo Grove, Illinois.

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for re-authorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Stefaniya Senyk and Mariya Dytso as individuals. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner's execution of the Acceptance and Agreement attached hereto as Exhibit A,

incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

DRAFT

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
330 University Drive**

**Stefaniya Senyk and Mariya Dytso
330 University Drive**

Stefaniya Senyk and Mariya Dytso do hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-____ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 330 University Drive.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-____ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Stefaniya Senyk
330 University Drive
Buffalo Grove, IL 60089

Mariya Dytso
330 University Drive
Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ____ DAY OF _____, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.e. O-2025-124

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 371 Springside Lane

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 371 Springside Lane be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2023-144 granting a special use to operate a child day care home at 371 Springside Lane with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Regina Liberman-Diamond is requesting reauthorization of the special use for another two-year period concerning the child day care home at 371 Springside Lane. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 371 Springside Lane



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-4A RESIDENTIAL ZONING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Regina Liberman-Diamond
Regina's Home Day Care
371 Springside Lane

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property ("Property") hereinafter legally described is zoned R-4A, and is occupied by a single-family detached residence commonly known as 371 Springside Lane; and

WHEREAS Regina Liberman-Diamond is the owner of the Property; and

WHEREAS Regina Liberman-Diamond ("Petitioner") who resides at the Property has petitioned the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2023-144 granting a special use to Regina Liberman-Diamond to operate a child day care home at the Property with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Regina Liberman-Diamond ("Petitioner") has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner's record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

Lot 47 in Block 4 in Strathmore in Buffalo Grove, Unit 5, being a subdivision in Section 32, Township 43 North, Range 11, East of the Third Principal Meridian in Lake County, Illinois, commonly known as 371 Springside Lane.

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for reauthorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Regina Liberman-Diamond as an individual. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner's execution of the Acceptance and Agreement attached hereto as Exhibit A,

incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
371 Springside Lane**

**Regina Liberman-Diamond
371 Springside Lane**

Regina Liberman-Diamond does hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-___ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 371 Springside Lane.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-___ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Regina Liberman-Diamond
371 Springside Lane
Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ___ DAY OF ___, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.f. O-2025-125

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 554 Patton Drive

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 554 Patton Drive be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2023-145 granting a special use to operate a child day care home at 554 Patton Drive with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Dorota Majewska is requesting reauthorization of the special use for another two-year period concerning the child day care home at 554 Patton Drive. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 554 Patton Drive



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-5A RESIDENTIAL ZONING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Dorota Majewska
Little Honey Bee Home Day Care
554 Patton Drive

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property (“Property”) hereinafter legally described is zoned R-5A, and is occupied by a single-family detached residence commonly known as 554 Patton Drive; and

WHEREAS Slawomir Majewski and Dorota Majewska are the owners of the Property; and

WHEREAS Dorota Majewska (“Petitioner”) who resides at the Property has petitioned the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2023-145 granting a special use to Dorota Majewska to operate a child day care home at the Property with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Dorota Majewska (“Petitioner”) has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner’s record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

Lot 58 in Arlington Addition to Buffalo Grove, being a subdivision in Sections 4 and 5, Township 42 North, Range 11 East, of the Third Principal Meridian, in Cook County, Illinois, commonly known as 554 Patton Drive.

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for reauthorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Dorota Majewska as an individual. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner's execution of the Acceptance and Agreement attached hereto as Exhibit A,

incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

DRAFT

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
554 Patton Drive**

**Dorota Majewska
554 Patton Drive**

Dorota Majewska does hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-___ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 554 Patton Drive.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-___ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Dorota Majewska

554 Patton Drive

Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ___ DAY OF ___, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.g. O-2025-126

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 621 Harris Drive

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 621 Harris Drive be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2023-146 granting a special use to operate a child day care home at 621 Harris Drive with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Iwona Rutkowski is requesting reauthorization of the special use for another two-year period concerning the child day care home at 621 Harris Drive. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 621 Harris Drive



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-9 MULTIPLE FAMILY DWELLING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Iwona Rutkowski
Little Stars Home Day Care
621 Harris Drive

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property ("Property") hereinafter legally described is zoned R-9 Multiple Family Dwelling District, and is occupied by a single-family detached residence commonly known as 621 Harris Drive; and

WHEREAS Iwona Rutkowski is the owner of the Property; and

WHEREAS Iwona Rutkowski ("Petitioner") who resides at the Property has petitioned the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2023-146 granting a special use to Iwona Rutkowski to operate a child day care home at the Property with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Iwona Rutkowski ("Petitioner") has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner's record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

Lot 74, The Commons of Buffalo Grove, Unit 2, being a subdivision of part of the east ½ of the northeast ¼ of Section 33, Township 43 North, Range 11 East of the Third Principal Meridian, in Lake County, Illinois, commonly known as 621 Harris Drive, Buffalo Grove, Illinois.

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for reauthorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Iwona Rutkowski as an individual. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner's execution of the Acceptance and Agreement attached hereto as Exhibit A, incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
621 Harris Drive**

**Iwona Rutkowski
621 Harris Drive**

Iwona Rutkowski does hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-___ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 621 Harris Drive.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-___ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Iwona Rutkowski

621 Harris Drive

Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ___ DAY OF _____, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.h. O-2025-127

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 315 Gardenia Lane

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 315 Gardenia Lane be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2023-147 granting a special use to operate a child day care home at 315 Gardenia Lane with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Geeta Bhatia is requesting reauthorization of the special use for another two-year period concerning the child day care home at 315 Gardenia Lane. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 315 Gardenia Lane



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-9 RESIDENTIAL ZONING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Geeta Bhatia -315 Gardenia Lane

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property ("Property") hereinafter legally described is zoned R-9, and is occupied by a single-family detached residence commonly known as 315 Gardenia Lane; and

WHEREAS Vijay Bhatia is the owner of the Property; and

WHEREAS Geeta Bhatia ("Petitioner") who resides at the Property has petitioned the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2023-147 granting a special use to Geeta Bhatia to operate a child day care home at the Property with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Geeta Bhatia ("Petitioner") has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner's record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

Lot 8 in the Resubdivision of a portion of Lots 8, 9 and 10 in the Commons of Buffalo Grove Unit One, being a Resubdivision in the east ½ of the northeast ¼ of Section 32, Township 43 north, Range 11, east of the Third Principal Meridian, according to the Plat of Resubdivision recorded July 10, 1984 as Document 2295283, in Lake County, Illinois, commonly known as 315 Gardenia Lane, Buffalo Grove, Illinois.

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for reauthorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Geeta Bhatia as an individual. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner's execution of the Acceptance and Agreement attached hereto as Exhibit A,

incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

DRAFT

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
315 Gardenia Lane**

**Geeta Bhatia
315 Gardenia Lane**

Geeta Bhatia does hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-____ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 315 Gardenia Lane.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-____ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Geeta Bhatia

315 Gardenia Lane

Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ____ DAY OF _____, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.i. O-2025-128

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 4 Brucewood Court

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 4 Brucewood Court be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2024-070 granting a special use to operate a child day care home at 4 Brucewood Court with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Titilope Afolabi is requesting reauthorization of the special use for another two-year period concerning the child day care home at 4 Brucewood Court. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 4 Brucewood Court



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-3A RESIDENTIAL ZONING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Titilope Afolabi - 4 Brucewood Court

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property ("Property") hereinafter legally described is zoned R-3A, and is occupied by a single-family detached residence commonly known as 4 Brucewood Court; and

WHEREAS Michael Afolabi is the owner of the Property; and

WHEREAS Titilope Afolabi ("Petitioner") who resides at the Property has petitioned the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2024-070 granting a special use to Titilope Afolabi to operate a child day care home at the Property with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Titilope Afolabi ("Petitioner") has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner's record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

LOT 46 IN BUFFALO GROVE, UNIT 1, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 28, 1957 AS DOCUMENT NO 16862056 IN BLOCK 488, PAGE 42, BY THE RECORDER'S OFFICE OF COOK COUNTY, ILLINIOS.

Street Address: 4 Brucewood Court, Buffalo Grove, Illinois

PIN: 03-04-105-014-0000

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for reauthorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Titilope Afolabi as an individual. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner’s execution of the Acceptance and Agreement attached hereto as Exhibit A, incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
4 Brucewood Court**

**Titilope Afolabi
4 Brucewood Court**

Titilope Afolabi does hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-___ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 4 Brucewood Court.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-___ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Titilope Afolabi

4 Brucewood Court

Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ___ DAY OF _____, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.j. O-2025-129

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 11 Chevy Chase Drive

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 11 Chevy Chase Drive be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2024-097 granting a special use to operate a child day care home at 11 Chevy Chase Drive with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Akshaya Subramani is requesting reauthorization of the special use for another two-year period concerning the child day care home at 11 Chevy Chase Drive. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 11 Chevy Chase Drive



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-5 RESIDENTIAL ZONING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Akshaya Subramani - 11 Chevy Chase Drive

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property ("Property") hereinafter legally described is zoned R-5, and is occupied by a single-family detached residence commonly known as 11 Chevy Chase Drive; and

WHEREAS Nithyananthan Sellakumarasamy and Akshaya Subramani are the owners of the Property; and

WHEREAS Akshaya Subramani ("Petitioner") who resides at the Property has petitioned the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2024-097 granting a special use to Akshaya Subramani to operate a child day care home at the Property with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Akshaya Subramani ("Petitioner") has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner's record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

LOT 5 IN BLOCK 1 IN UNIT NO.1 COLUMBIAN GARDENS, BEING A SUBDIVISION OF PART OF THE SOUTH ½ OF SECTION 35, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 5, 1926, AS DOCUMENT 278278, IN COOK P OF PLATS, PAGE 33 IN LAKE COUNTY, ILLINOIS

Street Address: 11 Chevy Chase Drive, Buffalo Grove, Illinois

PIN: 15-35-302-010

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for reauthorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Akshaya Subramani as an individual. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner’s execution of the Acceptance and Agreement attached hereto as Exhibit A, incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
11 Chevy Chase Drive**

**Akshaya Subramani
11 Chevy Chase Drive**

Akshaya Subramani does hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-___ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 11 Chevy Chase Drive.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-___ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Akshaya Subramani

11 Chevy Chase Drive

Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ___ DAY OF ___, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.k. O-2025-130

Ordinance Re-Authorizing the Special Use of a Child Home Daycare at 456 Chicory Lane

Contacts

Liaison: Trustee Ottenheimer

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a special use of the child home day care at 456 Chicory Lane be reauthorized for another two-year period.

Summary

The Village approved Ordinance No. 2025-039 granting a special use to operate a child day care home at 456 Chicory Lane with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance. Katerina Shafran is requesting reauthorization of the special use for another two-year period concerning the child day care home at 456 Chicory Lane. Village staff have conducted inspections of the home and determined that the day care is being operated in compliance with Village requirements. The operator has provided their current license issued by the Illinois Department of Children and Family Services (DCFS). The Village has not received complaints or concerns from any neighbors.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. DRAFT Ordinance - 456 Chicory Lane



ORDINANCE 2025-xxx

AN ORDINANCE REAUTHORIZING THE SPECIAL USE FOR A CHILD DAY CARE HOME IN THE R-9 RESIDENTIAL ZONING DISTRICT VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

Katerina Shafran - 456 Chicory Lane

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the real property ("Property") hereinafter legally described is zoned R-9, and is occupied by a single-family detached residence commonly known as 456 Chicory Lane; and

WHEREAS Katerina Shafran is the owner of the Property; and

WHEREAS Katerina Shafran ("Petitioner") who resides at the Property has petitioned the Village for a special use to operate a child day care home at the Property; and

WHEREAS the Village approved Ordinance No. 2025-039 granting a special use to Katerina Shafran to operate a child day care home at the Property with subsequent reauthorizations pursuant to Section 17.28.060.C. of the Village of Buffalo Grove Zoning Ordinance; and

WHEREAS Katerina Shafran ("Petitioner") has petitioned to the Village for reauthorization of the special use for another two-year period to continue operating the child day care home at the Property; and

WHEREAS the Village has reviewed the request for reauthorization of the special use pursuant to Section 17.28.060.C. of the Village Zoning Ordinance; and

WHEREAS Village staff reviewed pertinent information concerning the child day care home, and based on the petitioner's record of compliance with applicable regulations, staff recommends reauthorization of the special use for another two-year period; and

WHEREAS the President and Board of Trustees after due and careful consideration have determined that based on the review and recommendation by Village staff, the child day care home on the Property is operating in compliance with applicable Village regulations and is not creating nuisances or other impacts on adjacent properties.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance reauthorizing the special use for the child day care home for the following legally described property:

LOT 42 IN BLOCK 3 IN RIDGEWOOD, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1 / 4 OF SECTION 33 AND A PART OF THE SOUTHWEST 1 / 4 OF SECTION 34, BOTH IN TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 15, 1977 AS DOCUMENT 1824725 IN BOOK 60 OF PLATS, PAGE 1 AND CORRECTED BY A CERTIFICATE OF CORRECTION RECORDED ON NOVEMBER 16, 1977 AS DOCUMENT 1880467 AND FURTHER CORRECTED BY CERTIFICATE OF CORRECTION RECORDED APRIL 26, 1978 AS DOCUMENT 1913014, IN LAKE COUNTY, ILLINOIS

Street Address: 456 Chicory Lane, Buffalo Grove, Illinois

PIN: 15-33-402-092

SECTION 3. The special use is subject to the following conditions:

- A. Compliance with the standards set forth in Section 17.12.141 and Section 17.28.060.B.6 of the Village Zoning Ordinance.
- B. The special use shall be in effect for a period of two (2) years from the date of this Ordinance. The Petitioner is required to apply to the Village for reauthorization of the special use pursuant to Section 17.28.060.C of the Village Zoning Ordinance.
- C. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (DCFS).
- D. The Petitioner shall continue to renew her Village business license in compliance with Village standards and procedures.
- E. The special use does not authorize any use in violation of any covenants running with the Property.
- F. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
- G. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
- H. This special use is granted to Katerina Shafran as an individual. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity and may not be used by any other person or entity.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect on and after its passage and approval, subject to the Petitioner's execution of the Acceptance and Agreement attached hereto as Exhibit A, incorporated herein and made a part hereof, and the filing of said executed Acceptance and Agreement form with the Village. This Ordinance shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

**Petitioner Acceptance and Agreement concerning the Special Use for a Child Day Care Home at
456 Chicory Lane**

**Katerina Shafran
456 Chicory Lane**

Katerina Shafran does hereby accept and agree to abide by and be bound by each of the terms, conditions, and limitations set forth in Ordinance No. 2025-____ duly passed and approved by the Village of Buffalo Grove, Illinois reauthorizing the special use for the child day care home at 456 Chicory Lane.

The undersigned acknowledges that she has read and understands all of the terms and provisions of said Buffalo Grove Ordinance No. 2025-____ and does hereby acknowledge and consent to each and all of the provisions, restrictions, and conditions of said Ordinance.

Katerina Shafran

456 Chicory Lane

Buffalo Grove, IL 60089

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ____ DAY OF _____, 2025

Notary Public



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.I. O-2025-131

Ordinance authorizing execution of a contract with Urban Communications, Inc., for a communications tower at Fire Station 25

Contacts

Liaison: Trustee Richards

Staff: Lawrence Kane

Staff Recommendation

Staff recommends approval.

Recommended Motion

Staff recommends approval.

Summary

See attached memo.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Principle 2: Outstanding Village Services

Principle 3: Plan and Invest in the Future

Principle 4: High Performing Village Team

Principle 7: Builds Our Community

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

Goal 3: Strengthened Buffalo Grove community identity and pride

Goal 4: Vibrant and innovative community: leading edge

File Attachments

1. 12-1-25 Communications Tower Memo Station 25
2. Fire Station 25 Tower - Contract
3. Urban Comm Ordinance Draft





MEMORANDUM

DATE: December 1, 2025

TO: Village Manager Dane Bragg

FROM: Fire Chief Lawrence Kane

SUBJECT: Communications Tower for Fire Station 25 (505 W. Dundee Road)

RECOMMENDATION

Staff recommend authorizing the Village Manager execute an agreement with Urban Communications, Inc. for a communications tower at Fire Station 25 (505 W. Dundee Road) for an amount not to exceed \$121,445.20, pending Village Attorney review and approval.

BACKGROUND

As a part of the Station 25 rebuilding project, the fire department needs a new communication tower on the site to facilitate operations. The former site previously had a communications tower that was past its useful life and was demolished when the former station was razed.

ANALYSIS

Fire Station 25 requires a communications tower to facilitate its emergency service operations. Items to be mounted on the tower are for Village specific related items which will enhance communications, create redundancy in systems and strengthen our overall operations during both daily operations and emergency situations.

Staff negotiated a contract with Urban Communications who has been a communication partner with both the Village and Northwest Central Dispatch for many years. Their commitment to emergency communications projects in the Village as well as reliability in the field assisted in their selection as the appropriate contractor for this project. Urban Communications has already been involved with pre-site work on this project and assisted in facilitating the appropriate design for this project. In addition, they provided the tower work at the public works building and are familiar with the Village's communications equipment.

Pending Village Board approval, Urban Communications will work in coordination with the Village's Construction Manager from Fredrick Quinn Construction to install the communications tower and equipment on site with substantial completion scheduled for

August 14, 2026 (prior to the opening of the new station). Installation will include a 100' tower, communications antennas, mounts and labor.

FINANCIAL IMPACT

Pending final Village Board approval and attorney review and approval, the Village Manager would execute an agreement with Urban Communications for the communications tower installation in the amount of \$110,404.73 plus a 10% contingency (\$11,040.47) for a not to exceed amount of \$121,445.20.

The cost of this portion of the Station 25 project was included in the overall expected project cost and was planned for in the owner supplied items.

APPENDICES

- a. Fire Station 25 Tower Contract

FIRE STATION 25 COMMUNICATIONS TOWER AT 505 W DUNDEE RD

Fire Station 25 Communications Tower At 505 W Dundee Rd (the “**Contract**”) is entered between the Village of Buffalo Grove (hereinafter the “**Village**” or “**Owner**”), an Illinois home-rule unit of government, and Urban Communications, Inc (hereinafter the “**Contractor**”) on this ____ day of _____, 2025 (the “**Effective Date**”). The Village and the Contractor are hereinafter sometimes collectively referred to as the “**Parties**” and individually as a “**Party**”.

RECITALS

WHEREAS, the Village has solicited bids for the Work (defined below), Contractor has submitted a bid for the Work and Village has selected Contractor for the Work based on their bid; and

WHEREAS, the Contractor wishes to enter into this Contract with the Village and the Village wishes to enter into this Contract with the Contractor for the Work;

NOW THEREFORE, for and in consideration of the mutual covenants and promises herein contained, the adequacy and sufficiency of which are hereby acknowledged by the Parties, it is agreed as follows:

ARTICLE I - WORK TO BE DONE BY THE CONTRACTOR

The Village does hereby hire and contract with the Contractor to provide all the labor, equipment, materials and/or services described more thoroughly on Contract **Exhibit A** (the “**Work**”) which is incorporated into the Contract by this reference.

ARTICLE II - CONTRACT DOCUMENTS

The following exhibits are attached hereto and incorporated herein by this reference:

Contract Exhibit A – Description of the Work
Contract Exhibit B – Schedule of Prices
Contract Exhibit C – Performance and Payment Bond
Contract Exhibit D – Partial Lien Waiver
Contract Exhibit E – Final Lien Waiver

If any term or provision of this Contract shall conflict with any term or provision of the exhibits referenced above, the terms and provisions of the exhibit shall control.

ARTICLE III - CONTRACT AMOUNT

The Village agrees to pay the Contractor for the proper and timely performance of the Work in strict accordance with this Contract as detailed in **Contract Exhibit B** (the “**Schedule of Prices**”) Unless explicitly provided otherwise in this Contract, the detailed sums shall be the full and exclusive compensation owed to the Contractor for the Work; and Contractor may not seek additional payments from the Village.

The Village of Buffalo Grove reserves the right to reject a proposed price increase and terminate the Contract.

ARTICLE IV – APPLICATION FOR PAYMENT

The Contractor shall be paid at most once a month and only after providing the Village the following:

1. An executed and notarized Contractor’s Sworn Statement in a form similar to AIA G702 or AIA G703;
2. Either a partial or final lien waiver from every subcontractor, sub-subcontractor, or materialman in substantially the same form as attached here as **Contract Exhibit D** and **Contract Exhibit E**;
3. Certified payroll necessary for the Prevailing Wage Act; and

All payments under this Contract must be approved by the Village’s Board at regularly scheduled meetings. The Village reserves the right to request any receipts, invoices, proof of payments as the Village, in its sole discretion, may deem necessary to justify the payment requested *prior* to paying the requested payment. The Contractor shall furnish with his final application for payment a Final Lien Waiver from itself and, if not already provided, from every subcontractor and materialman of the Work.

The Contractor acknowledges that the Village is a unit of local government and that all payments under the Contract are subject to the Local Government Prompt Payment Act, 50 ILCS 505 et seq. To that extent, the Village shall have forty-five calendar (45) days from receipt of a bill or invoice to pay the same before it is considered late under the Contract. Interest, if any, charged for any late payments will be subject to the interest rate caps specified in the Prompt Payment Act.

ARTICLE V – CONTRACT TIME

Term. The Contractor shall fully, and not substantially, complete all the Work and the Work shall be accepted by the Fire Chief, provided that acceptance by the Fire Chief shall not be unreasonably delayed, on or before **August 14, 2026**.

If the Contractor shall fail to complete the work within the Contract Time which shall include any proper extension granted by the Village, the Contractor shall pay to the Village an amount equal to Five Hundred dollars (\$500) per calendar day for each day past the Contract Time until final acceptance by the Village, as liquidated damages and not as a penalty.

Termination of Contract. The Contract may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under the Contract through no fault of the terminating party; or the Village may terminate the Contract, in whole or in part, for its convenience. However, no such termination may be effected unless the terminating party gives the other party: (1) not less than thirty (30) calendar days written notice by certified mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party before termination.

ARTICLE VI – PERFORMANCE and PAYMENT BOND

The Contractor shall provide the Village with a performance and payment bond in substantially the same form as on **Contract Exhibit C** (the “**Performance and Payment Bond**”) prior to Contractor beginning any Work and within 10 calendar days of the Notice of Award sent to the Contractor.

ARTICLE VII – ACCIDENT PREVENTION

The Contractor shall exercise every precaution at all times to protect itself, the property of the Village and the property of others. The safety provision of all applicable laws and ordinances shall be strictly observed by the Contractor at all times. Any practice deemed hazardous or dangerous by the Fire Chief or his authorized representatives shall be immediately discontinued by the Contractor upon receipt of instructions from the Fire Chief or his authorized representatives. To the fullest extent permitted by law, the Contractor shall be solely responsible for all safety-related matters.

ARTICLE VIII – INDEMNIFICATION

To the fullest extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the Village, its elected and appointed officials, agents, employees and volunteers and others working on behalf of the Village against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village, its elected and appointed officials, agents, employees and volunteers and others working on behalf of the Village, by reason of personal injury, including bodily injury and death, and/or property damage, whether damage to property of the Village or of a third party, including loss of use thereof, which arises out of or is in any way connected or associated with the Contract and the Work.

ARTICLE IX – CONTRACTORS INSURANCE

Contractor shall procure and maintain, for the duration of the Contract and any maintenance period, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village of Buffalo Grove named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements: ISO Additional Insured Endorsement CG 20 10 or CG 20 26 and CG 20 01 04 13

1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026
2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. Minimum Limits of Insurance: Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Village, its officials, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages:
 - a. The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.
2. The Contractor's insurance coverage shall be primary and non-contributory as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.
4. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Contractor shall be required to name the Village, its officials, employees, agents and volunteers as additional insureds
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
7. The contractor and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Village. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as Kotecki v. Cyclops Welding

E. All Coverages:

1. No Waiver. Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:

- a. Allowing work by Contractor or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
 - b. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
2. Each insurance policy required shall have the Village expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage

Contractor shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before any work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.

The Certificate of Insurance shall state the Village of Buffalo Grove has been endorsed as an "additional insured" by the Vendor's insurance carrier. Specifically, this Certificate must include the following language: **"The Village of Buffalo Grove, and its respective elected and appointed officials, employees, agents, consultants, attorneys and representatives, are, and have been endorsed, as an additional insured under the above reference policy number _____ on a primary and non-contributory basis for general liability and automobile liability coverage for the duration of the agreement term."**

H. Subcontractors

Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

I. Assumption of Liability

The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to the Contract.

J. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Village of Buffalo Grove, its officials, employees, agents and volunteers for losses arising from work performed by Contractor for the municipality.

K. Failure to Comply

In the event the Contractor fails to obtain or maintain any insurance coverage's required under this contract, The Village may purchase such insurance coverage's and charge the expense thereof to the Contractor.

ARTICLE X – CERTIFICATE OF AUTHORITY AND SURETY CERTIFICATE

The Contractor shall furnish the Village with a current Certificate of Authority or Surety Certificate issued by the Illinois Department of Insurance for the bonding company and insurance company they are using. In lieu of a Certificate of Authority or Surety Certificate, the Contractor may provide certificate of good standing from the Illinois Department of Insurance's website.

ARTICLE XI – COPYRIGHTS AND LICENSES

The Contractor agrees that all documents of any kind whatsoever, and in whatever medium expressed, prepared by the Contractor and the Contractor's consultants in connection with the Work (collectively, the "**Documents**") or otherwise pursuant to this Contract and all rights therein (including trademarks, trade names, rights or use, copyrights and/or other proprietary rights) shall be and remain the sole property of the Village (regardless of whether the Village or the Contractor terminates this Contract for any reason whatsoever). The Contractor hereby agrees that the Documents are or shall be deemed to be "Works for Hire" within the meaning of Section 101 of the Copyright Act, and the Contractor hereby assigns to the Village all right, title and interest therein. Notwithstanding, the Contractor shall indemnify and hold harmless the Village, its appointed and elected officials, employees, agents and volunteers from and against all claims, damages, losses, and expenses (including attorneys' fees and court and arbitration costs) arising out of any infringement of patent rights or copyrights incident to the Documents and the Work.

ARTICLE XII – NOTICE

All notices, demands, requests, consents, approvals and other communications required or permitted to be given hereunder (a "**Notice**") shall be in writing and shall be deemed effective three (3) business days after mailing if mailed by certified mail with return receipt requested and immediately if served personally, and shall be addressed to the following:

IF TO THE VILLAGE:	Village of Buffalo Grove 50 Raupp Blvd Buffalo Grove, IL 60089 Ljkane@vbg.org ATTN: Fire Chief
WITH COPIES TO:	Cc: pbrankin@schainbanks.com Cc:tcwisniewski@vbg.org
IF TO THE CONTRACTOR:	_____ _____ _____ ATTN: _____

ARTICLE XIII – CHANGE ORDERS

If the Village requests any change to the Work the Village shall do so by delivering Notice of the same to the Contractor and the change requested by the Village shall be effective upon receipt of the Notice by the Contractor. The Contractor may propose a change to the Work by delivering Notice of the proposed change along with a description of the changes full effect on the Work to the Village; provided, such requested change shall not be deemed accepted until the Village has delivered to the Contractor Notice of the same. Prior to approving a proposed change to the Work by the Contractor, the Village may request such additional documentation as it deems necessary to investigate the proposed change. The Contractor shall be responsible for informing all its employees and subcontractors of any changes to the Work, whether such change is requested by the Contractor or the Village.

ARTICLE XIV – NOTICE OF STARTING WORK

The Contractor shall provide Notice to the Village prior to the Contractor, or its employees or subcontractors, starting the Work or any phase of the Work.

ARTICLE XV – SEQUENCE OF THE WORK

The Fire Chief shall have the power to direct the order and sequence of the Work. On any major portion of the Work, all accessories shall be set coincident with the main construction. Payment for major portions of the Work may be withheld until proper completion of accessories.

ARTICLE XVI – SUPERVISION

The Fire Chief shall have override power to superintend and direct the Work, and the Contractor shall perform all of the Work herein specified to the satisfaction, approval and acceptance of the Fire Chief. The Contractor shall have at all times a competent foreman or superintendent at the Work's site, who shall have full authority to act for the Contractor and to receive and execute orders from the Fire Chief, and any instructions given to such superintendent or person, executing work for the Contractor, shall be binding on the Contractor as though it was personally given to the Contractor.

ARTICLE XVII – STANDARD OF WORK AND WORKERS

The Contractor shall employ competent staff and shall discharge, at the request of the Fire Chief, any incompetent, unfaithful, abusive or disorderly workers in its employ. Where experts or skilled workers must be employed, only expert or skilled workers shall be employed.

ARTICLE XVIII – CONDITIONS OF THE WORK SITE

The Contractor shall provide and maintain such sanitary accommodations for the use of its employees as may be necessary to comply with the State and local Board of Health requirements. Public nuisances will not be permitted. The Contractor shall leave said Work's site(s) in the best possible condition to the complete satisfaction of the Fire Chief. No vehicles of any kind shall be placed, parked, or operated upon any grass areas at any time except as authorized by the Fire Chief or his authorized representative. Further, the Contractor shall exercise every precaution for the protection of all persons and all property. The safety provisions of all-applicable laws and ordinances shall be strictly observed. Any practice hazardous in the opinion of the Fire Chief or his authorized representatives shall be immediately discontinued by the Contractor upon his receipt of instructions from the Fire Chief or his authorized representative. To the maximum extent permitted by law, the Contractor shall be responsible for all safety-related matters.

ARTICLE XIX – WARRANTY PERIOD

All material and workmanship shall be warranted and guaranteed according to manufacturer's recommendation after inspection and approval by the Fire Chief or his designated representative. All work performed by the Contractor shall be warranted by the Contractor following completion and final acceptance of the Work for a period of twelve (12) months from the date of final, and not substantial, completion.

ARTICLE XX – ACCIDENTS

In the event of any accident of any kind that involves the general public or property of the Village or a third party, the Contractor shall immediately notify the Fire Chief by phone as well as provide Notice of the same. The Notice shall include a full accounting of all details of the accident. The Contractor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.

ARTICLE XXI – NO ASSIGNMENT

If the Contractor sublets or assigns any part of the Work then the Contractor shall not under any circumstances be relieved of its liabilities hereunder. All transactions of the Village shall be with the Contractor. Subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence. The Contractor shall not assign, transfer, convey, sell or otherwise dispose of the whole or any part of this Contract to any person, firm or corporation without written consent of the Fire Chief or his authorized representative.

ARTICLE XXII – DEFAULT

The following shall constitute a default an “**Event of Default**” by the Contractor under this Contract:

- A. If the Contractor shall fail to strictly observe or perform one or more of the terms, conditions, covenants and agreements of this Contract;
- B. If there shall be placed on any property owned by the Village any mechanics’, materialmens’ or suppliers’ lien;
- C. If there shall be instituted any proceeding against the Contractor seeking liquidation, dissolution or similar relief and the same shall not be dismissed within forty-five (45) calendar days;
- D. If there shall be appointed any trustee, receiver or liquidator of the Contractor and such appointment shall not have been vacated within forty-five (45) calendar days; and
- E. If the Contractor fails to maintain or obtain any and all permits, licenses and the like, if any, required by the Village, State or Federal governments for the Work.

Upon any Event of Default the Village shall have the option of (i) terminating the Contract; (ii) pursuing any remedy available to it at law or in equity; or (iii) pursuing both simultaneously. In addition, upon an Event of Default, the Village may withhold payments due to the Contractor until it has hired a replacement of the Contractor and deducted all costs of hiring a replacement.

ARTICLE XXIII – DELAYS

The Contractor shall not be liable in damages for delays in performance when such delay is the result of fire, flood, strike, acts of God, or by any other circumstances which are beyond the control of the Contractor; provided, however, under such circumstances the Village may, at its option, cancel the Contract.

ARTICLE XXIV – COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable laws, regulations and rules promulgated by any federal, state, local, or other governmental authority or regulatory body pertaining to all aspects of the Work, now in effect, or which may become in effect during the performance of the Work. The scope of the laws, regulations, and rules referred to in this paragraph includes, but is in no way limited to, the Illinois Human Rights Act, Illinois Equal Pay Act of 2003, Occupational Safety & Health Act along with the standards and regulations promulgated pursuant thereto (including but not limited to those safety requirements involving work on elevated platforms), all forms of traffic regulations, public utility, Interstate and Intrastate Commerce Commission regulations, Workers’ Compensation Laws, Public Construction Bond Act, Public Works Preference Act, Employment of Illinois Workers on Public Works Act, USA Security Act, federal Social Security Act (and any of its titles), and any other law, rule or regulation of the Illinois Department of Labor, Department of Transportation, Illinois Environmental Protection Act, Illinois Department of Natural Resources, Illinois Department of Human Rights, Human Rights Commission, EEOC, and the Village of Buffalo Grove. Notwithstanding the following, the Contractor shall particularly note that:

A. NO DISCRIMINATION – The Contractor shall comply with the provisions of the Illinois Public Works Employment Discrimination Act and the Illinois Human Rights Act/Equal Opportunity Clause which, pursuant to Illinois law, are deemed to be part of this Contract.

B. FREEDOM OF INFORMATION - The Contractor agrees to furnish all documentation related to the Contract, the Work and any documentation related to the Village required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) (“FOIA”) request within five (5) calendar days after the Village issues Notice of such request to the Contractor. The Contractor agrees to defend, indemnify and hold harmless the Village, and agrees to pay all reasonable costs connected therewith (including, but not limited to attorney’s and witness fees, filing fees and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from Contractor’s actual or alleged violation of FOIA or the Contractor’s failure to furnish all documentation related to a FOIA request within five (5) calendar days after Notice from the Village for the same. Furthermore, should the Contractor request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Contractor agrees to pay all costs connected therewith (such as attorneys’ and witness fees, filing fees and any other expenses) to defend the denial of the request. This defense shall include, but not be limited to, any challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction.

C. ILLINOIS WORKERS ON PUBLIC WORKS ACT - To the extent applicable, the Contractor shall comply with the Illinois Workers on Public Works Act, 30 ILCS 570/1 et seq., and shall provide to the Village any supporting documentation necessary to show such compliance.

D. NOT A BLOCKED PERSON - The Contractor affirms and covenants that neither the Contractor nor any individual employed by the Contractor for this Work or under this Contract is a person forbidden from doing business with a unit of local government under Executive Order No. 13224 (Sept 23, 2001), 66 Fed.Reg. 49,079 (Sept 23, 2001) or is a person registered on the Specially Designated Nationals and Blocked Persons List. The Contractor shall indemnify the Village from all costs associated with failure to comply with this paragraph.

E. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS ACT - The Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act (820 ILCS 265/1 et seq.), and shall comply and require all subcontractors and lower tiered contractors to comply with the requirements and provisions thereof.

F. PREVAILING WAGE ACT - The Village is an Illinois unit of local government and the Work hereunder is subject to the Illinois Prevailing Wage Act, 820 ILCS 130/0.01, et seq.

Pursuant to PA 100-1177 the Illinois Department of Labor (IDOL) has activated an electronic database (Payroll Portal) capable of accepting and retaining certified payrolls submitted under the State of Illinois Prevailing Wage Act (820 ILCS/130/1). All contractors and subcontractors completing work for the Village of Buffalo Grove pursuant to the Act must submit all certified payroll through the IDOL Payroll Portal.

Consequently, the Contractor and each subcontractor shall submit with their application for payment(s) the email certification received from their IDOL Payroll Portal submittal with each of their pay requests. Any delay in processing the payments due to a lack of aforementioned email certification shall not be an event of default by the Village and shall not excuse any delay by the Contractor who shall proceed with the Work as if no delay in payment has occurred. The Contractor and Village shall agree to take any further steps not outlined above to ensure compliance with the Prevailing Wage Act. Upon two business days’ Notice, the Contractor and each subcontractor shall make available to the Village their records to confirm compliance with the Prevailing Wage Act. Finally, to ensure compliance with Prevailing Wage Act, the Contractor and each subcontractor shall keep for a period of not less than 5 years after the Work has been completed records of all laborers, mechanics, and other workers employed by them for the Work; the records shall include each worker’s name, address, telephone number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, the starting and ending times of work each day and, when available, last four digits of the social security number

Current rates can be located on the Illinois Department of Labor website.

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>

ARTICLE XXV – NO WAIVER OF RIGHTS

A waiver by the Village of any Event of Default or any term of provision of this Contract shall not be a waiver of the same Event of Default, another Event of Default or any other term or provision of this Contract.

ARTICLE XXVI – CONTROLLING LAW AND VENUE

This Contract is entered into in the State of Illinois, for work to be performed in the State of Illinois and shall be governed by and construed in accordance with the laws of the State of Illinois. Any legal matters or dispute shall be resolved in the Circuit Court of Cook County and the Parties hereby submit to the jurisdiction of such Circuit Court. This Contract shall be construed without regard to any presumption or other rule requiring construction against the Party causing the Contract to be drafted.

ARTICLE XXVII – MISCELLANEOUS

- A. AMENDMENT** – This Contract may be amended only in writing executed by both Parties.
- B. NO RECORDING** – This Contract, or a memorandum thereof, may not be recorded in any form by either Party. If either Party records this Contract, or a memorandum thereof, they shall immediately file a release of the same.
- C. SECTION HEADINGS** – The headings in the Contract are intended for convenience only and shall not be taken into consideration in any construction or interpretation of the Contract.
- D. NO THIRD-PARTY BENEFICIARIES** – This Contract does not confer any rights or benefits on any third party.
- E. BINDING EFFECT** – This Contract shall be binding and inure to the benefit of the Parties hereto, their respective legal representatives, heirs and successors-in-interest.
- F. ENTIRE AGREEMENT** – This Contract supersedes all prior agreements and understandings and constitutes the entire understanding between the Parties relating to the subject matter hereof.
- G. SEVERABILITY** - If any term, condition or provision of the Contract is adjudicated invalid or unenforceable, the remainder of the Contract shall not be affected and shall remain in full force and effect, to the fullest extent permitted by law.
- H. TORT IMMUNITY DEFENSES** - Nothing contained in this Contract is intended to constitute nor shall constitute a waiver of the rights, defenses, and immunities provided or available to the Village under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10 *et seq.*
- I. CALENDAR DAYS AND TIME.** Unless otherwise provided in this Contract, any reference in this Contract to “day” or “days” shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Contract falls on a Saturday, Sunday or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday or federal holiday.

J. COUNTERPARTS – This Contract may be executed by the Parties in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute an original instrument.

IN WITNESS WHEREOF, the Parties hereto have caused the Contract to be executed as of the Effective Date.

Village of Buffalo Grove,
an Illinois home-rule unit of government

Urban Communications, Inc
[An Illinois company]

By: _____
Name: Dane Bragg
Title: Village Manager

By: _____
Name: Edmund G. Urban, III
Title: President

CONTRACT EXHIBIT A&B - DESCRIPTION OF THE WORK & SCHEDULE OF PRICES

Service Agreement - Service Order

Service Activation Date: 12/15/2025
Service Term: None

Customer Name: Village of Buffalo Grove (FS25 100ft Tower)
Install Address: 505 W Dundee Road

Buffalo Grove, IL 60089
Phone & Fax: 847-537-0995
Tech Contact: Lawrence Kane
Tech E-Mail: Ljkane@vbg.org

Billing Address: 50 Raupp Blvd

Buffalo Grove, IL 60089
Billing Contact: Lawrence Kane
Phone & Fax: 847-459-2506
Billing E-Mail: bgfinance@vbg.org

Urban Communications, Inc. Access Service:

Qty.	Service		Monthly Price	Extended Price
Equipment and Additional Services:				
Qty.	Service	Price	Extended	Tax
1	Additional Shipping/Tarrieff costs over 2024 tower quote	\$ 2,465.00	\$ 2,465.00	\$ 0.00
1	Materials (Communications antennas and mounts)	\$ 12,188.93	\$ 12,188.93	\$ 0.00
1	Labor (Install cable for antenna lines)	\$ 14,196.00	\$ 14,196.00	\$ 0.00
1	100 Ft Tower/ Foundation and Erect	\$ 81,554.80	\$ 81,554.80	\$ 0.00

Urbancom to construct 100' Communications tower at 505 W Dundee Road, Buffalo Grove, IL 60089

- Quote Includes:
- Tower Steel
 - Anchor Bolts
 - Foundation material
 - 4" PVC from tower to building for cables
 - Freight for Tower and Bolts
 - Foundation Labor
 - Tower erection labor
 - Tower grounding
 - Crane
 - Onsite PE for soil load bearing test at construction
 - Concrete testing
 - Construction Management
 - (All Construction Labor at Prevailing Wage)

This Service Order is for necessary material to construct the 100' tower proposed in the attached design and loading calculations. Placement of antennas, radios, cable, conduit to building have been added to this service order.

We will construct the structure which will be supervised by a licensed Illinois Professional Engineer who will verify the appropriate loading of the soil. He will also obtain concrete samples at the time of the pour and obtain concrete testing results to be sure concrete has been properly cured.

Once the foundation concrete has properly cured the tower structure will be lifted into place.

Local permit fees are considered waived by the municipality. Excavation cost is subject to no rock or obstructions in the dig area. NEPA process has been completed.

- Antenna Installation
- Urbancom will be installing 7 sidearm/antennas.
 - Running 1/2" LDF cable
 - Each run will be grounded.
 - Mounting points will mirror Fire Station 27 tower using the 3 (806-866 MHz Unity Gain Fiberglass Omni Antenna) and 3 (150 - 156 MHz 3db Fiberglass Base Station Omni Antenna with N Male in White)
 - 7th antenna will be mounted 20-25ft just above the roof line for the 7/800 antenna. (antenna provided by Buffalo Grove)
 - Reinstall Dragonwave radio to Village Hall.
 - Run power/Cat 6 cable for Dragonwave

- Materials List:
- 3 - 806-866 MHz Unity Gain Fiberglass Omni Antenna
 - 3 - 150 - 156 MHz 3db Fiberglass Base Station Omni Antenna with N Male in White
 - 2000 1/2" LDF
 - 14 n TYPE 1/2" CONN
 - 42 GROUND KITS
 - 200 1/2" SNAP INS
 - 14 HOISTING GRIPS
 - WEATHER PROOFING KITS
 - 7 - 3' SIDE ARMS
 - BOOT INSERT

CONTRACT EXHIBIT C- FORM OF PERFORMANCE AND PAYMENT BOND

Bond Number: _____

KNOW ALL MEN BY THESE PRESENTS, That _____ (the “**Principal**”) and _____ (the “**Surety**”), are held and firmly bound unto the Village of Buffalo Grove, an Illinois home-rule unit of government (the “**Village**”), the full and just sum of _____ Dollars (\$ _____) in lawful money of the UNITED STATES OF AMERICA as herein provided.

THE CONDITION OF THIS OBLIGATION is such that the Principal and Surety agree to bind themselves, their successors, assigns, executors, heirs and administrators, jointly and severally, for the full and faithful performance of the Work as defined in that particular **Fire Station 25 Communications Tower At 505 W Dundee Rd** between Principal and the Village dated __ day of _____, 20__, (hereinafter referred to as the “**Contract**”), a copy of which is attached and incorporated by reference as though fully set forth herein.

NOW THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if the said Principal (i) shall in all respects keep and perform all the undertakings, covenants, terms, conditions and agreements of the Contract; (ii) shall pay all sums of money due or to become due, for any labor, materials, apparatus, fixtures or equipment furnished for the Work provided in said Contract; and (iii) shall remove and replace any defects in workmanship or materials which may be apparent or may develop within the ARTICLE XIX – WARRANTY PERIOD of the Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or the Work thereunder shall in any way affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work.

IN WITNESS WHEREOF, we have hereunto set our hands and sea __ day of _____, 20__.

SURETY

PRINCIPAL

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

ATTEST

ATTEST

By: _____

By: _____

NOTE: Date of Bond must not be prior to date of Contract.

If Contractor is Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must appear on the Treasury Departments most current list (Circular 570 as amended) and be authorized to transact business in the state where the Work is located.



ORDINANCE 2025-xxx

AN ORDINANCE AUTHORIZING EXECUTION OF A
CONTRACT WITH URBAN COMMUNICATIONS, INC.,
FOR A COMUNICATIONS TOWER AT FIRE STATION
25

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the Village sought out companies qualified to provide the requested services and materials; and

WHEREAS the Village engaged in a competitive procurement process to obtain the best value for money.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to execute a Contract with Urban Communications, Inc for the Fire Station 25 Communications Tower At 505 W Dundee Rd, at a price not to exceed \$121,445.20 which includes the 10% contingency, pending review and approval by the Village Attorney.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.m. O-2025-132

Ordinance Authorizing the Execution of A Master Services Agreement and Statement of Work with Frequency Foundry Inc.

Contacts

Liaison: Trustee Richards

Staff: Tyler Grace

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an Ordinance authorizing the Village Manager to execute an agreement with Frequency Foundry Inc. in an amount not to exceed \$94,655.

Summary

Background

Over the last three years, the Village has reviewed multiple constituent relationship management (CRM) platforms to identify a system that can consolidate resident information and support modern, proactive service delivery. Staff evaluated how existing systems interact and identified four core requirements for a future CRM: strong data governance, system versatility, a comprehensive resident view, and long-term cost-effectiveness. Based on these criteria, Microsoft Dynamics was determined to best align with the Village's operational needs and integration ecosystem. Throughout 2025, staff engaged extensively with qualified Dynamics implementation partners to determine the most effective design and implementation approach, as well as the partner best suited to support the project.

Analysis

Frequency Foundry was identified as the preferred partner due to its extensive municipal CRM experience and its Signal 311 platform, which layers municipal-specific functionality on top of Microsoft Dynamics to support local government workflows and resident engagement. Their approach aligns with the Village's operational needs, integration requirements, and goal of a single, organization-wide service platform. Staff has structured the implementation in two phases to reduce risk and ensure clarity. Phase 1 focuses on discovery and design: documenting requirements, mapping workflows, defining architecture, and producing the technical and functional design documents that will guide implementation. Phase 1 stands alone and at its conclusion, will serve as the Village's formal decision point on whether to

proceed with system build-out and at what scale.

Phase 2, which would be brought forward under a separate Statement of Work, would include configuration, integration development, data preparation, testing, and deployment. Separating design from build ensures the Village has full visibility into scope, integrations, and cost before committing to implementation. This approach, combined with Frequency Foundry's municipal Dynamics expertise, provides a controlled and predictable path toward implementing a modern resident engagement platform.

Financial Impact

Phase 1 of the CRM project is proposed as a standalone Statement of Work focused on discovery, requirements, and system design. The total time and materials cost for Phase 1 is \$86,050, including travel reimbursement, which would be applied as a credit toward any future Statement of Work. Staff is also requesting approval of a 10 percent contingency to accommodate unforeseen design needs or additional stakeholder sessions, resulting in a total not-to-exceed amount of \$94,655.

Next Steps

Staff recommends authorizing execution of a Master Services Agreement and Phase 1 Statement of Work with Frequency Foundry, Inc. for CRM design services in an amount not to exceed \$94,655, inclusive of a ten percent contingency subject to Village Manager approval, pending final review and approval by the Village Attorney.

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. DRAFT Ordinance Approving FF MSA and SOW
2. Frequency Foundry MSA and Phase 1 SOW





ORDINANCE 2025-xxx

AN ORDINANCE AUTHORIZING THE EXECUTION OF A MASTER SERVICES AGREEMENT AND STATEMENT OF WORK WITH FREQUENCY FOUNDRY INC.

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the Village of Buffalo Grove seeks to implement a constituent relationship management system to improve customer service operations and organizational efficiency; and

WHEREAS Frequency Foundry Inc. provides professional services for the design and implementation of CRM systems, as detailed in the proposed Master Services Agreement;

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to execute an agreement with Frequency Foundry Inc. for design and implementation services in an amount not to exceed \$94,655, inclusive of a ten percent contingency subject to Village Manager approval, pending final review and approval by the Village Attorney.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



Master Services Agreement & Statement of Work for:

THE VILLAGE OF BUFFALO GROVE

Signal 311 CRM Solution | SOW #2025SIG3-VBG-001

Professional Services: Microsoft Dynamics CRM Design and Implementation

Frequency Foundry Implementation and Onboarding Services

Prepared by:

Shekar Kadaba

Chief Experience Officer

C: 1(702)637-0540

O: 1(833)640-3005

resonate@frequencyfoundry.com

www.frequencyfoundry.com

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MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is entered into by and between Frequency Foundry Inc. ("Contractor"), with offices at 3811 W Charleston Blvd Ste 106, Las Vegas, NV 89102, United States and the Village of Buffalo Grove ("Client"), with its primary offices at 50 Raupp Boulevard, Buffalo Grove, IL 60089, United States.

This Agreement sets forth the terms and conditions under which the Contractor will provide services related to the implementation and onboarding of the Signal 311 CRM Solution.

1. SCOPE AND STATEMENTS OF WORK

This Agreement allows for the execution of multiple Statements of Work ("SOW") under its terms outlined as appendixes to this Master Services Agreement and titled as SOW-Number. Each SOW shall describe the services, deliverables, timelines, and pricing, and shall become part of this Agreement upon execution by both Parties. In the event of a conflict between this Agreement and any SOW, the terms of the SOW shall prevail for that specific engagement.

2. TERM AND TERMINATION

This Agreement shall remain in effect unless terminated by either Party with sixty (60) days' written notice. Termination of this Agreement shall not affect any active SOWs, which shall continue until completed or terminated according to their terms.

In addition to the above termination right, the Client may immediately terminate this Agreement upon written notice if Contractor materially breaches its obligations under Section 5 (Intellectual Property and Data Security), including any failure to protect Resident and Business Contact Data in accordance with applicable law.

3. CHANGE MANAGEMENT

All change requests must be documented in a Change Order mutually agreed upon in writing (email acceptable) by both Parties. Contractor shall not be obligated to perform work outside the agreed scope until a Change Order is executed. Change Orders must define the impact on scope, schedule, and fees.

All changes to the scope, deliverables, or timeline of any SOW must be documented and approved in writing via a Change Order signed by both Parties. Contractor is under no obligation to perform additional work until a Change Order is executed.

4. COMPENSATION

Contractor will invoice as per each SOW. Unless otherwise stated, invoices are due within 30 days of receipt. Late payments may incur interest at 2% per month or the highest rate permitted by applicable law.

5. INTELLECTUAL PROPERTY AND DATA SECURITY

5.1 OWNERSHIP OF DELIVERABLES

All deliverables produced under a paid SOW shall become the property of the Client upon full payment. Contractor retains ownership of all pre-existing intellectual property and proprietary methods, granting the Client a non-exclusive, non-transferable license for internal use of the deliverables for the term of the subscription of services.

Notwithstanding anything to the contrary, any materials, configurations, design assets, documentation, or solution components created specifically for and funded by the Client shall constitute Customer Work Product. Contractor grants the Client a perpetual, royalty-free license to use, modify, and redeploy such Customer Work Product.

5.2 USE OF PROPRIETARY TOOLS

All proprietary tools, templates, and methods used or developed by the Contractor remain the Contractor's property. The Client receives a limited, non-exclusive license to use any proprietary items for internal purposes only, subject to payment in full.

5.3 CLIENT DATA

All data provided to or collected by Contractor in the performance of this Agreement, including Resident and Business Contact Data, shall remain the sole and exclusive property of the Client. Contractor shall not use, access, or disclose Client data except as necessary to perform services under this Agreement. Contractor shall, upon the termination of this Agreement and at no additional cost, return or destroy such data.

5.4 DATA SECURITY OBLIGATIONS

Contractor shall implement and maintain commercially reasonable and industry-standard administrative, physical, and technical safeguards to protect the security, confidentiality, and integrity of all Client data, including Resident and Business Contact Data and any other confidential information. Contractor shall comply with all applicable federal, state, and local laws regarding the privacy and protection of such data.

Customer Data and information regarding Customer and Customer's Users that is provided to The Foundry and its Third-Party vendors in connection with this Agreement may be processed by The Foundry and its Third-Party vendors only within Customer's Microsoft Government

Community Cloud (GCC) environment and geographic regions mutually agreed to in writing by the Parties, and solely as required to perform the Services.

6. CONFIDENTIALITY & DATA SECURITY

Each Party agrees to keep the other Party's Confidential Information confidential and to use it solely for purposes of fulfilling its obligations under this Agreement.

7. SUBCONTRACTORS

Contractor may engage subcontractors to perform its obligations under this Agreement, provided that Contractor remains fully responsible for their work. All subcontractors shall be bound by confidentiality and data security obligations at least as protective as those set forth in this Agreement, including the protection of Resident and Business Contact Data and other Confidential Information.

8. PROJECT MANAGEMENT

Each SOW shall specify designated Project Managers from both Parties. The Project Managers shall be the primary contacts for the performance of the services and shall convene regularly to review progress. Any concerns regarding quality, performance, or resourcing must be raised through these designated contacts.

9. LIMITATION OF LIABILITY AND INDEMNIFICATION

In no event shall Contractor's total liability for any claim under this Agreement exceed the total fees paid by Client for the SOW giving rise to the claim. Neither Party shall be liable for indirect, incidental, or consequential damages, including loss of profits or revenue, even if advised of the possibility of such damages. Notwithstanding the foregoing, this limitation shall not apply to a Party's gross negligence, willful misconduct, fraud, or breach of its confidentiality or data-security obligations under this Agreement.

Contractor represents and warrants that it owns or has the rights to use the Signal 311 software and all related intellectual property necessary for the performance of its obligations under this Agreement.

Contractor shall indemnify, defend, and hold harmless Client from and against any third-party claims, damages, costs, and expenses (including reasonable attorneys' fees) alleging that the Signal 311 software or any services provided under this Agreement infringe or misappropriate any intellectual property rights of a third party. This indemnity obligation shall survive termination of this Agreement.

9. INSURANCE

Contemporaneous with the Consultant's execution of this Agreement, the Consultant shall provide certificates and policies of insurance, all with coverages and limits acceptable to the Village, and evidencing at least the minimum insurance coverages and limits as set forth in Exhibit A to this Agreement. For good cause shown, the Village Manager may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Director may impose in the exercise of his sole discretion. Such certificates and policies shall be in a form acceptable to the Village and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Such insurance policies shall provide that no change, modification in, or cancellation of, any insurance shall become effective until the expiration of 30 calendar days after written notice thereof shall have been given by the insurance company to the Village.

10. FORCE MAJEURE

Neither Party shall be liable for failure or delay in performance due to causes beyond its reasonable control, including but not limited to acts of God, war, terrorism, labor disputes, pandemics, and government actions. Affected obligations shall be suspended for the duration of the force majeure event.

11. NO WAIVER OF IMMUNITY

Nothing contained herein shall constitute a waiver by Customer of any right, privilege or defense available to Customer under statutory or common law, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq, as amended.

12. ENTIRE AGREEMENT AND COUNTERPARTS

This Agreement, including all SOWs, constitutes the entire Agreement between the Parties with respect to the subject matter of professional services and supersedes all prior Agreements. This Agreement may be executed in counterparts, each of which shall be deemed an original.

13. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to its conflict of law provisions. Any disputes, actions, claims or causes of action arising out of or in connection with this Agreement or the Service shall be subject to the exclusive jurisdiction of the state and federal courts located in Cook County, Illinois.

SIGNATURES

This Master Services Agreement is hereby accepted and agreed to by the authorized representatives of the parties below. Execution of this MSA constitutes agreement to its terms and authorizes the commencement of work.

In Witness Whereof, the Parties have executed this MSA as of the Effective Date set forth below.

Client: The Village of Buffalo Grove

Name: _____

Title: _____

Date: _____

Contractor: Frequency Foundry

Name: _____

Title: _____

Date: _____

Effective Date of Agreement: _____

EXHIBIT C. Insurance

Consultant shall procure and maintain, for the duration of the Contract and any maintenance period, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village of Buffalo Grove named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements: ISO Additional Insured Endorsement CG 20 10 or CG 20 26 and CG 20 01 04 13

1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026
2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Village, its officials, agents, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages:
 - a. The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.
2. The Consultant's insurance coverage shall be primary and non-contributory as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.
4. The Consultant's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Consultant shall be required to name the Village, its officials, employees, agents and volunteers as additional insureds
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
7. The Consultant and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Village. This

specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as Kotecki v. Cyclops Welding

E. All Coverages:

1. No Waiver. Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:
 - a. Allowing work by Consultant or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
 - b. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
2. Each insurance policy required shall have the Village expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage

Consultant shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before any work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.

The Certificate of Insurance shall state the Village of Buffalo Grove has been endorsed as an "additional insured" by the Vendor's insurance carrier. Specifically, this Certificate must include the following language: **"The Village of Buffalo Grove, and its respective elected and appointed officials, employees, agents, consultants, attorneys and representatives, are, and have been endorsed, as an additional insured under the above reference**

policy number _____ on a primary and non-contributory basis for general liability and automobile liability coverage for the duration of the agreement term.”

H. Subcontractors

Consultant shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

I. Assumption of Liability

The Consultant assumes liability for all injury to or death of any person or persons including employees of the Consultant, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to the Contract.

J. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Village of Buffalo Grove, its officials, employees, agents and volunteers for losses arising from work performed by Consultant for the municipality.

K. Failure to Comply

In the event the Consultant fails to obtain or maintain any insurance coverage's required under this contract, The Village may purchase such insurance coverage's and charge the expense thereof to the Consultant.

STATEMENT OF WORK

EXECUTIVE SUMMARY

The Village of Buffalo Grove is undertaking a transformative initiative to modernize citizen service delivery through a centralized Microsoft Dynamics 365-based CRM platform. Frequency Foundry is partnering with the Village to deliver this modernization, leveraging over 15 years of experience implementing CRM solutions for municipalities, public agencies, and higher-education institutions across North America.

Frequency Foundry's purpose-built municipal CRM, Signal 311, unifies service request management, communication, analytics, and governance across departments to provide a single, connected citizen experience. Using Microsoft's Success by Design framework and our six-stage implementation methodology—Engage, Educate, Elicit, Envision, Execute, and Empower—Frequency Foundry will ensure Phase 1 establishes a strong strategic and technical foundation for sustainable transformation.

Phase 1 emphasizes the first four stages of our methodology—Engage, Educate, Elicit, and Envision—to define the project scope, success criteria, and long-term roadmap. Through structured stakeholder engagement, process discovery workshops, and solution envisioning, Frequency Foundry will collaboratively design a CRM architecture tailored to the Village's service priorities and integration ecosystem.

Deliverables from Phase 1, including a validated requirements catalogue, functional and business design documents, integration blueprint, and implementation roadmap, will provide the Village with clarity and confidence to move seamlessly into Phase 2 implementation.

By combining municipal domain expertise, Microsoft technology excellence, and a resident-centric philosophy, Frequency Foundry will help the Village transform service into citizen experience—empowering staff, connecting residents, and building a smarter, more responsive municipality.

UNDERSTANDING THE VILLAGE OF BUFFALO GROVE'S OBJECTIVES

Frequency Foundry recognizes that the Village of Buffalo Grove needs a unified, resident-facing CRM built on Microsoft Dynamics 365 to streamline service request intake, workflows, communications, and performance tracking, addressing the objectives outlined below.

RESIDENT-FACING OBJECTIVES

The CRM must provide an intuitive Citizen Portal that allows residents to:

- **Submit and Track Requests:** Submit and track non-emergency service requests with GIS-based location capture.
- **Nearby Request Visibility:** View nearby requests, upload photos, and receive updates via SMS, email, or voice.
- **Omnichannel Interaction:** Engage with staff through chatbot, web, and phone, ensuring consistent communication and feedback.
- **Household Management:** Manage household information, subscriptions, and role-based communications (tenant, homeowner, business).

STAFF-FACING OBJECTIVES

For the Village staff, the CRM must serve as a single system of record, providing:

- **Resident 360 View:** Complete visibility into residents and service history.
- **Workflow Automation:** Automated case routing, SLA tracking, escalation alerts, and knowledge management.
- **Analytics & Reporting:** Embedded Power BI dashboards for operational insight and reporting.
- **Security & Permissions:** Role-based access and secure authentication for departments and administrators.

INTEGRATION AND DATA OBJECTIVES

Data quality, deduplication, and governance are essential to ensure the CRM functions as a reliable single source of truth. The CRM must integrate with the Village's ecosystem:

- **Cartegraph Integration:** Bi-directional work-order and case synchronization.
- **Citibot Integration:** Chatbot ticket intake and real-time status updates.
- **ESRI ArcGIS:** Spatial validation and visualization.
- **Tyler New World & BS&A:** One-way data imports supporting utility billing, permits, and licenses.

OUTCOME ALIGNMENT

Frequency Foundry's Phase 1 engagement will identify opportunities, align stakeholders, and produce a validated solution blueprint. This blueprint will guide Phase 2 implementation with a clear, actionable roadmap that reflects the Village's operational priorities and future ambitions.

SIGNAL 311 CRM IMPLEMENTATION APPROACH

Frequency Foundry delivers Signal 311 projects through a structured, partnership-driven approach, leveraging our proprietary “Blueprint for Delight” methodology. The project is organized into six stages across three implementation phases, ensuring alignment with the Village’s operational goals and resident experience priorities:

1. **ENGAGE** – Initiation and Alignment

Establish project context, goals, and scope; identify stakeholders, roles, schedules, and communication strategies. This stage ensures shared understanding and alignment before design and configuration activities.

2. **EDUCATE** – Introduction to Signal 311

Introduce stakeholders to the platform’s capabilities and possibilities. Build foundational knowledge of Dynamics 365 and Signal 311, highlighting support for resident engagement, workflows, and municipal use cases.

3. **ELICIT** – Requirements Gathering and Current-State Analysis

Conduct interviews, workshops, and journey mapping to define business and technical requirements. Analyze current workflows, identify pain points, and capture desired outcomes to inform solution design.

4. **ENVISION** – Solution Planning and Technical Design

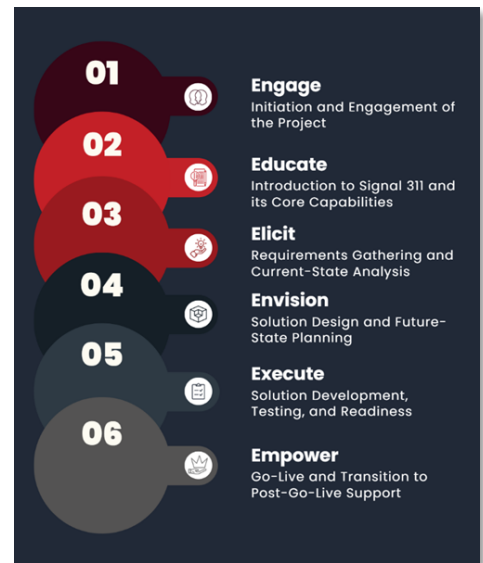
Translate requirements into a validated solution blueprint. Develop process maps, integration and architecture plans, and configuration strategies that align with operational, technical, and resident experience goals.

5. **EXECUTE** – Configuration and Validation

Build and validate the solution to ensure readiness for deployment. Configure workflows, automations, role-based access, GIS integration, and key interfaces with systems such as Cartegraph, Citibot, BS&A, and Tyler New World. Conduct testing and quality assurance in preparation for go-live.

6. **EMPOWER** – Go-Live and Transition Support

Equip Village staff with training, documentation, and hands-on guidance. Facilitate User Acceptance Testing, provide go-live support, and ensure a smooth transition to operational use while enabling ongoing adoption and confidence.



IMPLEMENTATION APPROACH FOR THE VILLAGE OF BUFFALO GROVE

Frequency Foundry, in consultation with the Village of Buffalo Grove’s stakeholders, will approach the initiative using a structured, six-stage methodology to ensure alignment with operational priorities and resident experience goals.



PHASE 1

The first phase of the Village of Buffalo Grove’s Signal 311 CRM implementation will follow the initial four stages of Frequency Foundry’s “Blueprint for Delight” methodology—Engage, Educate, Elicit, and Envision.

OBJECTIVE

Establish the strategic, architectural, and functional foundation for the Signal 311 CRM solution by documenting current processes, validating requirements, defining system architecture and integration blueprints, and producing a detailed Functional Design Document (FDD) and Implementation Roadmap for Phase 2.

PHASE 1 DELIVERABLES AND SCOPE BY IMPLEMENTATION STAGE

Stage	Deliverable	Description	Owner(s)
Engage	Project Charter	Defines purpose, objectives, success metrics, assumptions, constraints, and risks.	Frequency Foundry
Engage	Stakeholder Registry & RACI Matrix	Identifies sponsors, owners, and SMEs.	Frequency Foundry The Village of Buffalo Grove
Engage	Governance & Communication Plan	Establishes meeting cadence, status reporting, and escalation procedures.	Frequency Foundry
Engage	Kick-Off Presentation	Shared understanding of goals, scope, and expected outcomes.	Frequency Foundry
Engage	Baseline Current-State Assessment	Inventory of existing systems and workflows.	Frequency Foundry The Village of Buffalo Grove
Educate	Product Orientation Sessions	Demonstrations of Signal 311 CRM for key departments.	Frequency Foundry
Elicit	Stakeholder Workshops	Workshops to map citizen journey, service request management, and related processes.	Frequency Foundry
Elicit	Detailed Process Maps	Documents current and future-state service request processes.	Frequency Foundry
Elicit	Business Requirements Catalogue	Validated list of requirements with priorities.	Frequency Foundry The Village of Buffalo Grove
Elicit	Integration Requirements Document	Defines data exchanges and integration points.	Frequency Foundry
Elicit	Data Model & Entity Relationship Drafts	Outlines data entities and relationships.	Frequency Foundry
Elicit	Reporting & Analytics Requirements	Specifies KPIs and dashboard needs.	Frequency Foundry The Village of Buffalo Grove
Elicit	Security & Role Mapping	Defines access and permissions structure.	Frequency Foundry The Village of Buffalo Grove IT
Envision	System Architecture Blueprint	Technical architecture and deployment model, including ERDs if applicable.	Frequency Foundry
Envision	Wireframes	Wireframes for portal, staff views, and dashboards.	Frequency Foundry
Envision	Integration Design Document (IDD)	Integration specifications and data exchange design.	Frequency Foundry
Envision	Implementation Roadmap	Milestones, deliverables, and sequencing for Phase 2.	Frequency Foundry
Envision	Risk Assessment & Mitigation Register	Updated list of project risks and mitigation plans.	Frequency Foundry
Envision	Phase 1 Completion Report	Executive summary of validated design and roadmap.	Frequency Foundry

PROJECT TIMELINES

A detailed Work Breakdown Schedule (WBS) will be developed during the Engage stage in consultation with the Village's stakeholders. The WBS will account for resource availability, working days, and seasonal peak periods. A high-level representation of the project timeline is shown below.



REQUIREMENTS FROM THE VILLAGE OF BUFFALO GROVE

- **Executive Sponsorship:** Designate an executive sponsor, project manager, and departmental SMEs.
- **Workflow Documentation:** Provide current workflows, policies, and summaries of pain points.
- **System Inventory:** Supply an inventory of existing systems (Work Order, GIS, Website CMS, ERP).
- **Data Provisioning:** Provide data samples or schemas to support data modeling.
- **IT & Security Standards:** Share IT and cybersecurity policies to inform architecture and integration design.
- **Branding & Accessibility:** Provide branding and accessibility guidelines for the citizen portal.
- **Stakeholder Engagement:** Ensure participation in validation sessions.

OUT-OF-SCOPE ITEMS

- **Environment & License Provisioning:** Provisioning of environments and deployment of licenses.
- **System Configuration & Data Migration:** Configuration, customization, integration, or data migration.
- **Training & Change Management Execution:** Execution of staff training or change management activities.
- **User Acceptance & Production Deployment:** User Acceptance Testing (UAT) or production deployment.
- **Third-Party Procurement:** Procurement of third-party systems.
- **Live Portal & Dashboard Setup:** Setup of live portals or dashboards.
- **Performance & Security Testing:** Performance, load, or security testing.

COST AND PAYMENT TERMS

Frequency Foundry's pricing model for Signal 311 is structured on a time-and-materials basis for professional services and an annual subscription for platform licensing and support. Fees are based on Frequency Foundry's understanding of the Village of Buffalo Grove's scope, requirements, and implementation complexity.

All invoices will be issued monthly and are payable within NET-30 days of receipt. Adjustments to scope or additional services will be managed through the formal Project Change Control Procedure.

PHASE 1 COSTS

Professional services for Phase 1 (Engage, Educate, Elicit, and Envision stages) will be billed monthly on a time-and-materials basis, with the total fees for Phase 1 not to exceed Seventy Six Thousand Fifty Dollars (USD \$76,050) without prior written approval from the Client. For this engagement, Frequency Foundry has discounted the blended hourly rate from \$205 USD to \$195 USD.

Project Phase	Effort (Hours)	Hourly Rate (USD)	Services Cost (USD)
Engage Phase	100	\$195.00	\$19,500.00
Educate & Elicit Phases	190	\$195.00	\$37,050.00
Envision & Phase 1 Closeout	100	\$195.00	\$19,500.00
Total	390	—	\$76,050.00

Contractor may request reimbursement for reasonable and necessary travel expenses directly related to the delivery of Phase 1 services, in an amount not to exceed Ten Thousand Dollars (USD \$10,000). All travel must be approved in advance in writing by the Client, including an estimated itinerary and cost projection for each trip. All reimbursable travel must comply with the Village of Buffalo Grove travel reimbursement policy, including economy airfare, the lowest reasonable cost for lodging, and allowable meals and incidental expenses. Contractor shall submit itemized receipts and supporting documentation with each reimbursement request. Travel time shall not be billable unless Contractor is performing actual project work during that time, and only the hours of work performed may be billed.

If the Client proceeds with any subsequent Statements of Work under this Agreement, the total amount of approved and reimbursed travel expenses incurred during Phase 1 will be applied as credit toward the fees due under the next executed Statement of Work.

PROJECT BILLING

Project billing for this engagement will follow a time-and-materials model aligned with the project's phased delivery approach.

A project initiation deposit equal to **\$11,700 (equivalent to 60 hours or approximately 15% of the total services value of Phase 1)** will be invoiced upon execution of the Statement of work and prior to project commencement. This deposit serves as a credit toward future consulting hours incurred during the engagement. The project initiation deposit enables Frequency Foundry to rapidly assign, mobilize, and onboard the necessary resources to initiate Phase 1 activities for the Village.

All subsequent invoices will be issued **monthly**, based on **actual hours incurred**, and accompanied by detailed project billing reports provided to the Village's Contract Manager prior to invoicing. A credit equivalent of 30 hours will be applied to and discounted from each monthly invoice to account for the initiation deposit credit paid by the client. All invoices are payable within NET-30 days of receipt of invoice.

PROJECT ASSUMPTIONS

The following assumptions outline conditions expected to be met for successful implementation of Signal 311 at the Village of Buffalo Grove. These factors are critical to maintaining project timelines, ensuring proper adoption, and minimizing risks during configuration, integration, and design activities.

- **Estimates and Scope:** Fees and timelines are based on information provided by the Village's stakeholders and are subject to revision if material changes to the agreed scope occur. Any revisions will follow a formal change request process.
- **SME Access:** The Village will provide access to subject matter experts (SMEs) from relevant departments to validate workflows, support requirements gathering, and participate in review sessions.
- **IT Support & Infrastructure:** The Village will provide access to IT resources, systems, and data samples necessary to support configuration, integrations, and data modeling for Signal 311.
- **Timely Decision-Making:** Decisions regarding project scope, approvals, and issue resolution will be made within five business days to avoid project delays.
- **Policy & Communication Access:** The Village will provide necessary access to branding guidelines, accessibility requirements, policies, and documentation to support the citizen portal, dashboards, and workflow standardization.
- **Project Governance:** The Village will assign a dedicated project sponsor and primary contact to support project governance, scheduling, and approvals.
- **Stakeholder Participation:** Village stakeholders will actively participate in workshops, interviews, and review sessions to ensure knowledge transfer and adoption of Signal 311.
- **Resource Availability:** Project timelines are subject to the availability of Village staff and resources; delays in stakeholder participation or data provision may impact the overall schedule.
- **Integration Dependencies:** Successful integration with Cartegraph, Citibot, ESRI ArcGIS, Tyler New World, and BS&A systems depends on the timely availability of interfaces, credentials, and required data from the Village.
- **Deliverable Acceptance:** Deliverables will be deemed accepted if no formal feedback or rejection notice is received within five business days of delivery.
- **Collaboration and Communication:** Both parties agree to work collaboratively to mitigate risks and maintain open communication throughout the engagement.
- **Compliance Requirements:** All configuration, testing, and design activities must comply with Village IT, cybersecurity, and data protection standards, as well as applicable U.S. laws and regulations.

PROJECT CHANGE CONTROL PROCEDURE

Frequency Foundry and the Village of Buffalo Grove maintain a structured approach for managing changes to this Statement of Work. This ensures any modifications to scope, schedule, or deliverables are properly reviewed, assessed, and authorized.

- **Change Request Submission:** Any proposed change to the SOW must be submitted via a Project Change Request (PCR), clearly describing the change, rationale, and anticipated impact on schedule, costs, or deliverables.
- **Initial Review:** The designated Project Manager of the requesting party (Contractor or Client) will review the PCR and determine whether it should be submitted to the other party.
- **Impact Assessment:** Both Project Managers will review the PCR and either approve it for further investigation or reject it. If investigation is authorized, any associated charges will be mutually agreed upon, and Contractor may invoice the Village for approved costs. The investigation will assess the effect of the proposed change on the SOW price, schedule, and other terms.
- **Approval & Implementation:** Upon completion of the investigation, both parties will review the findings. If mutually agreed, a Change Authorization will be executed. A signed Change Authorization and/or PCR is required to implement approved changes.
- **Documentation & Tracking:** All PCRs and Change Authorizations will be documented to ensure transparency and alignment with project objectives.

STATEMENT OF WORK AUTHORIZATION

This Statement of Work is hereby accepted and agreed to by the authorized representatives of the parties below. Execution of this SOW constitutes agreement to its terms and authorizes the commencement of work.

In Witness Whereof, the Parties have executed this SOW as of the Effective Date set forth below.

Client: The Village of Buffalo Grove

Name: _____

Title: _____

Date: _____

Contractor: Frequency Foundry

Name: _____

Title: _____

Date: _____

Effective Date of Agreement: _____



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.n.

Acceptance of the 2026 Special Flag Schedule

Contacts

Liaison: President Smith

Staff: Christopher Stilling

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve the 2026 Special Flag Schedule.

Summary

For 2026, the Village received three (3) applications for special flags to be flown on the flag pole at the Ernie Karge Rotary Green.

Strategic Alignment

Guiding Principle

Principle 6: Engages Our Residents

Goal

Goal 3: Strengthened Buffalo Grove community identity and pride

File Attachments

1. Special Flag Memo 2



DATE: December 1, 2025

TO: Village Manager Dane Bragg

FROM: Chris Stilling, Deputy Village Manager

SUBJECT: Special Flag Requests

BACKGROUND

For 2026, the Village received three (3) applications for special flags to be flown on the flag pole at the Ernie Karge Rotary Green.

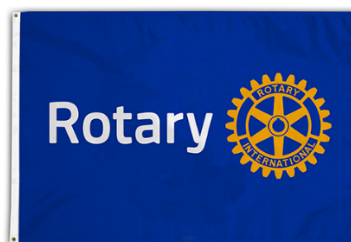
STEM Empowerment Flag

The first request is to fly the Buffalo Grove STEM Empowerment flag on behalf of the Buffalo Grove 4C STEM Club starting on April 1, 2026 through April 30, 2026. The submission is in compliance with the Village's Flag Policy.



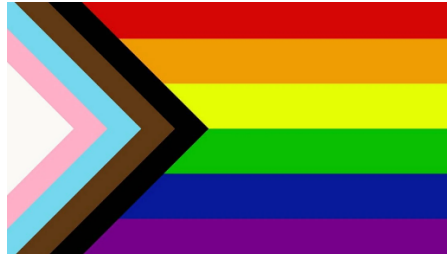
Rotary Flag

The second request is to fly the Rotary Club Flag on behalf of the Buffalo Grove Rotary Club starting on May 1, 2026 through May 31, 2026. The submission is in compliance with the Village's Flag Policy.



Pride Flag

The third request is to fly the Pride Flag on behalf of the LGBTQ community starting on June 1, 2026 through June 30, 2026. The submission is in compliance with the Village of Buffalo Grove Flag Policy.



NEXT STEPS

Upon approval of the Village Board, the requested flag will be flown on the dates noted above.



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.o. O-2025-133

Ordinance Amending Title 5.20 Liquor Controls

Contacts

Liaison: President Smith

Staff: Samina Shaikh

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an ordinance amending Title 5.20 Liquor Controls to update the list of licenses authorized.

Summary

Background

This ordinance is to update the list of liquor licenses authorized in Section 5.20.130 of the Village of Buffalo Grove Municipal Code for the license period May 1, 2025 through April 30, 2026. The update to licenses authorized follows the recent closure of two business establishments and to reserve a full Class C-2 liquor license for Grove Simple Mart Inc d/b/a Mobil at 10 Dundee Road.

Strategic Alignment

Guiding Principle

Principle 7: Builds Our Community

Goal

Goal 5: More livable Buffalo Grove community with leisure experiences for all

File Attachments

1. Memo - Amending 5.20 Liquor Controls - 12012025
2. DRAFT Ordinance - Amending 5.20 Liquor Controls - 12012025 (2)



MEMORANDUM

DATE: December 1, 2025

TO: Village Manager Dane Bragg

FROM: Samina Shaikh, Administrative Services Manager / Deputy Village Clerk

SUBJECT: Liquor License Updates

RECOMMENDATION

Staff recommend approval of updates to the list of authorized liquor licenses in Section 5.20.130 of the Village of Buffalo Grove Municipal Code for license period ending April 30, 2026.

BACKGROUND

Changes are proposed to the list of authorized local liquor licenses for the current license period May 1, 2025 through April 30, 2026. Two business establishments have recently closed, and a full Class C-2 liquor license is reserved for Grove Simple Mart Inc d/b/a Mobil at 10 Dundee Road. The updates are included in the attached ordinance updating Section 5.20.130. Explanations for the changes are as follows:

- A Class A liquor license for AAA Restaurant Inc d/b/a Flambe India at 1155 McHenry Road #102B is hereby rescinded. The business has closed.
- A Class A-1 liquor license for Niki's Gyros, Inc. at 1038 Weiland Road is hereby rescinded. The business has closed.
- A full Class C-2 liquor license is reserved for Grove Simple Mart Inc d/b/a Mobil at 10 Dundee Road. A ninety-day Class C-2 Conditional Liquor License was granted to Grove Simple Mart Inc d/b/a Mobil at 10 Dundee Road on September 4, 2025 by the Liquor Control Commissioner pursuant to subsection B of Section 5.20.060 of the Village of Buffalo Grove Municipal Code. The applicant has since satisfactorily completed all the Village requirements for a full Class C-2 Liquor License.



ORDINANCE 2025-xxx

AN ORDINANCE AMENDING CHAPTER 5.20 LIQUOR CONTROLS

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. Section 5.20.130 of the Village of Buffalo Grove Municipal Code is hereby amended to read as follows:

5.20.130 Licenses authorized.

Subsection A. of Section 5.20.130 of the Village of Buffalo Grove Municipal Code is hereby amended with deletions in ~~strikethrough~~ and additions in underline text so that Subsection A. of Section 5.20.130 shall provide as follows.

<i>Licensee and d/b/a</i>	<i>Address</i>
Class A.	
1. Midas Banquets, Inc. d/b/a Astoria Banquets	1375 W. Dundee Road
2. Leiserv, LLC d/b/a Lucky Strike Buffalo Grove	350 McHenry Road
3. Continental Restaurant, Inc.	782 S. Buffalo Grove Road
4. Eva's Mexican Restaurant, Inc.	205 Dundee Road
5. AAA Restaurant, Inc. d/b/a Flambe India	1155 McHenry Road #102B
7-5. 5. Chanprung, LLC d/b/a Full Thai	1000 Weiland Road
8-7. 7. Golden Durebak Restaurant, Inc.	718 Buffalo Grove Road
9-8. 8. Grande Jakes Fresh Mexican Grill in BG, Inc.	799 Buffalo Grove Road
10-9. 9. Guzman Y Gomez Restaurants, LLC	120 McHenry Road
11-10. 10. Ineozone Inc. d/b/a Kum Kang San Korean BBQ	1333 Dundee Road
12-11. 11. La Presa Restaurant, Inc.	86 W. Dundee Road
13-12. 12. Luma, LLC d/b/a Lou Malnati's	85 South Buffalo Grove Road
14-13. 13. Telugu Ruchulu of BG, LLC d/b/a Newabi <u>Nawabi</u> Hyderabad House Biryani Place	228 McHenry Road

15-14. Paddock Lounge, LLC	301 Hastings Drive
16-15. TK Tavern, Inc. d/b/a Prairie House Tavern	2710 Main Street
17-16. BRI Incorporated d/b/a Sal & Tony's	48 Raupp Boulevard
18-17. The Schwaben Center	301 Weiland Road
19-18. Sky Fitness Café, Inc. d/b/a Sky Spa & Sauna	1501 Busch Parkway
20-19. Yang Group, Inc. d/b/a Sushi Grove	154 McHenry Road
21-20. WJN Gold, LLC d/b/a WJ Golf	401 Half Day Road
22-21. Booming, Inc. d/b/a Yan Yan Chinese Cuisine	360 Half Day Road
23-22. Rotary Sushi and Bar LLC d/b/a Blackfish Rotary Sushi and Bar	686 Buffalo Grove Road
24-23. Lazy Dog Colorado Ops, LLC d/b/a Lazy Dog Restaurant & Bar	51 McHenry Road
25-24. SP Ramen 24 Inc d/b/a Sanjo Ramen	167 McHenry Road

SECTION 2. Section 5.20.130 of the Village of Buffalo Grove Municipal Code is hereby amended to read as follows:

5.20.130 Licenses authorized.

Subsection A-1. of Section 5.20.130 of the Village of Buffalo Grove Municipal Code is hereby amended with deletions in ~~striketrough~~ and additions in underline text so that Subsection A-1. of Section 5.20.130 shall provide as follows.

<i>Licensee and d/b/a</i>	<i>Address</i>
<i>Class A-1.</i>	
1. Chicago Galbi House Inc	340 Half Day Road
2. Hakuya Sushi, Inc	161 Dundee Road
3. Niki's Gyros, Inc.	1038 Weiland Road
4-3. RR Buffalo Grove LLC d/b/a Ricky Rockets—Buffalo Grove	700 E Lake Cook Road 101
5-4. Taste of Tokyo, Inc.	159 McHenry Road
6-5. PYX Brands LLC d/b/a Yeero Revolution	700 E Lake Cook Road 105
7-6. Themis's Pizza, LLC d/b/a Giordano's of Buffalo Grove	270 McHenry Road
8-7. Nino's Pizzeria, Inc.	960 Buffalo Grove Road
9-8. Dengeos on Dundee, Inc.	195 Dundee Road

SECTION 3. Section 5.20.130 of the Village of Buffalo Grove Municipal Code is hereby amended to read as follows:

5.20.130 Licenses authorized.

Subsection C-2. of Section 5.20.130 of the Village of Buffalo Grove Municipal Code is hereby amended with deletions in ~~strikethrough~~ and additions in underline text so that Subsection C-2. of Section 5.20.130 shall provide as follows.

<i>Licensee and d/b/a</i>	<i>Address</i>
<i>Class C-2.</i>	
1. Graham Enterprise, Inc	540 McHenry Road
2. Casey's Retail Company d/b/a Casey's #6427	1251 McHenry Road
3. RDK Ventures LLC d/b/a Circle K	1200 Arlington Heights Road
4. RDK Ventures LLC d/b/a Circle K	50 Lake Cook Road
5. Speedway LLC	201 N. Milwaukee Avenue
6. True North Energy, LLC	185 Milwaukee Avenue
7. Grove Simple Mart Inc d/b/a Mobil	<u>10 Dundee Road</u>

SECTION 4.

- A. A Class A liquor license for AAA Restaurant Inc d/b/a Flambe India at 1155 McHenry Road #102B is hereby rescinded.
- B. A Class A-1 liquor license for Niki's Gyros Inc at 1038 Weiland Road is hereby rescinded.
- C. A Class C-2 liquor license is reserved for Grove Simple Mart Inc d/b/a Mobil at 10 Dundee Road.
- D. This Section 5 shall not be codified.

SECTION 5. This Ordinance shall be in full force and in effect from and after its passage and approval.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.p. O-2025-134

Ordinance Approving a Right-of-Way Access Agreement with Metro Fibernet, LLC

Contacts

Liaison: Trustee Weidenfeld

Staff: Briget Schwab

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an ordinance authorizing the execution of a right-of-way agreement with Metro Fibernet, LLC.

Summary

Background

This right-of-way access agreement specifies the conditions and uses of the right-of-way through a permitting process overseen by the Village Engineer. With multiple entities seeking access to the right-of-way for telecommunications uses in the near term, the Village drafted this agreement to ensure impartial and appropriate use of the space available. Staff recommends approval of the agreement as shown.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Principle 7: Builds Our Community

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

Goal 4: Vibrant and innovative community: leading edge

Goal 5: More livable Buffalo Grove community with leisure experiences for all

File Attachments

1. DRAFT Ordinance - Metro Fibernet
2. DRAFT Buffalo Grove License Agreement - Metro Fibernet





ORDINANCE 2025-xxx

AN ORDINANCE APPROVING A RIGHT-OF-WAY ACCESS AGREEMENT WITH METRO FIBERNET, LLC

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the Village seeks to enter into a right-of-way access agreement with Metro Fibernet, LLC.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The right-of-way access agreement attached herein is approved subject to review and approval by the Village Attorney and Village Engineer.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

RIGHT-OF-WAY ACCESS AGREEMENT

This Right-of-Way Access Agreement ("Agreement") is made and entered into this ____ day of _____, 20__, by and between the Village of Buffalo Grove, an Illinois home rule municipal corporation ("Village"), and Metro Fibernet, LLC, a Nevada limited liability company ("Licensee").

RECITALS

- A. The Village owns, controls, and maintains public rights-of-way and has adopted Title 12 of its Municipal Code governing the use, construction, and occupancy of said rights-of-way.
- B. Licensee is a communications provider duly authorized under federal and state law and seeks to install, operate, and maintain fiber optic or other communications facilities in the Village's rights-of-way.
- C. Licensee desires to obtain from the Village a non-exclusive license to access certain portions of its rights-of-way and the Village is willing to grant such a license under the terms set forth herein, consistent with applicable laws and in the interest of the public welfare.

SECTION 1. GRANT OF LICENSE

1.1 The Village, acting through its Village Manager or Village Engineer pursuant to authority delegated by the Village Board of Trustees, grants to Licensee a non-exclusive, revocable license to install, operate, maintain, repair, replace, and remove communications facilities within the public rights-of-way identified in Exhibit A ("Licensed Area"), subject to the terms of this Agreement, Village ordinances, but not limited to Title 12 and Title 16 of the Village Code as amended from time to time, and all applicable federal and state laws.

1.2 Licensee shall not use or occupy any easement or property interest not owned by the Village without first obtaining lawful authority to do so and providing written evidence thereof to the Village.

1.3 Licensee shall not interfere with existing or future public utility infrastructure and shall coordinate installations to avoid conflict with existing easements or encroachments.

1.4 Licensee shall construct and maintain its facilities in a manner that preserves the safety and accessibility of the public rights-of-way. Facilities shall not impede visibility, ADA access, or emergency response operations.

SECTION 2. TERM

This Agreement shall be effective as of the date above and shall remain in effect for five (5) years. It may be renewed for one (1) additional five-year term upon mutual written agreement of the parties unless either party provides written notice of non-renewal at least 180 days prior to expiration.

SECTION 3. COMPLIANCE AND PERMITS

3.1 Licensee shall obtain all required permits before commencing any work. All activity must comply with the Village Code, applicable safety standards, and any conditions attached to the permits. No facility may be installed or maintained outside of the Licensed Area without prior written approval.

3.2 Licensee shall not use or occupy any easement or property interest not owned by the Village without first obtaining lawful authority to do so and providing written evidence thereof to the Village.

3.3 Licensee shall not interfere with existing or future public utility infrastructure and shall coordinate installations to avoid conflict with existing easements or encroachments.

3.4 Licensee shall construct and maintain its facilities in a manner that preserves the safety and accessibility of the public rights-of-way. Facilities shall not impede visibility, ADA access, or emergency response operations.

3.5 Licensee shall post and maintain a performance bond, irrevocable letter of credit, or other financial security in a form acceptable to the Village in the amount of \$50,000, or such other amount as may be required under Section 12.04.100 of the Village Code. The security shall ensure compliance with the terms of this Agreement, restoration obligations, and indemnification commitments.

3.6 Licensee shall annually register with the Village as required by Section 12.04.030 of the Village Code, including current contact, emergency, and insurance information.

SECTION 4. FEES AND COSTS

Licensee shall pay all applicable permit fees and reimburse the Village for any actual, reasonable third-party costs incurred for engineering review, inspections, or restoration oversight, as permitted under Title 12.

SECTION 5. INSURANCE

5.1 Licensee shall maintain insurance as required by Section 12.04.080 of the Village Code, naming the Village and its elected and appointed officials, employees, agents, and representatives as additional insureds. Certificates of insurance shall be filed prior to the commencement of work and updated annually. Nothing in this Agreement shall prevent the Village from requiring greater insurance coverage than specified in Section 12.04.080.

5.2 All insurance shall be effected under policies issued by carriers rated at least A- and Class VII by A.M. Best. Licensee may self-insure only upon written approval by the Village and demonstration of financial capacity consistent with Section 12.04.080(E) of the Village Code.

SECTION 6. INDEMNIFICATION

To the fullest extent permitted by law, Licensee shall defend, indemnify, and hold harmless the Village, its corporate authorities, officers, officials, employees, agents, representatives, and contractors (collectively, the "Indemnitees") from and against any and all claims, liabilities, obligations, damages, penalties, fines, costs, and expenses (including attorneys' fees and expert witness fees), of any kind or nature, whether direct or indirect, arising out of or resulting from:

- (a) Licensee's or its contractors', subcontractors', employees', agents', or affiliates' acts or omissions in connection with the construction, installation, operation, maintenance, repair, relocation, or removal of Licensee's facilities;
- (b) any breach or default by Licensee in the performance of its obligations under this Agreement;
- (c) any violation by Licensee or its agents of applicable law;
- (d) any claim for bodily injury, personal injury, death, property damage, or economic harm arising out of or in connection with Licensee's use or occupancy of the rights-of-way;
- (e) any claim arising from or related to the relocation or removal of the Licensee's facilities in accordance with Section 7 or Section 8, including, but not limited to those brought by

Licensee's customers or end users that assert injuries of any kind resulting from a loss or interruption of service in the licensed facility.

except to the extent caused by the gross negligence or willful misconduct of the Village. The obligations set forth in this section shall survive the expiration or earlier termination of this Agreement. Nothing herein shall waive any defense or immunity the Village may assert as it relates to any claim.

SECTION 7. RELOCATION AND REMOVAL

7.1 Village-Directed Relocation in the Public Interest.

Upon written notice from the Village Manager or their designee, Licensee shall, at its sole cost and expense, promptly relocate, remove, or adjust its facilities as directed when necessary to further the public interest. Examples include public works, utility improvements, transportation upgrades, or safety enhancements. Formal direction from the Village Board shall not be required to trigger Licensee's obligations under this Section.

7.2 Timing and Compliance.

Unless otherwise stated, Licensee shall complete the relocation within forty-five (45) days. The Village Manager may grant an extension for good cause provided such extension does not delay the remainder of the project to the detriment of the Village. The Village may assess any costs associated with an extension requested or otherwise occasioned by the Licensee on the Licensee.

7.3 Failure to Comply.

If Licensee does not comply, the Village may perform the work and invoice Licensee for all reasonable costs. Payment is due within thirty (30) days.

7.4 Emergency Relocation.

In emergencies, the Village may relocate facilities without prior notice. Licensee shall reimburse costs upon demand.

7.5 No Compensation.

Licensee waives any claim for compensation related to relocation or removal under this Section.

7.6 Interruption.

Licensee shall indemnify, defend, and hold the Village harmless from any and all claims by itself, its customers or third parties resulting from any interruption of service occasioned by the relocation or removal of the Licensees' facilities under this section

SECTION 8. ABANDONMENT AND REMOVAL UPON CESSATION OF OPERATIONS

8.1 Obligation to Remove Facilities.

Licensee shall remove its facilities and restore the right-of-way upon:

- (a) Insolvency or bankruptcy;
- (b) Cessation of operations within the Village; or
- (c) Non-use of a facility for six (6) consecutive months without justification.

8.2 Notice of Cessation or Abandonment.

Licensee shall notify the Village within thirty (30) days of any such event.

8.3 Village Self-Help.

If Licensee does not remove the facilities within sixty (60) days of notice from the Village, the Village may perform the work and recover costs through any security provided and seek to recover any difference from Licensee.

8.4 Title to Abandoned Facilities.

The Village may elect to take title to abandoned facilities by written notice.

8.5 Determination of Abandonment.

A facility will be deemed abandoned if:

- It is unused for six (6) consecutive months; and
- Licensee fails to demonstrate legitimate business plans or continued maintenance;
- Licensee fails to respond within thirty (30) days to a Village request for certification of use.

The Village may request an annual certification of use and intent to maintain.

SECTION 9. ASSIGNMENT

9.1 Assignment is prohibited without prior written consent of the Village.

9.2 Licensee shall notify the Village at least thirty (30) days prior to any transfer of ownership or control of the facilities. All obligations of this Agreement shall be binding on any successor.

SECTION 10. DEFAULT AND TERMINATION

10.1 The Village may revoke this License, in whole or in part, or suspend construction or operation of any Licensee facilities within the public right-of-way, if:

1. Licensee has made a materially false or misleading statement in its application;
2. Licensee fails to comply with any term, condition, or obligation under this Agreement or applicable Village ordinances, including Title 12;
3. The presence or condition of the Licensee's facilities presents an imminent threat to public health or safety; or
4. Licensee fails to construct or maintain its facilities substantially in accordance with approved plans or applicable law.

10.2 Prior to revocation, the Village shall give written notice to Licensee describing the default or violation. Licensee shall have thirty (30) days to cure the violation or, if it cannot reasonably be cured within such period, to begin and diligently pursue the cure to completion.

10.3 . If Licensee fails to cure within the required period, the Village may revoke the License or take such other enforcement action as authorized by law, including removal of facilities at Licensee's expense.

10.4 Nothing in this Agreement shall be construed to limit the Village's authority under Title 12.04.110 or other applicable law.

SECTION 11. NOTICES

All notices shall be in writing and delivered by personal service, certified mail, electronic mail, or courier to:

If to the Village:
Village Manager
Village of Buffalo Grove
50 Raupp Blvd
Buffalo Grove, IL 60089

If to Licensee:
[Insert Address and Contact Info]

With a copy to:
Patrick T. Brankin, Village Attorney
Schain Banks Kenny & Schwartz, Ltd
70 W Madison St., Ste 5400
Chicago, IL 60601
(312) 345-5700

SECTION 12. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to its conflicts of laws principles. Any litigation or proceeding arising out of or relating to this Agreement shall be brought exclusively in the Circuit Court of Cook County, Illinois, and the parties irrevocably submit to the jurisdiction and venue of that court.

SECTION 13. ENTIRE AGREEMENT; AMENDMENT

This Agreement represents the full understanding between the parties and may only be amended by written instrument signed by both.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

VILLAGE OF BUFFALO GROVE

By: _____

Name: _____

Title: _____

LICENSEE

By: _____

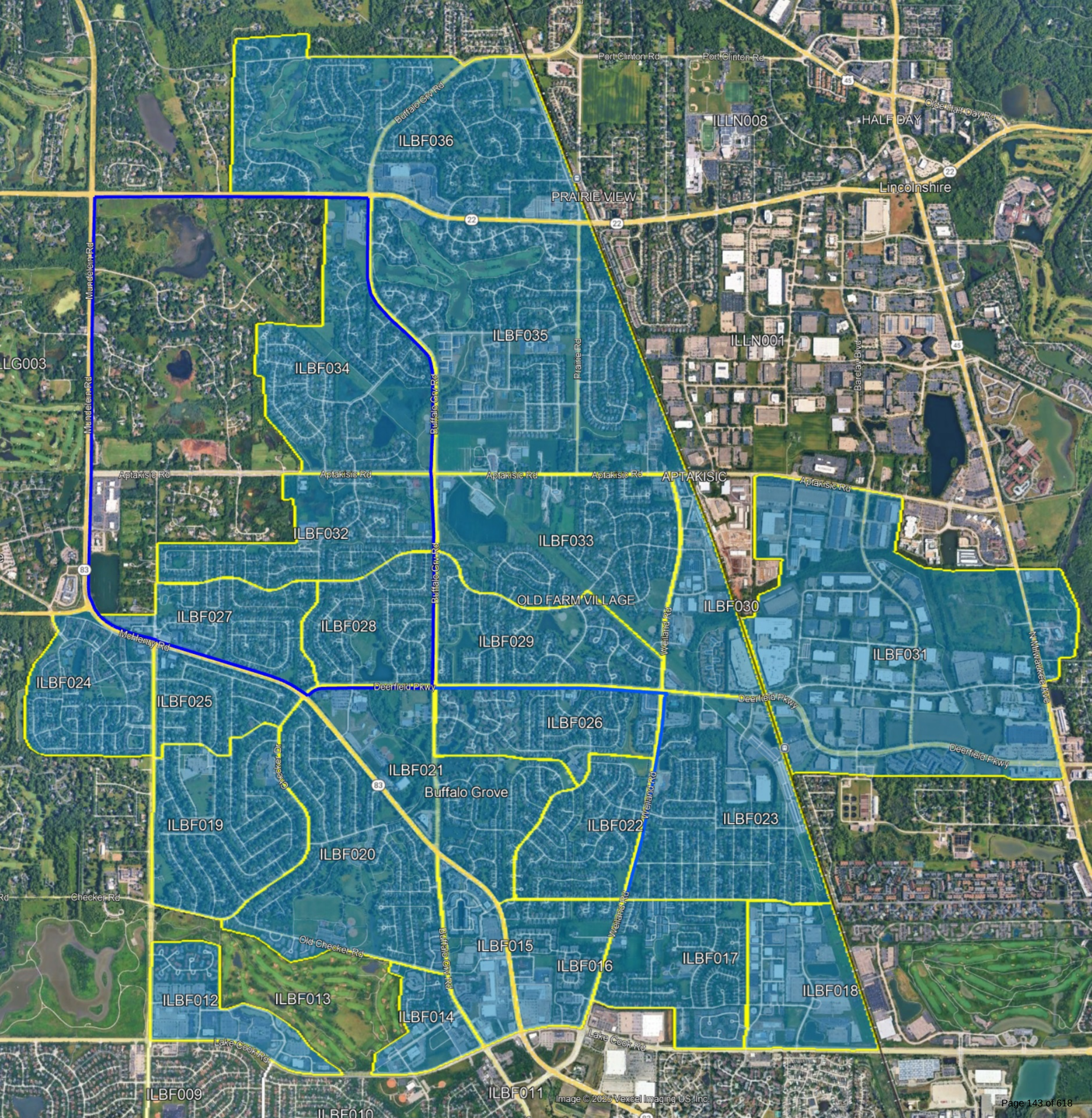
Name: _____

Title: _____

EXHIBIT A

[Attach schematic or detailed description of permitted locations]

DRAFT





AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.q. O-2025-135

Ordinance approving a Preliminary Plan to allow a parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road.

Contacts

Liaison: Trustee Ottenheimer

Staff: Nicole Woods

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a Preliminary Plan approving a parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road.

Summary

See attached memorandum.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

File Attachments

1. Memo - BGHS Parking Lot - 1100 W Dundee Rd
2. DRAFT Ordinance - BGHS Parking Lot - 1100 W Dundee Rd
3. DRAFT Ordinance - Exhibit B. Plan Set
4. DRAFT Ordinance - Exhibit C. Nov 19 Draft PZC Minutes

DATE: December 1, 2025

TO: Village Manager Dane Bragg

FROM: Nicole Woods, Community Development Director
Andrew Binder, Associate Planner

SUBJECT: 1100 W Dundee Road - Amendment to Special Use and Preliminary Plan for parking lot expansion at Buffalo Grove High School

RECOMMENDATION

Staff recommends that the Village Board approve an Ordinance granting an amendment to the Special Use and Preliminary Plan under Ordinance No. 2018-002, as amended by Ord. 2024-058, to allow a parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road, subject to the conditions in the attached Ordinance.

PROJECT BACKGROUND

School District 214 has petitioned the Village for approval of an amendment to the Special Use and Preliminary Plan to expand the parking lot at Buffalo Grove High School (BGHS). The parking lot expansion complies with all Zoning Ordinance requirements.

PLANNING & ZONING ANALYSIS

District 214 completed Phases 1 and 2 of its 2024 athletic field project and now requests reconfiguring the northern main parking lot for a net gain of 8 stalls.

The proposed expansion would increase the number to 593, exceeding the Village Code requirement. There will be no change to vehicular egress or circulation. The new parking lot's drive access will align with the baseball field's parking lot to the east, facilitating better circulation.

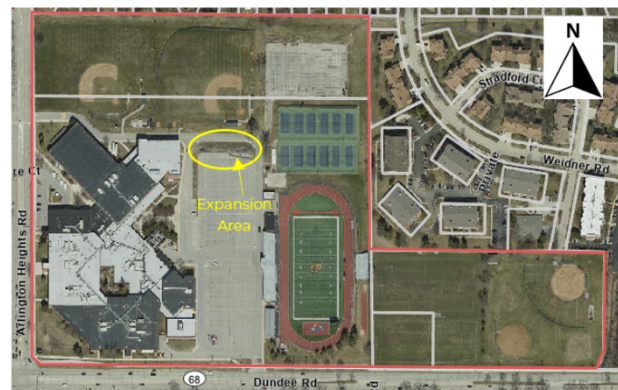


Figure 1: Subject Property

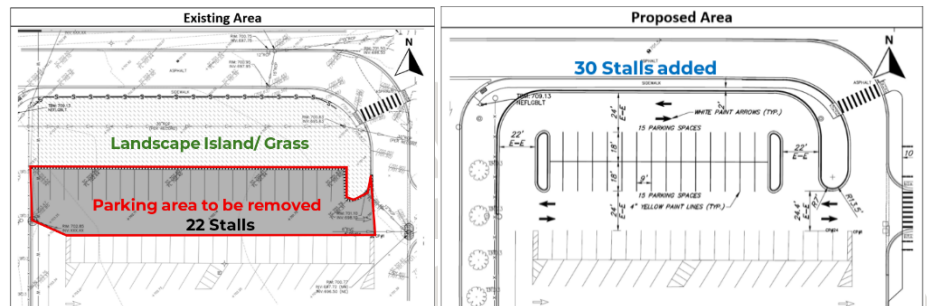


Figure 2: Existing & Proposed Expansion of Parking Lot Area

Engineering

Our Engineering team has no concerns about the proposed parking lot expansion, as it is a minor site change. During the previous athletic field project, extensive site modifications and improved stormwater systems were installed.

PUBLIC HEARING COMMENTS

No comments were received before the public hearing, and no members of the public were present at the meeting to discuss this project.

PLANNING & ZONING COMMISSION (PZC) RECOMMENDATION

The PZC **unanimously recommended approval** to allow an amendment to the Special Use and Preliminary Plan at 1100 W Dundee Road, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.
4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.



ORDINANCE 2025-xxx

AN ORDINANCE APPROVING AMENDMENT TO THE
SPECIAL USE AND PRELIMINARY PLAN UNDER
ORDINANCE NO. 2018-002, AS AMENDED BY ORD.
2024-058, AT 1100 W DUNDEE ROAD

Buffalo Grove High School
School District #214
1100 W Dundee Road

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS 1100 W Dundee Road, Buffalo Grove, IL is improved with a public high school, athletic fields, and surface parking lots located on approximately 45-acres in the R-1 and R-E One Family Dwelling Districts, and is hereinafter legally described in Exhibit A; and,

WHEREAS, in 2018, the Village Board approved by Ordinance No. 2018-002 granting a Special Use and a Zoning Variation to allow the expansion of the school; and,

WHEREAS, in 2024, the Village Board approved by Ordinance No. 2024-058, granting an amendment to the Special Use and Preliminary Plan and a variation to the Fence Code to allow site improvements and construction of accessory structures on the subject school property; and,

WHEREAS, STR Partners, ("Petitioner") has filed a petition on behalf of the School District #214, to allow a parking lot expansion on the subject property, and is requesting the following approvals:

1. An amendment to the Special Use and Preliminary Plan approved by Ordinance No. 2018-002, as amended by Ord. 2024-058; and,

WHEREAS the Planning & Zoning Commission held a public hearing on November 19, 2025, concerning the request for approval of the Amendment to Special Use and Preliminary Plan approved by Ordinance No. 2018-002, as amended by Ord. 2024-058; and

WHEREAS the Planning & Zoning Commission made findings of fact and determined that the petition meets the criteria for a Special Use as set forth in the Buffalo Grove Zoning Ordinance, and as described in the minutes attached hereto as Exhibit C; and

WHEREAS the Planning & Zoning Commission voted 8-0 to recommend approval of the requested approval of the Amendment to Special Use and Preliminary Plan; and

WHEREAS the Corporate Authorities of the Village of Buffalo Grove hereby determine and find that the requested Special Use is reasonable and will serve the best interests of the Village; and

WHEREAS, the proposed Special Use shall operate in accordance with and pursuant to the following exhibits:

EXHIBIT A Legal Description of the Property

Page 1 of 6

smart. with heart.

50 Raupp Blvd, Buffalo Grove, IL 60089 📞 847-459-2500 🌐 vbg.org

EXHIBIT B Plan Set

EXHIBIT C Draft Minutes from November 19, 2025 Planning & Zoning Commission Meeting

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance approving the amendment to Special Use and Preliminary Plan approved by Ordinance No. 2018-002, as amended by Ord. 2024-058, for the property located at 1100 W Dundee Road, Buffalo Grove, IL, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.
4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

Legal Description

Buffalo Grove High School

School District #214

1100 W Dundee Road

SUBJECT PROPERTY COMMON ADDRESS: 1100 W Dundee Road

PARCEL INDEX NUMBERS: 03-05-302-002; 03-05-302-003; 03-05-303-029; 03-05-303-003

LEGAL DESCRIPTION:

PARCEL 1: THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

ALSO

PARCEL 2: THAT PART OF THE SOUTH HALF OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED BY A LINE DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTH HALF OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE NORTH ALONG THE WEST LINE THEREOF, 476.0 FEET; THENCE: EAST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHWEST QUARTER, 887.0 FEET; THENCE SOUTH PARALLEL WITH THE WEST LINE OF THE SOUTH HALF OF THE EAST HALF OF SAID SOUTHWEST QUARTER 475.0 FEET TO A POINT ON THE SOUTH LINE OF SAID SOUTHWEST QUARTER; THENCE WEST ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 5, 887.0 FEET TO THE POINT OF BEGINNING, EXCEPTING THEREFROM THE SOUTH 50.0 FEET THEREOF, IN COOK COUNTY, ILLINOIS .

EXCEPTING THEREFROM PARCEL 3: PORTION OF LAND QUIT CLAIM DEEDED TO THE STATE OF ILLINOIS IN DOCUMENT NUMBER 21356006 RECORDED DECEMBER 31, 1970, DESCRIBED AS FOLLOWS: THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 5, DISTANT 33 FEET NORTH OF THE SOUTH LINE OF SECTION 5; THENCE WESTERLY ALONG A STRAIGHT LINE PARALLEL AND DISTANT 33 FEET NORTH OF SAID SOUTH LINE OF SOLD SECTION 5 FOR A DISTANCE OF 1274 FEET, MORE OR LESS, TO A POINT, SAID POINT BEING 33 FEET EAST OF THE WEST LINE OF SAID SECTION 5; THENCE NORTH ALONG A STRAIGHT LINE PARALLEL AND DISTANT 33 FEET EAST OF THE WEST LINE OF SAID SECTION 5 FOR A DISTANCE OF 1285 FEET, MORE OR LESS, TO A POINT ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 5; THENCE EASTERLY ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 5 FOR A DISTANCE OF 17 FEET TO A POINT; THENCE SOUTH FOR A DISTANCE OF 1228 FEET, MORE OR LESS, TO A POINT, SAID POINT LYING 50 FEET EAST OF THE WEST LINE OF SAID SECTION 5 AND 90 FEET NORTH OF THE SOUTH LINE OF SAID SECTION 5; THENCE SOUTHEASTERLY ALONG A STRAIGHT LINE, A DISTANCE OF 35.36 FEET TO A POINT, SAID POINT LYING 65 FEET NORTH OF THE SOUTH LINE OF SAID SECTION 5 AND 75 FEET EAST OF THE WEST LINE OF SAID SECTION 5; THENCE EASTERLY ALONG A STRAIGHT LINE PARALLEL WITH AND 65 FEET DISTANT FROM THE SOUTH LINE OF SAID SECTION 5, A DISTANCE OF 125 FEET; THENCE SOUTHEASTERLY, A DISTANCE OF 175.64 FEET TO A POINT, SAID POINT LYING 50 FEET NORTH OF THE SOUTH LINE OF SAID SECTION 5 AND 375 FEET EAST OF THE WEST LINE OF SAID SECTION 5; THENCE EAST ALONG A STRAIGHT LINE, PARALLEL AND DISTANT 50 FEET NORTH OF THE SOUTH LINE OF SAID SECTION 5 FOR A DISTANCE OF 932 FEET, MORE OR LESS, TO A POINT, SAID POINT LYING ON THE EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 5, DISTANT 50 FEET NORTH OF THE SOUTH LINE OF SAID SECTION 5; THENCE SOUTH ALONG THE SAID EAST LINE FOR A DISTANCE OF 17 FEET TO THE POINT OF

BEGINNING, IN COOK COUNTY, ILLINOIS.

AND ALSO EXCEPTING THEREFROM PARCEL 4: PORTION OF LAND QUIT CLAIM DEEDED TO BUFFALO GROVE PARK DISTRICT WITH DOCUMENT NUMBER 94966261 RECORDED NOVEMBER 14, 1994: PART OF THE SOUTHWEST QUARTER OF SECTION 5 TOWNSHIP 42 NORTH RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS, TO-WIT: COMMENCING AT THE SOUTHWEST CORNER OF SAID OF QUARTER SECTIONS; THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST ALONG THE WEST LINE OF SAID QUARTER SECTIONS, 765.82 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST 428.30 FEET TO THE POINT OF BEGINNING; THENCE NORTH 45 DEGREES 00 MINUTES 00 SECONDS WEST 13.58 FEET; THENCE SOUTH 45 DEGREES 00 MINUTES 00 SECONDS WEST 38.17 FEET; THENCE NORTH 45 DEGREES 00 MINUTES 00 SECONDS WEST 30.00 FEET; THENCE NORTH 45 DEGREES 00 MINUTES 00 SECONDS EAST 111.17 FEET; THENCE SOUTH 45 DEGREES 00 MINUTES 00 SECONDS EAST 43.58 FEET; THENCE SOUTH 45 DEGREES 00 MINUTES 00 SECONDS WEST 75.00 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

DRAFT

EXHIBIT B

Plan Set

**Buffalo Grove High School
School District #214
1100 W Dundee Road**

DRAFT

EXHIBIT C

Draft Minutes from November 19, 2025, Planning & Zoning Commission Meeting

Buffalo Grove High School

School District #214

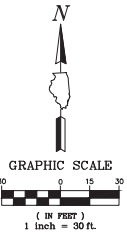
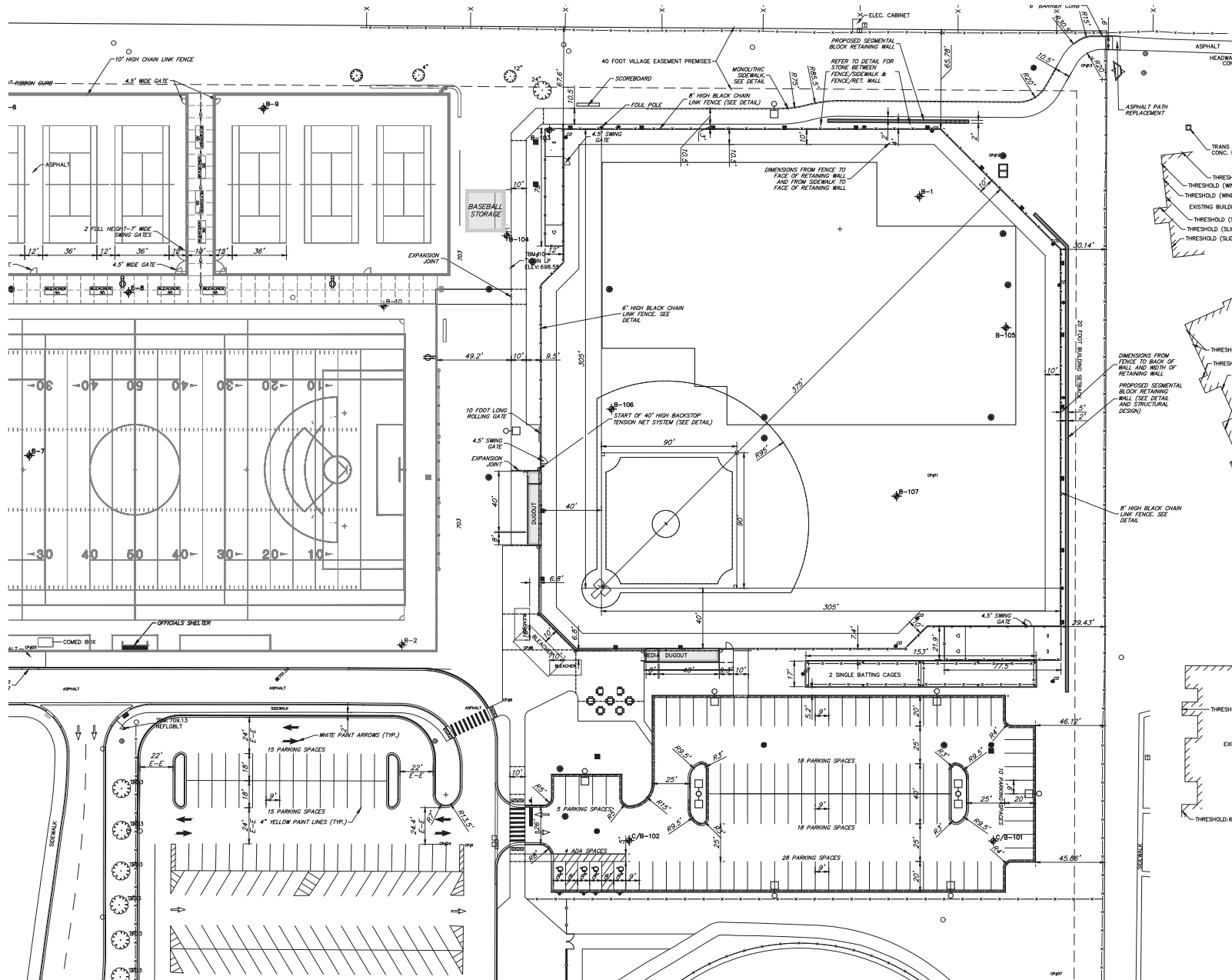
1100 W Dundee Road

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Project Description and Narrative Statement Buffalo Grove High School Athletic Field Renovations - Parking Lot Revisions

Township High School District 214 has made significant upgrades to the area of the existing baseball fields and stormwater retention basin on the north side of Buffalo Grove High School. As the projects are wrapping up, the School wishes to rework an existing island in their main parking lot to obtain 8 additional parking spaces.

During construction, the existing island was used for material storage, contractor parking, and the jobsite trailer. In lieu of returning the island to its original condition, the School will rework the island layout, as shown in the attached documents, to add 8 additional parking spaces to their main lot, increasing the total number of available parking spaces from 435 to 443. For parking with 401 to 500 spaces, the Illinois Accessibility Code requires 9 accessible parking spaces to be provided, of which the School provides 12.



STR
STR Partners, LLC
350 West Ontario Street | Suite 200
Chicago, IL 60654
www.strpartners.com

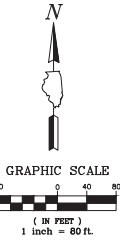
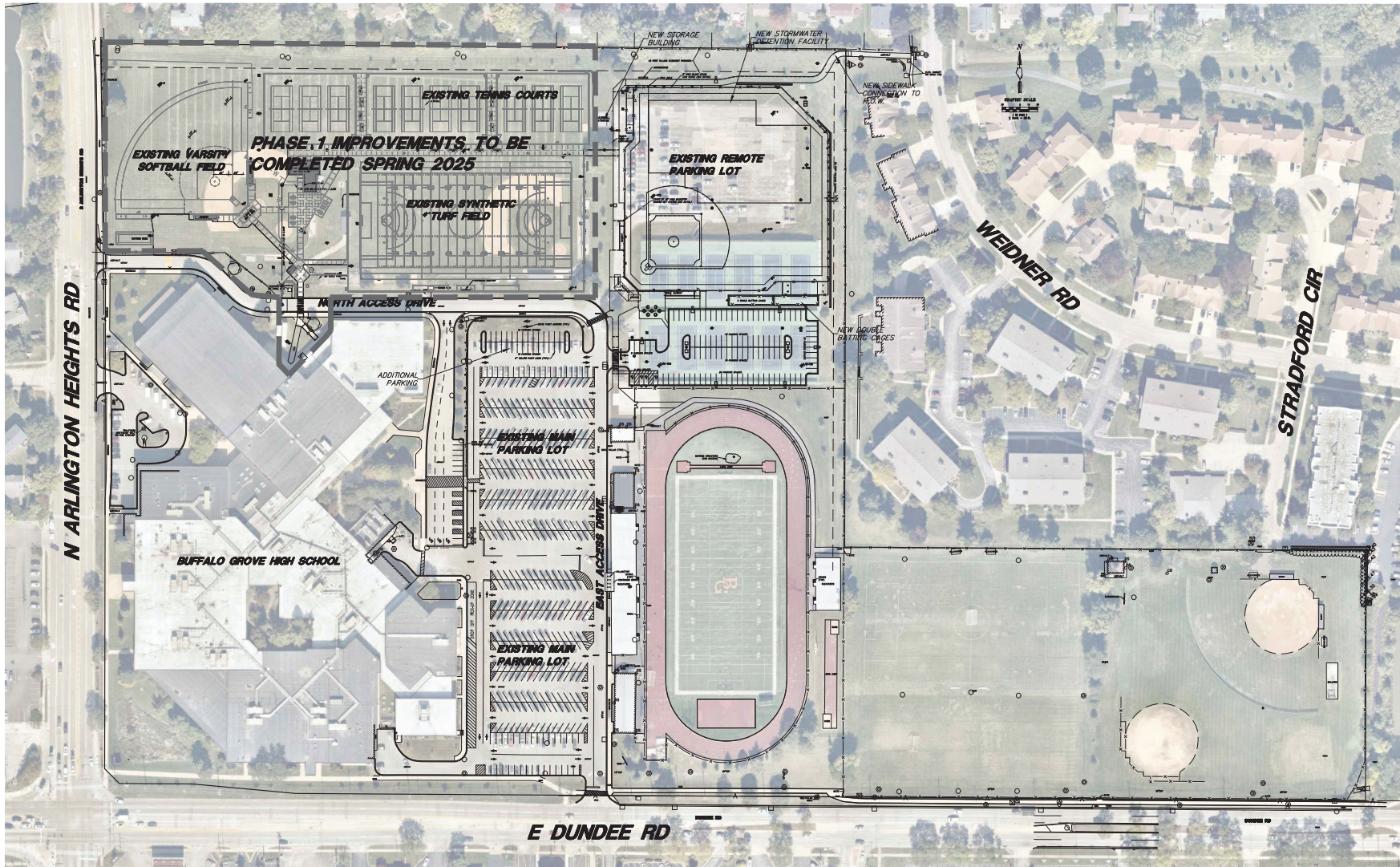
GHA GEWALT HAMILTON ASSOCIATES, INC.
625 Forest Edge Drive ■ Vernon Hills, IL 60061
Tel. 847.478.9700 ■ Fax 847.478.9701

PHASE 2 FIELD RENOVATIONS PRELIMINARY GEOMETRIC PLAN

D214 BGHS ATHLETIC FIELD RENOVATIONS PHASING

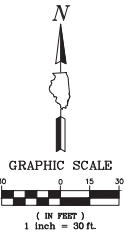
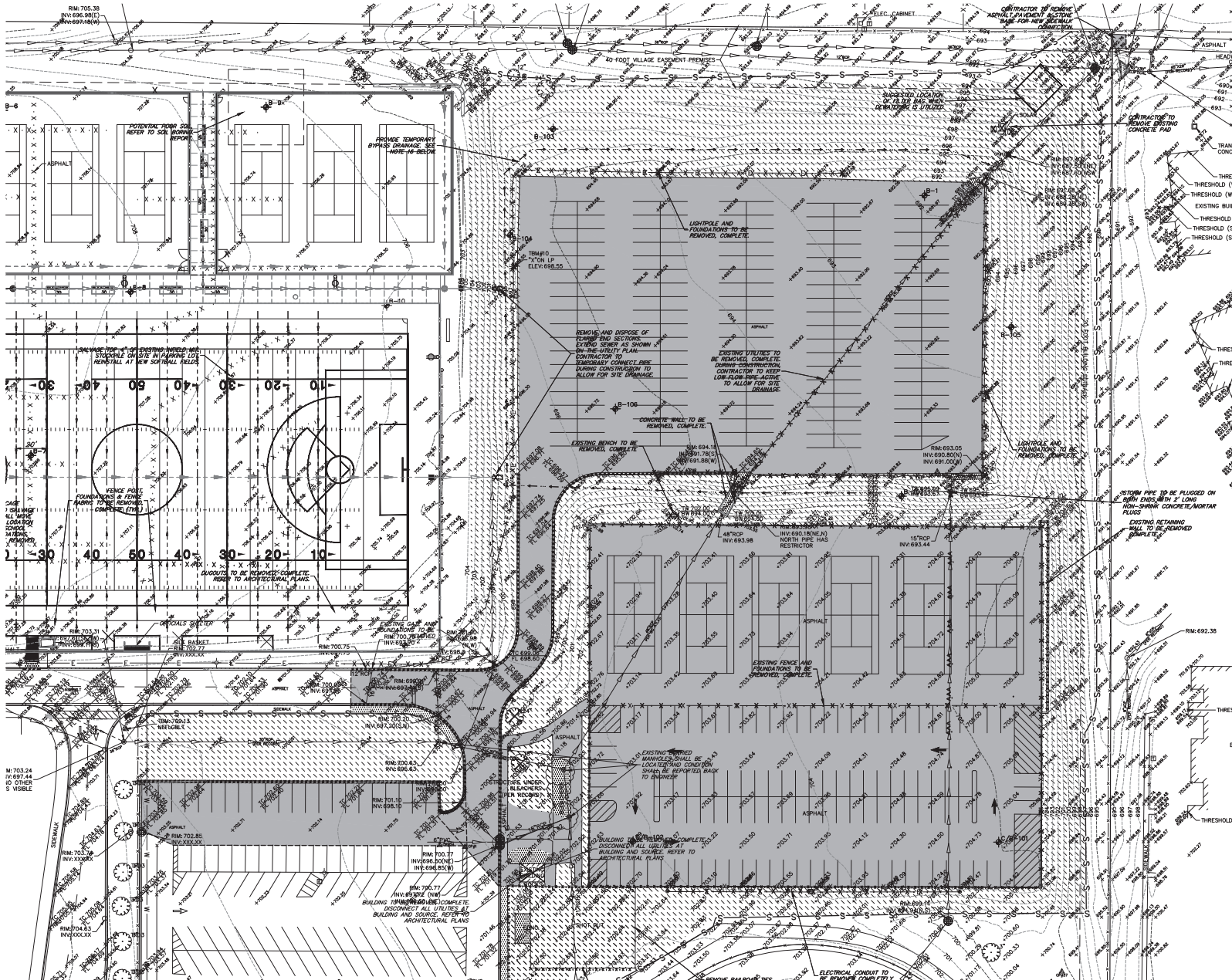
1100 W Dundee Road, Buffalo Grove, IL 60089

Township High School District 214
2/13/2024

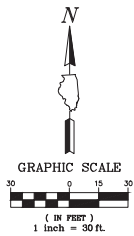
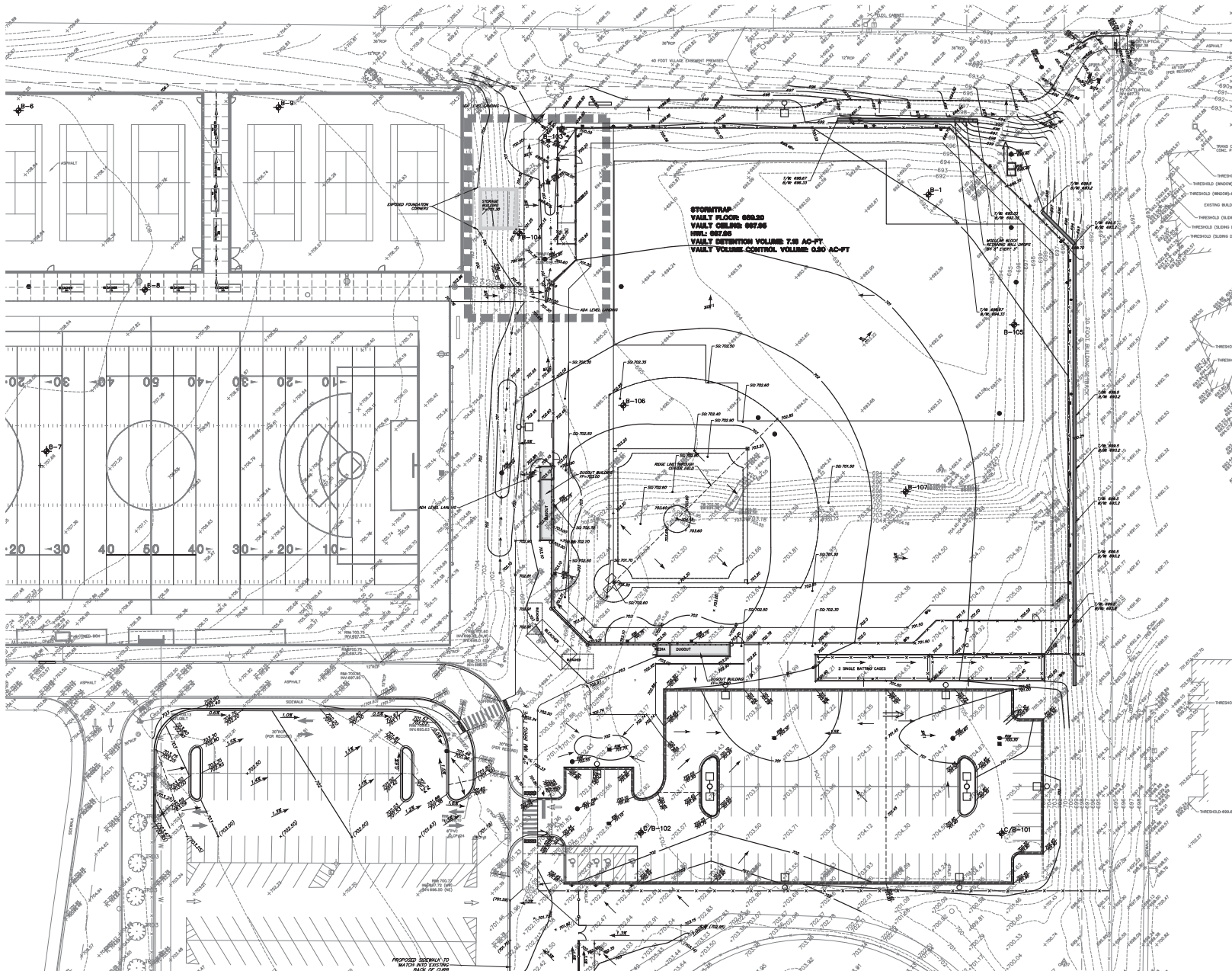


PROPOSED PARKING DATA:

CAMPUS LOCATION	SMALL	BUS	ELECTRIC	CAR	ADA
WEST LOT	7	0	0	20	0
DRIVE LANE	0	6	0	8	
NORTH MAIN LOT	0	0	235	2	
SOUTH MAIN LOT	0	0	206	0	
STADIUM PARKING LOT	0	0	105	4	
TOTAL SPACES	7	6	566	14	

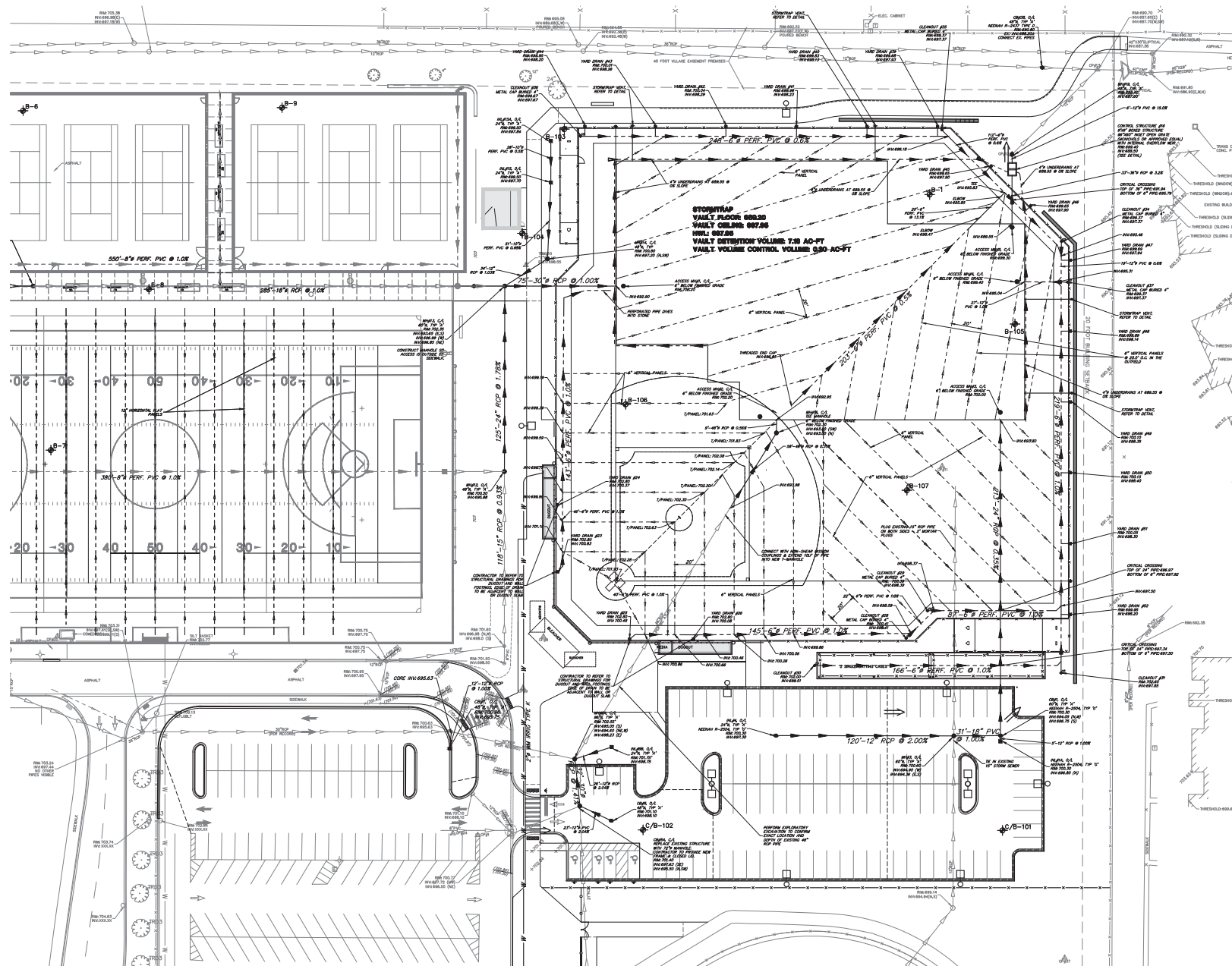


- REMOVAL LEGEND**
- PAVEMENT REMOVAL FULL DEPTH, MINIMUM 14"
 - EARTH/GRAVEL REMOVAL
 - CONCRETE/SIDEWALK REMOVAL
 - TREE/SHRUB REMOVAL (SEE LANDSCAPE PLANS FOR TREE REMOVAL AND TREE PROTECTION)
 - PERIMETER EROSION BARRIER
 - CURB/COMBINATION CURB AND GUTTER REMOVAL
 - PAVEMENT SAWCUT
 - UTILITY TO BE ABANDONED
 - UTILITY TO BE REMOVED
 - FENCE TO BE REMOVED
 - STRUCTURE/UTILITY REMOVAL
 - CONSTRUCTION FENCE
 - SOIL BORING
 - STORM SEWER INLET PROTECTION:
 - INLET FILTER BASKET
 - INLET FILTER BASKET & COR LOG



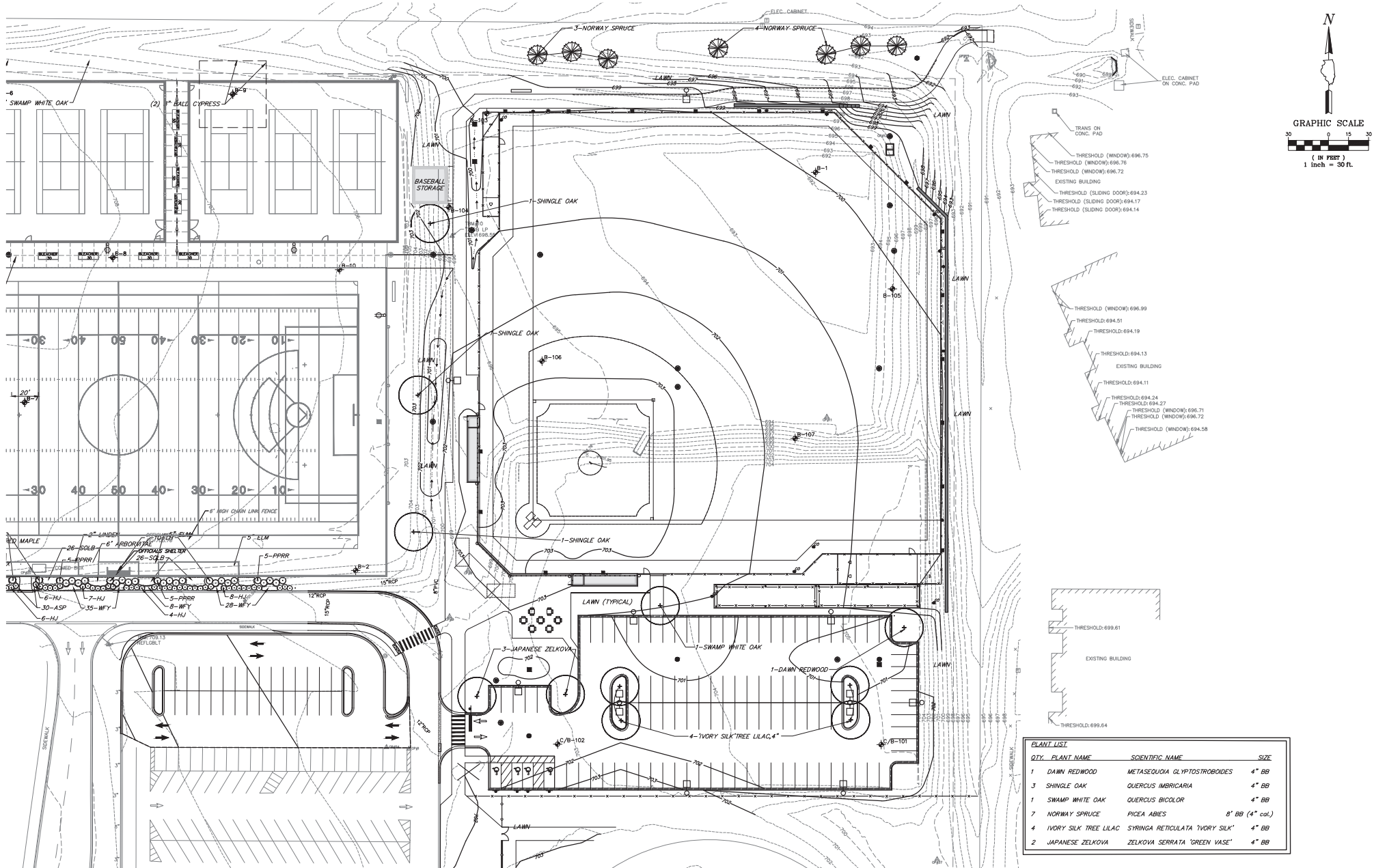
UTILITY PLAN LEGEND

	EXISTING STORM SEWER	
	EXISTING SANITARY SEWER	
	EXISTING WATERMAIN	
	PROPOSED STORM SEWER	
	PROPOSED SANITARY SEWER	
	PROPOSED WATERMAIN	
EXISTING	PROPOSED	
		STORM MANHOLE
		STORM CATCHBASIN
		STORM INLET
		FLARED END SECTION
		SANITARY MANHOLE
		VALVE VAULT
		VALVE BOX
		FIRE HYDRANT
		BUFFALO BOX
		STREET LIGHT
		POWER POLE
		SIGN



UTILITY PLAN LEGEND

	EXISTING STORM SEWER
	EXISTING SANITARY SEWER
	EXISTING WATERMAIN
	PROPOSED STORM SEWER
	PROPOSED SANITARY SEWER
	PROPOSED WATERMAIN
	STORM MANHOLE
	STORM CATCHBASIN
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	FIRE HYDRANT
	BUFFALO BOX
	STREET LIGHT
	POWER POLE
	SIGN



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PHASE 2 FIELD RENOVATIONS PRELIMINARY LANDSCAPE PLAN

D214 BGHS ATHLETIC FIELD RENOVATIONS PHASING

1100 W Dundee Road, Buffalo Grove, IL 60089

Township High School District 214
2/13/2024

Community Development Department

50 Raupp Boulevard, Buffalo Grove, IL 60089

Phone: 847-459-2530 | www.vbg.org



Special Use Standards

During the Public Hearing, you will need to present your case for the Special Use being requested. In doing so, please address the six (6) Special Use Standards listed below:

1. The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

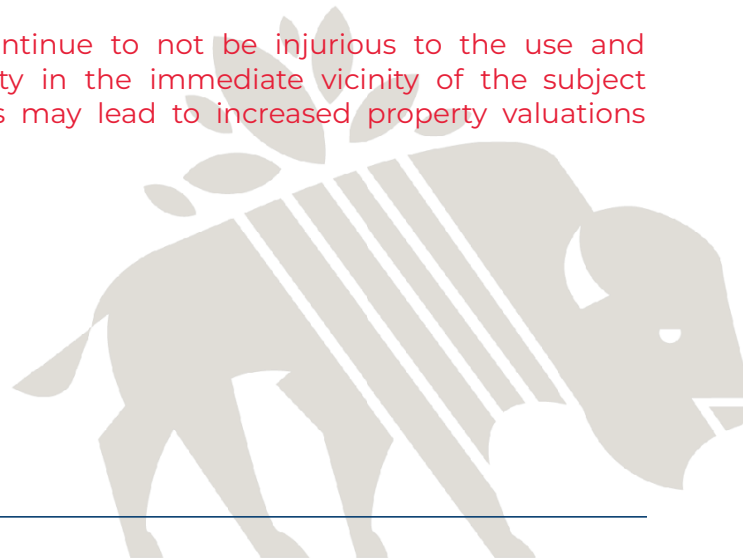
Response: The revised special use will continue to serve the public convenience as the community High School.

2. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with said special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate, orderly development of the district in which it is located;

Response: The location and size of the revised special use remains the same and will not inflict greater burden on the streets giving access to the site and will remain in harmony with the development of the district in which it is located.

3. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations with the neighborhood;

Response: The revised special use will continue to not be injurious to the use and enjoyment of the other property in the immediate vicinity of the subject property and the improvements may lead to increased property valuations within the neighborhood.



4. The nature, location and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie;

Response: The nature, location and size of the buildings and structures involved in the revised special use are set well away from the property boundaries and will not hinder or discourage the development and use of adjacent land.

5. Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided;

Response: Adequate utilities, access roads, drainage and other facilities have been provided for the revised to the special use.

6. Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance and minimize traffic congestion in the public streets.

Response: Adequate parking is provided for the revised special use per the Village Zoning requirements. This revision increases the total number of parking spaces from 435 to 443.

We are requesting an update to the site plan that accompanies the existing Special Use Ordinance 2024-058

**MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION HELD
AT JEFFREY S. BRAIMAN COUNCIL CHAMBERS
FIFTY RAUPP BLVD, BUFFALO GROVE, IL 60089, WEDNESDAY, NOVEMBER 19, 2025**

[IGNORE_INDENT]

CALL TO ORDER

Chairperson Weinstein called the meeting to order at 7:30 PM.

Roll call indicated the following were present: PZC Chairperson Weinstein, PZC Commissioner Au, PZC Commissioner Moodhe, PZC Commissioner Worlikar, PZC Commissioner Spunt, PZC Commissioner Davis, PZC Commissioner Saxena, PZC Commissioner Gregory.

Also present were: Trustee Liaison Bocek, Village Attorney Patric Brankin, Deputy Director of Community Development Kelly Purvis, Associate Planner Andrew Binder, Village Engineer Briget Schwab, and Civil Engineer Daniel Hoscilo.

PUBLIC HEARINGS/ITEMS FOR CONSIDERATION

A. Consideration of an amendment to the Special Use and Preliminary Plan under Ordinance No. 2018-002, as amended by Ord. 2024-058, to allow an 8-stall parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road

Associate Planner Binder provided a brief overview of the project noting staff's support for the amendment to the Special Use and Preliminary Plan.

Don Andrews of Gawalt Hamilton and Andrew Phelps of STR Partners, LLC were sworn in on behalf of D214.

Phelps mentioned that area that is going to be used for parking was previously used for staging during construction and was heavily disturbed.

Andrews also mentioned that stormwater management facilities were upgraded as part of phase one and two of development on the site, and that the new limited amount of impervious surfaces added for the parking lot expansion would not have a negative impact.

Chairperson Weinstein asked for confirmation on the overall number of parking stalls.

Phelps confirmed.

Chairperson Weinstein asked about a note in the staff report referring to the fence code.

Binder indicated that it was an error in the report.

Com. Moodhe asked if the space might be needed for equipment storage.

Phelps indicated that he did not think it would be needed again.

Com. Moodhe asked if the turn angle could be reduced.

Andrews noted that the road itself is not being altered and that the alterations are limited to the parking lot itself. He noted they could take a look at the angle.

Com. Worlikar noted that there is landscaping along the west side of the lot and asked about plans to refresh the overall parking lot. He further indicated that signage could be better.

Andrews indicated that the turn in is not ideal, but as with most things they are trying to be efficient with the space and parking. They don't have plans at this time to revisit doing the whole parking lot.

Com Au asked for clarification regarding the amount of space being removed for only 8 parking spaces.

Andrews noted that the area was already being disturbed and that they felt that the 8 spaces would be worthwhile.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis moved to make a positive recommendation to the Village Board to allow an amendment to the Special Use and Preliminary Plan under Ordinance No. 2018-002, as amended by Ord. 2024-058, to allow an 8-stall parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.
4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.

Seconded by Com. Moodhe

Com. Moodhe noted that the angle of the parking stalls pretty much means nothing to the students; they generally park how they want. He also noted that parking is needed at the school, however small the amount. He noted he is in support of the project.

Com. Worlikar noted that he is in favor of the project but unenthusiastic as he thinks that the signage, and circulation could be better.

Moved by Jason Davis, seconded by Adam Moodhe to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 8 Mitchell Weinstein, Amy Au, Adam Moodhe, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

B. Consideration of an Amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, and a Special Use for a drive-through facility, as well as parking and sign variations for Dutch Bros. Coffee at 80 McHenry Road

Com. Moodhe noted that he has direct business contact with Dutch Bros. Coffee and that he would be recusing himself from the discussion related to this item. He stepped out of the Council Chambers for this discussion.

Associate Planner Binder provided a brief overview of the project noting staff's support for the amendment to the PUD and Preliminary Plan with a Special Use for a drive through, zoning and sign variations.

Ben Siembida of Bohler Engineering, and Elizabeth Kivland with Chipman Design were sworn in on behalf of Dutch Bros Coffee.

Siembida complemented Binder's presentation noting that he did a nice job of covering the requests. He indicated that Village staff were in support of the plan and indicated they are here to answer any questions.

Com. Worlikar asked about the sign variations as they relate to their corporate standards.

Kivland indicated that they are trying to maximize signage and that the standard for Dutch Bros is to have the two signs on each elevation.

Com. Worlikar asked about the brightness of the signs.

Binder indicated that we don't have anything in our code that limits the brightness of signs.

Com. Gregory asked about the second drive through.

Siembida noted that Dutch Bros has a robust ordering system and walked through the layout of the drive through and by-pass lane.

Com. Au asked if there is more signage on this building for Dutch Bros or for the

prior Burger King.

Binder pulled up an image and walked through the signage on the Burger King, noting that there was a similar amount.

Com. Spunt asked about the interior improvements.

Kivland provided an overview of the improvements noting that there will be interior seating in this model.

Com. Spunt asked for clarification regarding the double drive through.

Siembida noted that the by-pass lane would allow people to get out of the drive through once they have their orders.

Chairperson Weinstein asked if there were any variances being requested that are not consistent with their corporate standards.

Kivland noted that is correct.

Chairperson Weinstein asked if they have adjusted their corporate standards to adhere to other communities' sign codes.

Kivland indicated that they have, and that they have also requested variations from some.

Com. Gregory asked about other plans to open additional Dutch Bros in Illinois.

Kivland confirmed that they will.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis made a motion to make a positive recommendation to the Village Board to allow an amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, for a Special Use for a drive-through facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.

4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.

Seconded by Com. Worlikar

Com. Davis spoke in favor of the development. He noted that there can be long lines, so he appreciated that they are adding a double drive through.

Com. Gregory noted that this is a best case scenario for the area. He indicated that he doesn't typically want to see drive throughs for the Clove but this use is good for the space.

Chairperson Weinstien spoke in favor of the motion, noting that while there are a lot of sign variations being requested, the location and size of the signs are not over the top.

Moved by Jason Davis, seconded by Neil Worlikar to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 7 Mitchell Weinstein, Amy Au, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

C. Consideration of approval of a Special Use for outdoor storage in the Industrial District at 1051 Commerce Ct.

Associate Planner Binder provided a brief overview of the project, noting staff's support for the Special Use for outside storage on the property.

Neil Sander of Independence Engineering was sworn in on behalf of Heritage Pool Supply.

Sander indicated that this is a simple application as they are not proposing any site changes.

He acknowledged that this is a special use and noted that he believes that they meet the special use criteria.

Sander further noted that they have been in touch with the Village of Lake Zurich about the placement of outside storage in relation to the easement on the property.

Com. Saxena asked about Lake Zurich's position related to the outside storage.

Attorney Brankin responded that these kinds of requests for agreements are common as it relates to property and easement rights.

Com. Au asked how the prior business was able to store items outside and if they

had permission from Lake Zurich.

Binder responded that he could not find record of a special use for outside storage for the prior business.

Com. Moodhe asked how often the easement would need to be accessed.

Schwab indicated that the sanitary sewer has had issues and that the Village is working to reline it. She noted that a portion of it collapsed in another location, so it is important that the Village be able to access the line in an emergency.

Com. Moodhe asked about who would be likely to be the first to respond in an emergency.

Schwab noted it would likely be the Village of Buffalo Grove.

Chairperson Weinstein asked the petitioner to confirm that the outside storage would not exceed the 8-foot height of the surrounding fence.

Sander confirmed that the storage would not exceed the fence height.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis made a motion to make a positive recommendation to the Village Board to allow a Special Use in the Industrial District (I) for outdoor storage at 1051 Commerce Court, subject to the following conditions:

1. The outdoor storage for Heritage Pool Supply, Inc. shall be operated in substantial compliance with the business description and plans provided as part of this petition.
2. The Special Use is granted to Heritage Pool Supply, Inc. to allow outdoor storage at 1051 Commerce Court, which shall not run with the land.
3. The Special Use for outside storage granted to Heritage Pool Supply, Inc. is assignable to subsequent petitioners seeking assignment of this Special Use as follows:
 - a. Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.
 - b. Such assignment shall be valid only upon the adoption of a proper, valid and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.
4. The outdoor storage will be located within the enclosed area south of the building, the exact location of which will require coordination with Lake Zurich. The final location will be approved by the Village of Buffalo Grove prior to issuance of a racking permit for the outside storage.

5. An access easement agreement shall be made between the petitioner/property owner and the Village of Lake Zurich prior to the issuance of a racking permit for the outside storage.
6. Any incidental or directional signage for the site will be reviewed and administratively approved by Village staff.
7. The fence and parking lot screening shall be maintained by the property owner or tenant in perpetuity.

Seconded by Com. Gregory.

Com. Worlikar noted he is in favor and that he is appreciative that the pool chemicals would be stored inside rather than outside.

Chairperson Weinstein commented on the standards being addressed by the petitioner.

Moved by Jason Davis, seconded by Chad Gregory to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 8 Mitchell Weinstein, Amy Au, Adam Moodhe, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

REGULAR MEETING

A. Other Matters for Discussion

B. Approval of Minutes

1. October 22, 2025 - Draft Planning and Zoning Commission Meeting

Moved by Adam Moodhe, seconded by Marc Spunt to approve. Upon roll call, Commissioners voted as follows:

AYES: 6 Mitchell Weinstein, Amy Au, Adam Moodhe, Marc Spunt, Jason Davis, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

C. Chairperson's Report

None

D. Committee and Liaison Reports

Com. Moodhe indicated that the Village Board approved the annexation and entitlements for the Prairie View Towns project presented by Pulte Homes at the 11/3/25 Village Board meeting.

E. Staff Report/Future Agenda Schedule

Deputy Director Purvis noted that there will be 2 cases coming before the Commission on December 3rd and likely 2 cases on December 17th. She noted two additional staff members were at the staff table for the evening.

Village Engineer Schwab introduced the Village's newest addition to the Engineering Division, Daniel Hosilo.

F. Public Comments and Questions

All comments will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business and not on the regular agenda for discussion.

ADJOURNMENT

The meeting was adjourned at 8:37pm.

DRAFT



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.r. R-2025-27

Resolution Authorizing the Village Manager to Execute a Lease Amendment with BRI Incorporated for the property located at 48 Raupp Blvd.

Contacts

Liaison: Trustee Richards

Staff: Christopher Stilling

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a Resolution Authorizing the Village Manager to Execute a Lease Amendment with BRI Incorporated for the property located at 48 Raupp Blvd, subject to the final review and approval by the Village Attorney.

Summary

Recommendation

Staff recommends that the Village Board approve a resolution authorizing the Village Manager to execute a lease amendment to allow a change of ownership for Sal & Tony's restaurant located at the Buffalo Grove Golf Course. The new owners are buying the existing business entity (BRI Incorporated) and do not plan to make any major changes to the restaurant operations or name.

Background

On December 5, 2016, the Village entered a five-year lease with BRI Incorporated to occupy a restaurant at the Buffalo Grove Golf Course. The lease included a 5-year base term with three (3) 5-year extensions, beginning on January 1, 2017. The lease was subsequently amended in 2021 due to the Covid pandemic, however the lease term remained unchanged. BRI Incorporated is in year 4 of the first 5-year extension and the current lease will term out on December 31, 2036.

A new group of investors are seeking to acquire BRI Incorporated (operator of Sal & Tony's). The group has many years of experience owning and operating restaurants throughout the Chicagoland area. The group would assume all rights and obligations of BRI Incorporated and do not plan any significant changes to the restaurant.

Lease Amendment

Due to the change in ownership of the business entity, an amendment to the existing lease is required. All key terms will remain unchanged; however, the new ownership group is seeking an additional 5-year extension. This would extend the lease to December 31, 2041. In exchange for the extension, the new owners will contribute \$15,000 towards a new outdoor patio area. The amendment still maintains all the required obligations and personal guaranty; however those will be shifted to the new owners.

Action Requested

Staff recommends approval of a resolution authorizing the Village Manager to execute a lease amendment to allow a change of ownership for Sal & Tony's restaurant located at the Buffalo Grove Golf Course.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

Goal 5: More livable Buffalo Grove community with leisure experiences for all

File Attachments

1. Resolution for BRI Lease Amendment
2. BRI Lease amendment executed





RESOLUTION 2025-xx

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A LEASE AMENDMENT WITH BRI INCORPORATED FOR THE RESTAURANT LOCATED AT 48 RAUPP BLVD

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS on December 5, 2016 the Village Board authorized the Village Manager to execute a lease agreement ("Lease") with BRI Incorporated ("Tenant"); and

WHEREAS Salvatore Cardone is the sole shareholder, director and officer in BRI, Incorporated; and

WHEREAS Salvatore Cardone has entered an agreement to sell one hundred percent (100%) of the stock in BRI, Incorporated to George Stavropoulos, Frank Russo and Vito Partipilo; and

WHEREAS the Lease provides that a change in ownership or voting control in BRI Incorporated is considered an assignment pursuant to paragraph 39 of the Lease and such requires the Village's written consent as an amendment to the Lease ("Lease Amendment").

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Resolution as if fully set forth herein.

SECTION 2. The Village Manager is hereby authorized and directed to execute the attached Lease Amendment pending final review and approval by the Village Attorney.

SECTION 3. This Resolution shall be in full force and effect from and after its passage and approval.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

AMENDMENT TO LEASE AGREEMENT

THIS AMENDMENT TO THE LEASE AGREEMENT dated December 5, 2016 between the Village of Buffalo Grove (Village) as Landlord and BRI, Incorporated, an Illinois corporation (BRI) as Tenant for the property in the Buffalo Grove Golf Course located at 48 Raupp Boulevard, Buffalo Grove, Illinois (the premises) shall provide as follows:

RECITALS

WHEREAS the Village and BRI entered into a lease for the premises at 48 Raupp Boulevard, Buffalo Grove, Illinois where BRI operates a restaurant under the name of Sal and Tony's Italian.

WHEREAS Salvatore Cardone is the sole shareholder, director and officer in BRI, Incorporated.

WHEREAS Salvatore Cardone has entered an agreement to sell one hundred percent (100%) of the stock in BRI, Incorporated to George Stavropoulos, Frank Russo and Vito Partipilo.

WHEREAS the Lease Agreement for the premises provides that a change in ownership or voting control in BRI is considered an assignment pursuant to paragraph 39 of the Lease Agreement and such requires the Village's written consent.

NOW THEREFORE in consideration of the mutual promises herein, it is agreed as follows:

1. That paragraph 3 of the Lease Agreement is hereby amended to provide the Tenant with one (1) additional five (5) year option could extend the lease term to December 31, 2041.
2. That the last sentence of paragraph 3 of the Lease Agreement to wit: "Notwithstanding anything to the contrary in the Section 3, if Salvatore Cardone shall pass away then the Lease shall automatically terminate" is stricken from the Lease and no longer a lease term/covenant nor condition.
3. That paragraph 6 of the Lease Agreement is hereby amended and Salvatore Cardone is hereby removed as a guarantor of the lease terms, covenants or conditions and that George Stavropoulos, Frank Russo and Vito Partipilo shall

guarantee the terms of the lease agreement effective upon execution of this amendment.

4. That paragraph 34 of the Lease Agreement is amended regarding Notice to the Tenant as follows:

To Tenant: BRI, Incorporated
 c/o George Stavropoulos
 48 Raupp Blvd.
 Buffalo Grove, IL 60089

With a copy to: Edmund P. Wanderling
 2505 S. Des Plaines Avenue
 North Riverside, IL 60546
 law6447@aol.com

5. That the Village consents to the stock transfer and change of voting control in the Tenant Corporation from Salvatore Cardone to George Stavropoulos, Frank Russo and Vito Partipilo and this addendum shall constitute the Village's written consent to such change as required in paragraph 39 of the Lease Agreement.
6. That this Addendum and the personal guarantee set forth in paragraph 3 herein are expressly contingent upon the following events:
 - (a) The corporation and its shareholders being approved and being issued all necessary licenses to operate a restaurant/bar including all required State, Local and Federal liquor licenses, business licenses and gaming licenses.
 - (b) The sale of stock from Salvatore Cardone to George Stavropoulos, Frank Russo and Vito Partipilo closing and all of the corporate stock being transferred.
7. That the Tenant agrees to contribute to the sum of Fifteen Thousand Dollars (\$15,000.00) toward the remodeling of the patio area of the restaurant. The Tenant shall pay the Village an additional One Thousand Two Hundred Fifty Dollars (\$1,250.00) per month over and above the current rental payment starting April 1, 2026 through March 1, 2027. In the event the Village does not remodel the patio, any monies paid by Tenant shall be refunded to the Tenant through a rent credit to be agreed upon by the parties
8. That all of the remaining terms, covenants, conditions and agreements in the Lease Agreement for the premises shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Lease Agreement between them to be executed this 18 day of March, 2025.

VILLAGE OF BUFFALO GROVE,
An Illinois Municipal Corporation

By: _____
DANE BRAGG Village Manager

Date: _____

BRI, Incorporated

By: _____
GEORGE STAVROPOULOS, President

Attest: _____
FRANK RUSSO, Secretary

Date: 11/18/25

GUARANTY

In consideration of, and as an inducement for the granting, execution and delivery of the within Lease dated as of December 5, 2016, as amended (collectively, the "Lease"), by **VILLAGE OF BUFFALO GROVE**, an Illinois municipal corporation the Landlord therein named ("Landlord"), to and **BRI, INCORPORATED**, an Illinois corporation the tenant therein named ("Tenant"), and in further consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration paid by Landlord to the undersigned, **GEORGE STAVROPOULOS, FRANK RUSSO AND VITO PARTIPILO** (hereinafter referred to collectively as "Guarantor"), Guarantor hereby guarantees to Landlord, its successors and assigns, the full and prompt payment of Rent and additional rent (including, but not limited to, the Minimum Rent, Maintenance Expenses, taxes, utility charges, and all other costs, fees or charges payable by Tenant under the Lease) and any and all other sums and charges payable by Tenant and its successors and assigns, under the Lease, and the full, faithful and prompt performance and observance of all the covenants, terms, conditions and agreements therein provided to be performed and observed by Tenant and Tenant's successors and assigns. Guarantor does hereby become surety to Landlord, its successors and assigns for and with respect to all of the aforesaid obligations of Tenant under the Lease. Guarantor hereby covenants and agrees to and with Landlord, its successors and assigns, that if default shall at any time be made by Tenant, Tenant's representatives, successors and assigns, in the payment of any such rent or other sums or charges payable by Tenant under the Lease or in the performance of any of the covenants, terms, conditions or agreements contained in the Lease, Guarantor will forthwith pay such Minimum Rent and other sums or charges to Landlord, its successors and assigns, and any arrears thereof, and will forthwith faithfully perform and fulfill all of such covenants, terms, conditions and agreements, and will forthwith pay to Landlord all damages and all costs and expenses that may arise in consequence of any default by Tenant, Tenant's representatives, successors and assigns, under the Lease (including, without limitation, all attorneys' fees incurred by Landlord or caused by any such default and/or by the enforcement of this Guaranty).

This Guaranty is an absolute and unconditional guaranty of payment and of performance and is a surety agreement. Guarantor's liability hereunder is direct and may be enforced without Landlord being required to resort to any other right, remedy, or security and this Guaranty shall be enforceable against Guarantor, Guarantor's heirs, executors, administrators, representatives, successors and assigns, without the necessity for any suit or proceedings on Landlord's part of any kind or nature whatsoever against Tenant, Tenant's heirs, executors, administrators, representatives, successors and assigns, and without the necessity of any notice of non-payment, non-performance or non-observance or the continuance of any such default or of any notice of acceptance of this Guaranty or of Landlord's intention to act in reliance hereon or of any other notice or demand to which Guarantor might otherwise be entitled, all of which Guarantor hereby expressly waives; and Guarantor hereby expressly agrees that the validity of this Guaranty and the obligations of Guarantor hereunder shall in no way be terminated, affected or impaired by reason of the assertion or the failure to assert by Landlord against Tenant, or Tenant's heirs, executors, administrators, representatives, successors or assigns, of any of the rights or remedies reserved to the Landlord pursuant to the provisions of the Lease.

This Guaranty shall be a continuing guaranty, and (whether or not Guarantor shall have notice or knowledge of any of the following) the liability and obligation of Guarantor hereunder shall be absolute and unconditional and shall remain in full force and effect without regard to, and shall not be released, discharged or in any way impaired by (a) any amendment or modification of, or supplement to, or extension or renewal of, the Lease or any assignment or transfer thereof; (b) any exercise or non-exercise of any right, power, remedy or privilege under or in respect of the Lease or this Guaranty or any waiver, consent or approval by Landlord with respect to any of the covenants, terms, conditions or agreements contained in the Lease or any indulgences, forbearances or extensions of time for performance or observance allowed to Tenant from time to time and for any length of time; (c) any bankruptcy, insolvency, reorganization, arrangement, readjustment, composition, liquidation or similar proceeding relating to Tenant, Tenant's, representatives, successors and assigns or its properties or creditors; (d) any limitation on the liability or obligation of Tenant under the Lease or its estate in bankruptcy or of any remedy for the enforcement thereof; resulting from the operation of any present or future provision of the National Bankruptcy Act, Bankruptcy Code or other statute or from the decision of any court; (e) any transfer by Tenant or any assignment of its interest under the Lease; or (f) the death or incapacity of Tenant or any individual Guarantor.

All of the Landlord's rights and remedies under the Lease and under this Guaranty are intended to be distinct, separate and cumulative and no such right and remedy therein or herein mentioned is intended to be in exclusion of or a waiver of any of the others. No termination of the Lease or taking or recovering of the premises leased thereby shall deprive Landlord of any of its rights and remedies against Guarantor under this Guaranty. This Guaranty shall apply to Tenant's obligations pursuant to any extension, renewal, amendment, modification and supplement of or to the Lease, including but not limited to a lease termination agreement, as well as to Tenant's obligations thereunder during the original term thereof in accordance with the original provisions thereof.

As a further inducement to the Landlord to make and enter into the Lease and in consideration thereof; Guarantor covenants and agrees that in any action or proceeding brought on, under or by virtue of this Guaranty, Guarantor shall and does hereby waive trial by jury.

This Guaranty shall be legally binding upon Guarantor and Guarantor's heirs, executors, administrators, representatives, successors and assigns. If this Guaranty is signed by more than one person, all obligations hereunder shall be joint and several.

The liability of Guarantor hereunder is irrevocable, continuing, absolute, independent and unconditional and shall in no way be affected by any circumstance which may constitute a defense or legal or equitable discharge, in whole or in part, including, without limitation, (a) the release or discharge of Tenant or the impairment or modification of its liability in any creditors', receivership, or bankruptcy proceeding or from any other cause whatsoever; (b) any alteration of or amendment to the Lease regardless of whether such alteration or amendment has been consented to by the Guarantor; (c) any sale, assignment, sublease,

pledge or mortgage of the rights of Tenant under the Lease; (d) any application or release of any security or other guaranty given for the performance and observance of the covenants and conditions in the Lease on Tenant's part to be performed and observed; or (e) any defense to enforcement of this Guaranty that Guarantor is entitled to assert and Guarantor hereby waives the right to assert any such defense including, but not limited to, those based on (i) failure of Tenant to qualify to do business in the jurisdiction where the property subject to the Lease is located, (ii) lack of corporate authority by Tenant to enter into the Lease or to carry out the provisions of its Lease, (iii) lack of Tenant's due authorization, execution and delivery of the Lease, (iv) unenforceability of the Lease against Tenant in accordance with its terms, (v) any charter or bylaw provision or agreement, statute, rule or regulation binding on Tenant which conflicts with Tenant's Lease or the performance of any obligation of Tenant under Lease or (vi) any stay or other impediment to the exercise of Landlord's rights hereunder resulting from any bankruptcy or other insolvency proceeding and in this respect Guarantor recognizes Landlord's right to receive interest on any obligations guaranteed hereby after the commencement of any such bankruptcy or insolvency proceeding.

This Guaranty may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall be one in the same instrument. For purposes of executing this Guaranty, any signed copy of this Guaranty may be transmitted by facsimile machine or electronically by email and the signature of any party hereon shall, for purposes of execution hereof, be considered an original signature. Any facsimile or electronic, email mailing or delivery of this Guaranty shall, at the request of any party, be re-executed by the all parties in an original form, and no party shall raise the use of a facsimile machine or electronic, email mailing or delivery or the fact that any signature was transmitted thereby, as a defense to the effectiveness of this Guaranty.

(SIGNATURES AND NOTARIES APPEAR ON THE FOLLOWING PAGES)

IN WITNESS WHEREOF, Guarantor, intending to be legally bound hereby, has executed this Guaranty as of this 18 day of Nov, 2025.



NAME: **GEORGE STAVROPOULOS**

ADDRESS: 10916 Marshall Dr. Lombard IL 60154

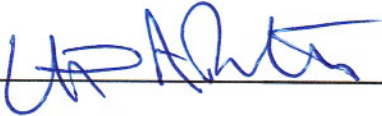
Social Security Number: 357-62-7464



NAME: **FRANK RUSSO**

ADDRESS: Frank Russo 2449-W. Superior St. Chicago IL 60612

Social Security Number: 361-74-1930



NAME: **VITO PARTIPILO**

ADDRESS: 6052 N. Avenna Ave Chicago IL 60631

Social Security Number: 324-58-4378

STATE OF ILLINOIS)
)SS.
COUNTY OF Cook)

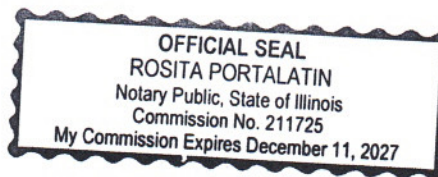
Before me, a Notary Public in and for the County and State aforesaid, **GEORGE STAVROPOULOS** personally appeared before me and acknowledged that she/he executed the foregoing Personal Guaranty for the purposes therein stated by signing their names thereto.

GIVEN under my hand and Notarial Seal this 18 day of November, 2025.

Rosita Portalatin
NOTARY PUBLIC

My Commission Expires: _____

STATE OF ILLINOIS)
)SS.
COUNTY OF Cook)



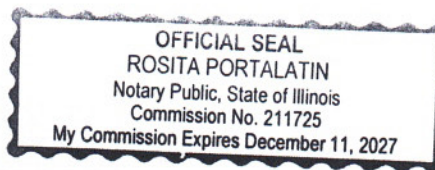
Before me, a Notary Public in and for the County and State aforesaid, **FRANK RUSSO** personally appeared before me and acknowledged that she/he executed the foregoing Personal Guaranty for the purposes therein stated by signing their names thereto.

GIVEN under my hand and Notarial Seal this 18 day of November, 2025.

Rosita Portalatin
NOTARY PUBLIC

My Commission Expires: _____

STATE OF ILLINOIS)
)SS.
COUNTY OF Cook)

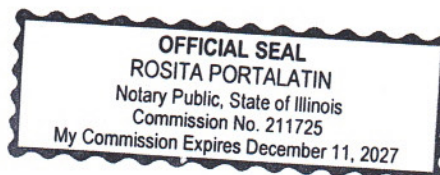


Before me, a Notary Public in and for the County and State aforesaid, **VITO PARTIPILO** personally appeared before me and acknowledged that she/he executed the foregoing Personal Guaranty for the purposes therein stated by signing their names thereto.

GIVEN under my hand and Notarial Seal this 18 day of November, 2025.

Rosita Portalatin
NOTARY PUBLIC

My Commission Expires: _____





AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.s. O-2025-136

Ordinance approving a special use for outdoor storage in the Industrial District at 1051 Commerce Court.

Contacts

Liaison: Trustee Ottenheimer

Staff: Nicole Woods

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an ordinance approving a special use for outdoor storage in the Industrial District at 1051 Commerce Court.

Summary

See attached memorandum.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

File Attachments

1. Memo - Heritage Pool Supply - 1051 Commerce Ct
2. DRAFT Ordinance - Heritage Pool Supply- 1051 Commerce Ct - Heritage Pool Supply
3. DRAFT Ordinance - Exhibit B. Plan Set
4. DRAFT Ordinance - Exhibit C. Nov 19 Draft PZC Minutes

DATE: December 1, 2025

TO: Village Manager Dane Bragg

FROM: Nicole Woods, Community Development Director
Andrew Binder, Associate Planner

SUBJECT: 1051 Commerce Ct - Special Use for Outdoor Storage in the Industrial District

RECOMMENDATION

Staff recommends that the Village Board approve an Ordinance granting a Special Use for outdoor storage in the Industrial District at 1051 Commerce Court, subject to the conditions in the attached Ordinance.

PROJECT BACKGROUND

Heritage Pool Supply is requesting a Special Use for outdoor storage in the Industrial District, at 1051 Commerce Court. The business plans to operate as a wholesale distributor of pool supplies and equipment in the vacant industrial building and is requesting outdoor storage within the existing fenced area in the rear yard.

PLANNING & ZONING ANALYSIS

Heritage Pool Supply is a wholesale distributor of pool products, serving exclusively licensed pool contractors and is not open to the general public. The business supplies pool construction materials, maintenance supplies, equipment, and chemicals. Operating hours are Monday to Friday from 6:30 am to 4 pm, and Saturday from 8 am to 11 am, with 12 employees.



Figure 1: Subject Property

As shown in Figure 2, outside storage will be within the red-highlighted enclosed area. Staff will work with the petitioner to select the best location for outdoor storage, taking into account easements, sightlines, and access. Outdoor storage is intended to be for larger items that cannot be stored indoors, such as PVC pipes, tiles, rebar, pallets of sand, and other bulk-packaged products, while pool chemicals will be stored indoors. The proposed outdoor storage complies with Zoning Code, as it will be setback further than 150 foot requirement from the residentially zoned property to the west and the area will be enclosed by an 8-foot chain-link fence, with plans to install screening fence slats. Products will be stored on existing or expanded pavement within the fenced area, not exceeding 8 feet in height.

There is an existing 35-foot public utility easement on the southern part of the site within the proposed outdoor storage area, which includes a sanitary sewer line with manhole covers owned by Lake Zurich. The petitioner and Lake Zurich are working out an easement agreement to allow Lake Zurich to access the sewer line and manhole cover for maintenance as needed.

PUBLIC HEARING COMMENTS

No comments were received before the public hearing, and no members of the public were present at the meeting to discuss this project.

PLANNING & ZONING COMMISSION (PZC) RECOMMENDATION

The PZC **unanimously recommended approval** to allow a Special Use for outdoor storage in the Industrial District at 1051 Commerce Ct, subject to the following conditions:

1. The outdoor storage for Heritage Pool Supply, Inc. shall be operated in substantial compliance with the business description and plans provided as part of this petition.
2. The Special Use is granted to Heritage Pool Supply, Inc. to allow outdoor storage at 1051 Commerce Court, which shall not run with the land.
3. The Special Use for outside storage granted to Heritage Pool Supply, Inc. is assignable to subsequent petitioners seeking assignment of this Special Use as follows:
 - i. Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.
 - ii. Such assignment shall be valid only upon the adoption of a proper, valid and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.
4. The outdoor storage will be located within the enclosed area south of the building, the exact location of which will require coordination with Lake Zurich. The final location will be approved by the Village of Buffalo Grove prior to issuance of a racking permit for the outside storage.
5. An access easement agreement shall be made between the petitioner/property owner and the Village of Lake Zurich prior to the issuance of a racking permit for the outside storage.
6. Any incidental or directional signage for the site will be reviewed and administratively approved by Village staff.
7. The fence and parking lot screening shall be maintained by the property owner or tenant in perpetuity.



Figure 2: Proposed Outdoor Storage Areas



ORDINANCE 2025-xxx

AN ORDINANCE APPROVING A SPECIAL USE FOR OUTDOOR STORAGE AT 1051 COMMERCE COURT

Heritage Pool Supply, Inc
1051 Commerce Ct

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS 1051 Commerce Court, Buffalo Grove, IL (“Property”) is a stand-alone industrial building in the I Industrial District and is hereinafter legally described in Exhibit A; and,

WHEREAS, Buffalo Grove Commerce Court LLC is the owner of the Property; and,

WHEREAS, Heritage Pool Supply, Inc, (“Petitioner”) has filed a petition for a Special Use to allow Outdoor Storage in the Industrial District (I); and

WHEREAS the Planning & Zoning Commission held a public hearing on November 19, 2025, concerning the request; and

WHEREAS the Planning & Zoning Commission made findings of fact and determined that the petition meets the criteria for a Special Use as set forth in the Buffalo Grove Zoning Ordinance, and as described in the minutes attached hereto as Exhibit C; and

WHEREAS the Planning & Zoning Commission voted 8-0 to recommend approval of the requested Special Use; and

WHEREAS the Corporate Authorities of the Village of Buffalo Grove hereby determine and find that the requested Special Use is reasonable and will serve the best interests of the Village; and

WHEREAS, the proposed Special Use shall operate in accordance with and pursuant to the following exhibits:

EXHIBIT A Legal Description of the Property

EXHIBIT B Plan Set

EXHIBIT C Draft Minutes from November 19, 2025 Planning & Zoning Commission Meeting

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance approving the Special Use for the property at 1051 Commerce Court, Buffalo Grove, IL, subject to the following conditions:

1. The outdoor storage for Heritage Pool Supply, Inc. shall be operated in substantial compliance with the business description and plans provided as part of this petition.
2. The Special Use is granted to Heritage Pool Supply, Inc. to allow outdoor storage at 1051 Commerce Court, which shall not run with the land.
3. The Special Use for outside storage granted to Heritage Pool Supply, Inc. is assignable to subsequent petitioners seeking assignment of this Special Use as follows:
 - a. Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.
 - b. Such assignment shall be valid only upon the adoption of a proper, valid and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.
4. The outdoor storage will be located within the enclosed area south of the building, the exact location of which will require coordination with Lake Zurich. The final location will be approved by the Village of Buffalo Grove prior to issuance of a racking permit for the outside storage.
5. An access easement agreement shall be made between the petitioner/property owner and the Village of Lake Zurich prior to the issuance of a racking permit for the outside storage.
6. Any incidental or directional signage for the site will be reviewed and administratively approved by Village staff.
7. The fence and parking lot screening shall be maintained by the property owner or tenant in perpetuity.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

Legal Description
Heritage Pool Supply, Inc
1051 Commerce Ct

SUBJECT PROPERTY COMMON ADDRESS: 1051 Commerce Court

PARCEL INDEX NUMBERS: 15-27-306-001

LEGAL DESCRIPTION: LOT 48 IN COVINGTON CORPORATE CENTER UNIT 2, BEING A SUBDIVISION IN THE SOUTHWEST 1/4 OF SECTION 27 AND THE NORTHWEST 1/4 OF SECTION 34, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 30, 1987 AS DOCUMENT 2627143 AND CORRECTED BY CERTIFICATE OF CORRECTION RECORDED FEBRUARY 5, 1988 AS DOCUMENT 2655212, IN LAKE COUNTY, ILLINOIS.

DRAFT

EXHIBIT B

Plan Set

**Heritage Pool Supply, Inc
1051 Commerce Ct**

DRAFT

EXHIBIT C

Draft Minutes from November 19, 2025, Planning & Zoning Commission Meeting
Heritage Pool Supply, Inc
1051 Commerce Ct

DRAFT



October 23, 2025

Community Development Department
Village of Buffalo Grove
50 Raupp Blvd.
Buffalo Grove, IL 60089

**Re: Special Use
Project Narrative
1051 Commerce Court
Buffalo Grove, IL 60089
IE# 030-419**

Dear Community Development Department,

On behalf of our client SRS Distribution – Heritage Pool Supply, we would like to submit a request for review of the attached site plan for proposed outdoor storage at the location listed above. We understand this use is considered a Special Use within the Industrial Zoning District. We are committed to operating in compliance with all Village Regulations.

General Business Description:

SRS Distribution is a wholesale distributor of pool products, exclusively serving licensed pool contractors. Their business model focuses on providing specialized supplies to professionals in the pool industry, and do not engage in retail sales to the general public. Nationally, their operations reflect a delivery-to pick-up ratio of 82% delivery and 18% pickup, demonstrating that the majority of the transactions are fulfilled through direct deliveries to clients, minimizing on-site customer traffic.

Operations include the wholesale sale of products such as pool construction materials, maintenance supplies, equipment and pool chemicals. Outdoor storage is essential to this business for large products, such as PVC pipes, tiles, rebar, pallets of bagged sand and other packaged bulk products that cannot be practically stored inside. These products will be stored on existing pavement and no higher than the existing surrounding 8-foot-high slatted fence. Products stored in these 2 locations will not interfere with parking, truck maneuvering or access to the building. Pool chemicals will not be stored outside.

Hours of Operation:

Operating hours are from Monday to Friday from 6:30 am to 4:00 PM and on Saturday, from 8:00 AM to 11 AM.

Total Number of Employees:

A typical branch location would have about 12 total employees.

Parking Spaces Provided:

Existing 32 parking spaces would exceed the needs of this business. 2 Accessible spaces are provided.

Expected Improvements:

The intended improvements to be made upon leasing the property and obtaining a business license would be interior painting and cleaning. We have attached a site plan illustrating the intended area of products to be stored outside. The outside storage of these products will be stored within the existing surrounding 8-foot-high fenced area. The existing fencing slats to be replaced with black HDPE winged fence slats for a higher level of screening than the existing slats and security purposes.

Community Development Department

50 Raupp Boulevard, Buffalo Grove, IL 60089

Phone: 847-459-2530 | www.vbg.org



Special Use Standards

During the Public Hearing, you will need to present your case for the Special Use being requested. In doing so, please address the six (6) Special Use Standards listed below:

1. The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

Response:

SRS Distribution-Heritage Pool Supply is a wholesale distributor of pool supplies. Inventory includes but is not limited to pool construction materials, maintenance supplies and equipment and pool chemicals. Outdoor storage is an essential part of the operation, accommodating large products that cannot be practically stored inside. The will be used during business hours: Monday - Friday, 6:30 AM – 4 PM and Saturday, 8 AM - 11 AM.

The outdoor storage area will be screened from view on all sides, providing visual relief from passers-by. Products will be below the eight-foot fence. Operations will be conducted on a dust-free surface, minimizing airborne particles. The design of the outdoor storage will not be detrimental to public health, safety, morals, comfort, or general welfare of Buffalo Grove.

2. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with said special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate, orderly development of the district in which it is located;

Response:

The subject property is part of the Covington Corporate Center Unit 2 Subdivision, at the intersection of Deerfield Parkway and Commerce Court, and is zoned for industrial use. Access to the parking and outdoor storage area is via a paved driveway on Commerce Court, which serves multiple industrial warehouses and the Buffalo Grove Metra station.

The main warehouse fronts Commerce Court with the parking and fenced area to the side. The outdoor storage area occupies approximately five percent of the lot (7,769 square feet) and is situated within the existing truck court. Stored materials would include pallets of bagged sand, PVC piping, and rebar, all placed on a dust-free surface.

3. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations with the neighborhood;

Response:

The outdoor storage operations will not negatively impact the abutting properties, which include an electric utility service station and a vacant, residentially zoned forested area. Use of the area will be limited to business hours, and all materials stored will be screened from view by being stored below the height of the fence. The air quality remains unaffected due to the dust-free paved surface. The design minimizes the impact on the surrounding properties.

4. The nature, location and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie;

Response:

The outdoor storage will not impede surrounding uses, as it is fully contained within a screened, fenced area and remains below the fence height. Any impact on adjacent industrial properties would be minimal.

5. Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided;

Response:

The design, maintenance, and operation of the storage area will not interfere with utilities, access roads, drainage, or other necessary facilities.

The storage area is confined to the edges of the existing truck court and does not interfere with drive aisles or parking circulation. Deliveries and pick-up will be able to be conducted entirely within the fenced area preserving access to the parking lot. Emergency access maintained through a 24-foot-wide paved driveway and a locking gate equipped with an emergency override.

The site's drainage will also remain unaffected. The storm drains will not be obstructed by the storage layout. All products stored outdoors are self-contained and non-eroding, ensuring that no runoff or contamination enters the drainage system.

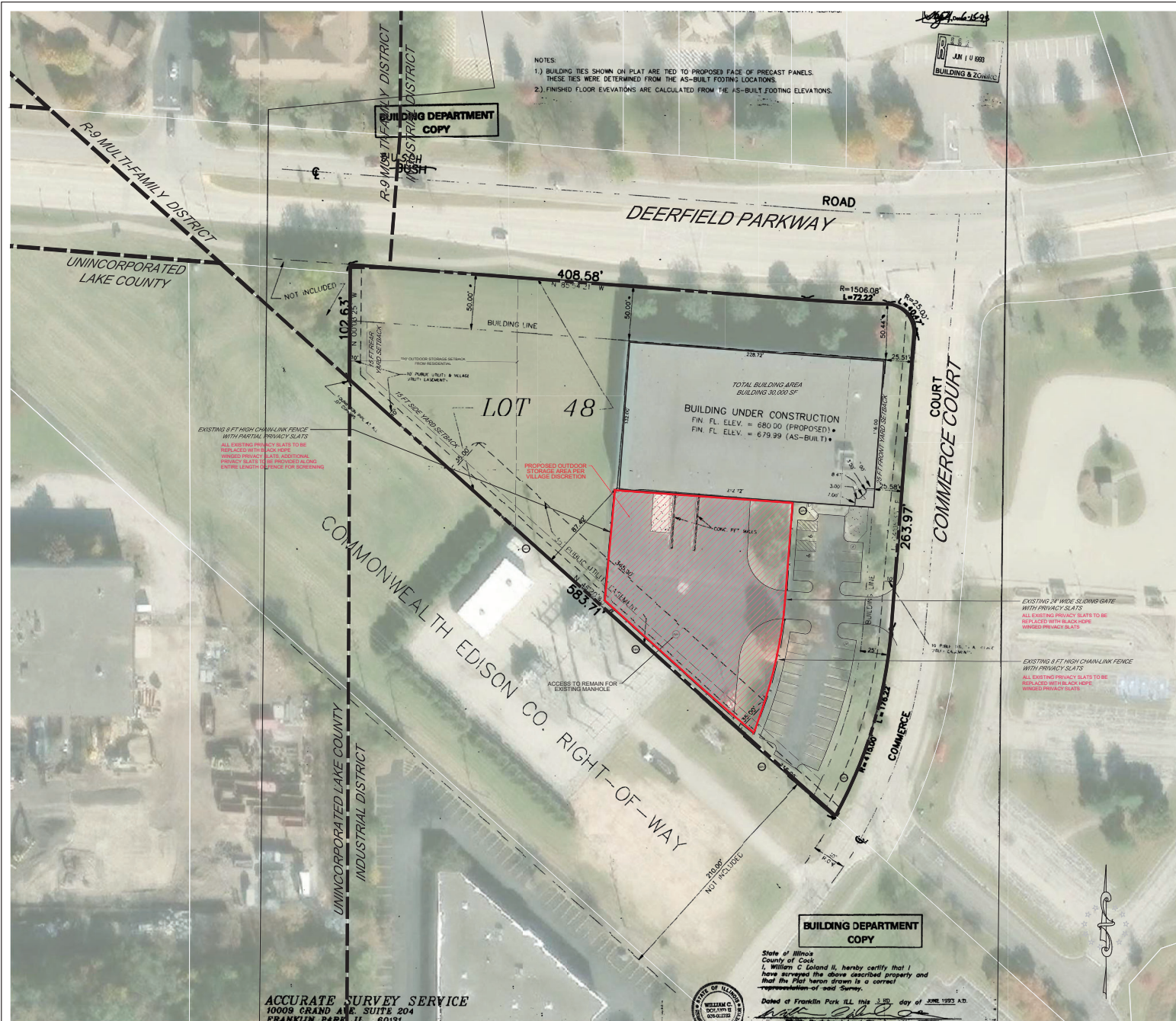
Utilities unaffected. Fire hydrants will remain unaffected due to them being located outside the fenced area, they will remain accessible. The utility easement on site has been approved to be covered by the products by the appropriate title holders.

The outdoor storage area will be enclosed by an eight-foot fence with integrated screening and a rolling gate. This allows for the secure storage of products, prevents unauthorized access, and limits the visibility from outside the property. The fence height and screening also deter climbing and conceal the nature of the stored products.

6. Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance and minimize traffic congestion in the public streets.

Response:

Access to the primary building and fenced storage area is provided via a twenty-four-foot-wide paved driveway, sufficient for all vehicular traffic, including emergency vehicles. The parking area exceeds requirements, with thirty-two spaces available for an expected twelve employees, in compliance with the code of ordinances. Parking, loading, and storage areas are screened from Commerce Court by on-site landscaping and a slatted screening system, minimizing visual impact and maintaining compatibility with adjacent uses.



PROPERTY DATA:

PARCEL ID: 15-27-306-001
ADDRESS: 1051 COMMERCE COURT
BUFFALO GROVE, ILLINOIS 60089
LEGAL: COVINGTON CORPORATE CENTER
UNIT 2; LOT 48
OWNER: BUFFALO GROVE COMMERCE COURT LLC
5060 RIVER ROAD
SCHILLER PARK, ILLINOIS 60176
APPLICANT: SRS DISTRIBUTION
HERITAGE POOL SUPPLY
7440 STATE HIGHWAY 121
MCKINNEY, TEXAS 75070
ENGINEER: INDEPENDENCE ENGINEERING LLC
1777 SENTRY PARKWAY WEST
BUILDING 12, SUITE 103
BLUE BELL, PENNSYLVANIA 19422
TOTAL LOT AREA: 3.3 ACRES
ZONING DISTRICT: I - INDUSTRIAL DISTRICT
PROPOSED PRIMARY USE: WAREHOUSE 25,432 SF
PROPOSED ACCESSORY USE: OFFICE 3,765 SF
PROPOSED ACCESSORY USE: OUTDOOR STORAGE

NARRATIVE: SRS DISTRIBUTION IS A WHOLESALE DISTRIBUTOR OF POOL SUPPLIES. OPERATIONS INCLUDE THE WHOLESALE SALE OF PRODUCTS SUCH AS POOL CONSTRUCTION MATERIALS, MAINTENANCE SUPPLIES AND EQUIPMENT AND POOL CHEMICALS. OUTSIDE STORAGE FOR LARGER PRODUCTS IS ESSENTIAL TO THE BUSINESS. PRIMARY CUSTOMER BASE IS CONTRACTORS. PRODUCTS ARE BOTH DELIVERED TO CONSTRUCTION SITES AS WELL AS PICKED-UP ONSITE BY CONTRACTORS. OPERATING HOURS ARE MONDAY THROUGH FRIDAY 6:30 AM TO 4:00 PM AND SATURDAY FROM 8:00 AM-11 AM. A TYPICAL BRANCH HAS APPROXIMATELY 12 EMPLOYEES.

THE APPLICANT IS APPLYING FOR SPECIAL USE PERMIT TO UTILIZE A PORTION OF THE EXISTING PAVED AREA LOCATED WITHIN THE EXISTING FENCED AREA FOR OUTDOOR STORAGE. ITEMS TO BE STORED OUTSIDE ARE NEW PRODUCTS THAT CANNOT BE PRACTICALLY STORED INSIDE THE BUILDING. SUCH ITEMS INCLUDE: PALETTES OF BAGGED SAND, PVC PIPING AND REBAR. EXISTING FENCE IS SLATTED AND WILL BE REPLACED WITH A BLACK HOPE SLATS TO PROVIDE BETTER SCREENING OF THE STORAGE AREA. PRODUCTS WILL NOT BE STORED HIGHER THAN THE HEIGHT OF EXISTING FENCE. ITEMS WILL NOT BLOCK ANY REQUIRED PARKING, ACCESS TO BUILDING OR TRUCK MANEUVERING. IN ADDITION, A 20 FT WIDE ACCESS WAY SHALL REMAIN OPEN FOR ACCESS TO EXISTING MANHOLE.



REV	DATE	DESCRIPTION	BY
1	10/23/2025	EXISTING MANHOLE ACCESS	MAK
2	10/23/2025	UPDATED OUTLINE FOR OUR AREA	MAK

FOR	
OUTDOOR STORAGE	
1051 COMMERCE COURT, VILLAGE OF BUFFALO GROVE	
LAKE COUNTY, ILLINOIS	

PROJECT	
030-419	
DATE	
10/23/2025	
SCALE	DRAWN
1" = 40'	EES
DESIGNED	CHECKED
EES	NES

SP-1	
SHEET	OF
1	1

Building Plan



David Bercu, SIOR

Executive Managing Director Industrial
+1 847 698 8207
david.bercu@colliers.com

Brendan Green

Senior Vice President
+1 847 698 8227
brendan.green@colliers.com

Colliers

**MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION HELD
AT JEFFREY S. BRAIMAN COUNCIL CHAMBERS
FIFTY RAUPP BLVD, BUFFALO GROVE, IL 60089, WEDNESDAY, NOVEMBER 19, 2025**

[IGNORE_INDENT]

CALL TO ORDER

Chairperson Weinstein called the meeting to order at 7:30 PM.

Roll call indicated the following were present: PZC Chairperson Weinstein, PZC Commissioner Au, PZC Commissioner Moodhe, PZC Commissioner Worlikar, PZC Commissioner Spunt, PZC Commissioner Davis, PZC Commissioner Saxena, PZC Commissioner Gregory.

Also present were: Trustee Liaison Bocek, Village Attorney Patric Brankin, Deputy Director of Community Development Kelly Purvis, Associate Planner Andrew Binder, Village Engineer Briget Schwab, and Civil Engineer Daniel Hoscilo.

PUBLIC HEARINGS/ITEMS FOR CONSIDERATION

A. Consideration of an amendment to the Special Use and Preliminary Plan under Ordinance No. 2018-002, as amended by Ord. 2024-058, to allow an 8-stall parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road

Associate Planner Binder provided a brief overview of the project noting staff's support for the amendment to the Special Use and Preliminary Plan.

Don Andrews of Gawalt Hamilton and Andrew Phelps of STR Partners, LLC were sworn in on behalf of D214.

Phelps mentioned that area that is going to be used for parking was previously used for staging during construction and was heavily disturbed.

Andrews also mentioned that stormwater management facilities were upgraded as part of phase one and two of development on the site, and that the new limited amount of impervious surfaces added for the parking lot expansion would not have a negative impact.

Chairperson Weinstein asked for confirmation on the overall number of parking stalls.

Phelps confirmed.

Chairperson Weinstein asked about a note in the staff report referring to the fence code.

Binder indicated that it was an error in the report.

Com. Moodhe asked if the space might be needed for equipment storage.

Phelps indicated that he did not think it would be needed again.

Com. Moodhe asked if the turn angle could be reduced.

Andrews noted that the road itself is not being altered and that the alterations are limited to the parking lot itself. He noted they could take a look at the angle.

Com. Worlikar noted that there is landscaping along the west side of the lot and asked about plans to refresh the overall parking lot. He further indicated that signage could be better.

Andrews indicated that the turn in is not ideal, but as with most things they are trying to be efficient with the space and parking. They don't have plans at this time to revisit doing the whole parking lot.

Com Au asked for clarification regarding the amount of space being removed for only 8 parking spaces.

Andrews noted that the area was already being disturbed and that they felt that the 8 spaces would be worthwhile.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis moved to make a positive recommendation to the Village Board to allow an amendment to the Special Use and Preliminary Plan under Ordinance No. 2018-002, as amended by Ord. 2024-058, to allow an 8-stall parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.
4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.

Seconded by Com. Moodhe

Com. Moodhe noted that the angle of the parking stalls pretty much means nothing to the students; they generally park how they want. He also noted that parking is needed at the school, however small the amount. He noted he is in support of the project.

Com. Worlikar noted that he is in favor of the project but unenthusiastic as he thinks that the signage, and circulation could be better.

Moved by Jason Davis, seconded by Adam Moodhe to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 8 Mitchell Weinstein, Amy Au, Adam Moodhe, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

B. Consideration of an Amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, and a Special Use for a drive-through facility, as well as parking and sign variations for Dutch Bros. Coffee at 80 McHenry Road

Com. Moodhe noted that he has direct business contact with Dutch Bros. Coffee and that he would be recusing himself from the discussion related to this item. He stepped out of the Council Chambers for this discussion.

Associate Planner Binder provided a brief overview of the project noting staff's support for the amendment to the PUD and Preliminary Plan with a Special Use for a drive through, zoning and sign variations.

Ben Siembida of Bohler Engineering, and Elizabeth Kivland with Chipman Design were sworn in on behalf of Dutch Bros Coffee.

Siembida complemented Binder's presentation noting that he did a nice job of covering the requests. He indicated that Village staff were in support of the plan and indicated they are here to answer any questions.

Com. Worlikar asked about the sign variations as they relate to their corporate standards.

Kivland indicated that they are trying to maximize signage and that the standard for Dutch Bros is to have the two signs on each elevation.

Com. Worlikar asked about the brightness of the signs.

Binder indicated that we don't have anything in our code that limits the brightness of signs.

Com. Gregory asked about the second drive through.

Siembida noted that Dutch Bros has a robust ordering system and walked through the layout of the drive through and by-pass lane.

Com. Au asked if there is more signage on this building for Dutch Bros or for the

prior Burger King.

Binder pulled up an image and walked through the signage on the Burger King, noting that there was a similar amount.

Com. Spunt asked about the interior improvements.

Kivland provided an overview of the improvements noting that there will be interior seating in this model.

Com. Spunt asked for clarification regarding the double drive through.

Siembida noted that the by-pass lane would allow people to get out of the drive through once they have their orders.

Chairperson Weinstein asked if there were any variances being requested that are not consistent with their corporate standards.

Kivland noted that is correct.

Chairperson Weinstein asked if they have adjusted their corporate standards to adhere to other communities' sign codes.

Kivland indicated that they have, and that they have also requested variations from some.

Com. Gregory asked about other plans to open additional Dutch Bros in Illinois.

Kivland confirmed that they will.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis made a motion to make a positive recommendation to the Village Board to allow an amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, for a Special Use for a drive-through facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.

4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.

Seconded by Com. Worlikar

Com. Davis spoke in favor of the development. He noted that there can be long lines, so he appreciated that they are adding a double drive through.

Com. Gregory noted that this is a best case scenario for the area. He indicated that he doesn't typically want to see drive throughs for the Clove but this use is good for the space.

Chairperson Weinstien spoke in favor of the motion, noting that while there are a lot of sign variations being requested, the location and size of the signs are not over the top.

Moved by Jason Davis, seconded by Neil Worlikar to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 7 Mitchell Weinstein, Amy Au, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

C. Consideration of approval of a Special Use for outdoor storage in the Industrial District at 1051 Commerce Ct.

Associate Planner Binder provided a brief overview of the project, noting staff's support for the Special Use for outside storage on the property.

Neil Sander of Independence Engineering was sworn in on behalf of Heritage Pool Supply.

Sander indicated that this is a simple application as they are not proposing any site changes.

He acknowledged that this is a special use and noted that he believes that they meet the special use criteria.

Sander further noted that they have been in touch with the Village of Lake Zurich about the placement of outside storage in relation to the easement on the property.

Com. Saxena asked about Lake Zurich's position related to the outside storage.

Attorney Brankin responded that these kinds of requests for agreements are common as it relates to property and easement rights.

Com. Au asked how the prior business was able to store items outside and if they

had permission from Lake Zurich.

Binder responded that he could not find record of a special use for outside storage for the prior business.

Com. Moodhe asked how often the easement would need to be accessed.

Schwab indicated that the sanitary sewer has had issues and that the Village is working to reline it. She noted that a portion of it collapsed in another location, so it is important that the Village be able to access the line in an emergency.

Com. Moodhe asked about who would be likely to be the first to respond in an emergency.

Schwab noted it would likely be the Village of Buffalo Grove.

Chairperson Weinstein asked the petitioner to confirm that the outside storage would not exceed the 8-foot height of the surrounding fence.

Sander confirmed that the storage would not exceed the fence height.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis made a motion to make a positive recommendation to the Village Board to allow a Special Use in the Industrial District (I) for outdoor storage at 1051 Commerce Court, subject to the following conditions:

1. The outdoor storage for Heritage Pool Supply, Inc. shall be operated in substantial compliance with the business description and plans provided as part of this petition.
2. The Special Use is granted to Heritage Pool Supply, Inc. to allow outdoor storage at 1051 Commerce Court, which shall not run with the land.
3. The Special Use for outside storage granted to Heritage Pool Supply, Inc. is assignable to subsequent petitioners seeking assignment of this Special Use as follows:
 - a. Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.
 - b. Such assignment shall be valid only upon the adoption of a proper, valid and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.
4. The outdoor storage will be located within the enclosed area south of the building, the exact location of which will require coordination with Lake Zurich. The final location will be approved by the Village of Buffalo Grove prior to issuance of a racking permit for the outside storage.

5. An access easement agreement shall be made between the petitioner/property owner and the Village of Lake Zurich prior to the issuance of a racking permit for the outside storage.
6. Any incidental or directional signage for the site will be reviewed and administratively approved by Village staff.
7. The fence and parking lot screening shall be maintained by the property owner or tenant in perpetuity.

Seconded by Com. Gregory.

Com. Worlikar noted he is in favor and that he is appreciative that the pool chemicals would be stored inside rather than outside.

Chairperson Weinstein commented on the standards being addressed by the petitioner.

Moved by Jason Davis, seconded by Chad Gregory to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 8 Mitchell Weinstein, Amy Au, Adam Moodhe, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

REGULAR MEETING

A. Other Matters for Discussion

B. Approval of Minutes

1. October 22, 2025 - Draft Planning and Zoning Commission Meeting

Moved by Adam Moodhe, seconded by Marc Spunt to approve. Upon roll call, Commissioners voted as follows:

AYES: 6 Mitchell Weinstein, Amy Au, Adam Moodhe, Marc Spunt, Jason Davis, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

C. Chairperson's Report

None

D. Committee and Liaison Reports

Com. Moodhe indicated that the Village Board approved the annexation and entitlements for the Prairie View Towns project presented by Pulte Homes at the 11/3/25 Village Board meeting.

E. Staff Report/Future Agenda Schedule

Deputy Director Purvis noted that there will be 2 cases coming before the Commission on December 3rd and likely 2 cases on December 17th. She noted two additional staff members were at the staff table for the evening.

Village Engineer Schwab introduced the Village's newest addition to the Engineering Division, Daniel Hoscilo.

F. Public Comments and Questions

All comments will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business and not on the regular agenda for discussion.

ADJOURNMENT

The meeting was adjourned at 8:37pm.

DRAFT



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.t.

Memorandum of Understanding with the Buffalo Grove Community Foundation

Contacts

Liaison: Trustee Johnson

Staff: Molly Gillespie

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a memorandum of understanding with the Buffalo Grove Community Foundation, pending final review and approval of the Village Attorney.

Summary

Please see the attached memorandum.

Strategic Alignment

Guiding Principle

Principle 3: Plan and Invest in the Future

Principle 7: Builds Our Community

Goal

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

Goal 3: Strengthened Buffalo Grove community identity and pride

Goal 5: More livable Buffalo Grove community with leisure experiences for all

File Attachments

1. 2025-1201 BG Days Memo of Understanding - Community Foundation
2. 2025-1201 Memo_MOU with BGCF

Memorandum of Understanding

Between: Village of Buffalo Grove and the Buffalo Grove Community Foundation

This Memorandum of Understanding (MOU) sets the terms and understanding between the Village of Buffalo Grove (Village) and the Buffalo Grove Community Foundation (Foundation).

Background & Purpose

The Buffalo Grove Days event is traditionally held each Labor Day weekend. In 2021 the event operated under a new partnership between the Village and the Buffalo Grove Park District. This 50/50 partnership realized a profit for the first time in many years. Success with this model continued in 2022-2025.

Due to the outside factors that can affect the success of Buffalo Grove Days in any given year, it was advantageous to set aside a “rainy day fund” to support Buffalo Grove Days in future years, limiting the financial exposure long term. In 2021, \$28,000 was committed in a newly established Buffalo Grove Days fund, for restricted use to support future Buffalo Grove Days events. In addition, \$4,000 was donated to the Foundation’s general fund, for unrestricted support of Foundation activities.

On December 5, 2022, the Village and BGCF entered a Memorandum of Understanding (MOU). This MOU stipulated the donation of the Village's share of \$30,040.15 in proceeds from the 2022 BG Days event, \$21,815.53 in proceeds from the 2023 BG Days event, and \$14,000 in proceeds from the 2024 BG Days event, for the support of community nonprofit organizations.

With the formation of the Buffalo Grove Community Foundation, and their mission to support village wide initiatives that improve quality of life in Buffalo Grove, the Village and Foundation wish to enter into a memorandum of understanding regarding a portion of the 2025 BG Days profits. This MOU will provide a mechanism for donation of certain funds in support of the Buffalo Grove Community Foundation.

Funds

The Village of Buffalo Grove will donate \$15,000 to the Buffalo Grove Community Foundation.

The funds will be used by the Foundation to support their mission in a manner consistent with the Foundation’s established guidelines, providing benefit to all of Buffalo Grove.

Duration

This MOU shall become effective upon signature by the authorized officials and will remain in effect until 12/31/2029.

Date: 12/01/2025

Dane C. Bragg
Village of Buffalo Grove, Village Manager

Date: 12/01/2025

David Weidenfeld
Buffalo Grove Community Foundation, Chair



MEMORANDUM

DATE: November 24, 2025

TO: Village Manager Dane Bragg

FROM: Molly Gillespie, Director of Communications and Engagement

SUBJECT: Memorandum of Understanding (MOU) with the BG Community Foundation

RECOMMENDATION

Staff recommends that the Village Manager be authorized to execute a memorandum of understanding with the Buffalo Grove Community Foundation, pending final review and approval of the Village Attorney.

BACKGROUND

The Buffalo Grove Days event is traditionally held each Labor Day weekend. In 2021 the event operated under a new partnership between the Village and the Buffalo Grove Park District. This 50/50 partnership realized a profit for the first time in many years. Success with this model continued in 2022-2025.

Due to the outside factors that can affect the success of Buffalo Grove Days in any given year, it was advantageous to set aside a “rainy day fund” to support Buffalo Grove Days in future years, limiting the financial exposure long term. In 2021, \$28,000 was committed in a newly established Buffalo Grove Days fund, for restricted use to support future Buffalo Grove Days events. In addition, \$4,000 was donated to the Foundation’s general fund, for unrestricted support of Foundation activities.

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ANALYSIS

With the formation of the Buffalo Grove Community Foundation, and their mission to support village wide initiatives that improve quality of life in Buffalo Grove, the Village and Foundation wish to enter into a memorandum of understanding regarding a portion of the 2025 BG Days profits. This MOU will

Page 1 of 2

smart. with heart.

50 Raupp Boulevard, Buffalo Grove, IL 60089 847-459-2500 vbg.org

provide a mechanism for donation of certain funds in support of the Buffalo Grove Community Foundation.

FINANCIAL IMPACT

The Village of Buffalo Grove will donate \$15,000 to the Buffalo Grove Community Foundation.

The funds will be used by the Foundation to support their mission in a manner consistent with the Foundation's established guidelines, providing benefit to all of Buffalo Grove.

APPENDICES

- a. Memorandum of Understanding



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.u. O-2025-137

Ordinance Authorizing Execution of a Revised Contract with InterDev, LLC

Contacts

Liaison: Trustee Richards

Staff: Tyler Grace

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an ordinance authorizing the execution of a revised contract with InterDev LLC in an amount not to exceed \$757,504 in 2026 and \$795,379 in 2027, subject to Village Attorney review and approval.

Summary

Background

In 2023, the Village conducted a competitive Request for Proposals (RFP) for outsourced information technology services. Based on pricing, industry experience, and breadth of services, InterDev, LLC was selected as the provider. Since the contract award in June 2023, InterDev has delivered high-quality support through two full-time and one part-time onsite engineers, supplemented by a centralized offsite help desk and security team.

Analysis

While service levels have remained strong, the Village's information technology needs have continued to expand across infrastructure, cybersecurity, application support, and departmental projects. The current staffing model of 2.4 onsite positions has proven insufficient to meet the workload and response expectations. Prior to the 2023 RFP, the Village utilized three full-time onsite InterDev engineers. The proposed agreement restores staffing to three full-time onsite positions to support ongoing operational stability and project delivery. This increase is partially offset by the removal of other staffing resources within the existing contract that are no longer required.

Financial Impact

The revised agreement reflects an annual cost of \$757,503.50 in 2026, with the potential for a inflationary cost increase in 2027. Funding is included within the FY2026 proposed budget within the IT Services fund.

Next Steps

Staff recommends approval of the ordinance authorizing the execution of the revised agreement with InterDev, LLC for outsourced information technology services in an amount not to exceed \$757,503.50 in 2026 and \$795,378.68 in 2027, pending review and approval by the Village Attorney.

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. DRAFT Ordinance Approving Interdev Contract
2. Interdev Amended Contract





ORDINANCE 2025-xxx

1

AN ORDINANCE APPROVING A CONTRACT BETWEEN THE VILLAGE OF BUFFALO GROVE AND INTERDEV

WHEREAS the Village of Buffalo Grove is a home rule unit of local government pursuant to the Illinois Constitution of 1970; and

WHEREAS the Village requires professional information technology services to support its operations; and

WHEREAS InterDev, LLC has provided such services and Village staff have negotiated an Amended and Reinstated Professional Services Agreement for continued support;

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to execute a contract with InterDev, LLC for the provision of Information Technology Services, with annual expenditures not to exceed \$757,504 in 2026 and \$795,379 in 2027, pending review and approval by the Village Attorney.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

VILLAGE OF BUFFALO GROVE
PROFESSIONAL SERVICES AGREEMENT
INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT Amended and Reinstated is dated as of the 1st day of December 2025 ("**Agreement**") and is by and between the **VILLAGE OF BUFFALO GROVE**, an Illinois home rule municipal corporation ("**Village**") and the Service Provider identified in Subsection 1 (A) below.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the Village's statutory and home rule powers, the parties agree as follows:

SECTION 1. SERVICE PROVIDER.

A. Engagement of IT Service Provider. The Village desires to engage the IT Service Provider otherwise known as "Service Provider" identified below to provide all necessary Information Technology Services and to perform the work in connection with the project identified below:

Company. ("Service Provider") InterDev, LLC
Street: 200 North Point Center E, Ste 200
City, State, Zip: Alpharetta, GA 30022
Telephone: 770-643-4400
Email: gnichols@interdev.com

B. Project Description. The Service Provider shall provide Information Technology Services for the Village of Buffalo Grove.

C. Representations of Service Provider. The Service Provider has submitted to the Village a description of the services to be provided by the Service Provider, a copy of which is attached as Exhibit B to this Agreement ("Scope of Work and SLA's"). The Service Provider represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the IT Services set forth in Exhibit B in a manner consistent with the standards of professional practice by recognized consulting/IT firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

- A. **Retention of the Service Provider.** The Village retains the Service Provider to perform, and the Service Provider agrees to perform, the Services.
- B. **Services.** The Service Provider shall provide the Services pursuant to the terms and conditions of this Agreement.
- C. **Commencement.** Time of Performance. The Service Provider shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties (the "Commencement Date"). The Service Provider shall diligently and continuously prosecute the Services until the completion of the Work.
- D. **Reporting.** The Service Provider shall regularly report to the Village Manager), or his/her designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

- A. **Agreement Amount.** The total amount billed for the Services during the term of this Agreement shall not exceed the amount identified in the Schedule of Prices section in Exhibit A, unless amended pursuant to Subsection 8 (A) of this Agreement.
- B. **Invoices and Payment.** The Firm shall submit invoices to the Village for all Services and subcontractor services monthly. The Invoices shall be in a Village approved and itemized format for those portions of the Services performed and completed by the Firm. The amount billed in any such invoice shall be based on the method of payment set forth in Exhibit A. The Village shall pay to the Firm the amount billed pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.)
- C. **Records.** The Service Provider shall maintain records showing actual time devoted and costs incurred and shall permit the authorized representative of the Village to inspect and audit all data and records of the Service Provider for work done under the Agreement. The records shall be made available to the Village at reasonable times during the Agreement period, and for three years after the termination of the Agreement.
- D. **Claim In Addition to Agreement Amount.** if the Service Provider wishes to make a claim for additional compensation as a result of action taken by the Village, the Service Provider shall provide written notice to the Village of such claim within 7 calendar days after occurrence of such action as provided by Subsection 8 (D). of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Subsection. Any changes in this Agreement Amount shall be valid only upon written amendment pursuant to Subsection 8 (A) of this Agreement. Regardless of the decision of the Village relative to a claim submitted by the Service Provider, the Service Provider shall proceed with all of the Services required to complete the project under this Agreement as determined by the Village without interruption.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT (cont.)

- E. **Escalation.** Written requests for price revisions to the "Services/Project Position Rates" shall be submitted at least sixty (60) calendar days in advance of the annual Agreement period. Requests must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead, or profit. In any case the price revisions for any annual Agreement period shall not exceed 5%. The Village reserves the right to reject a proposed price increase and terminate the Agreement.
- F. **Taxes, Benefits and Royalties.** The Agreement Amount includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Service Provider.
- G. **Final Acceptance.** The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the Village of the Services, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL SUBCONTRACTORS.

- A. **Key Project Personnel.** The Key Project Personnel identified in Exhibit A shall be primarily responsible for carrying out the Services on behalf of the Service Provider. The Key Project Personnel shall not be changed without the Village's prior written approval.
- B. **Availability of Personnel.** The Service Provider shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Service Provider shall notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Service Provider shall have no claim for damages and shall not bill the Village for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassigning, or resignation.
- C. **Approval and Use of Subcontractors.** The Service Provider shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Service Provider shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Service Provider of full responsibility and liability for the provision, performance, and completion of the Services as required by the Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Service Provider. For purposes of this Agreement, the term "Service Provider" shall be deemed also to refer to all subcontractors of the Service Provider, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

SECTION 4. PERSONNEL SUBCONTRACTORS (cont.)

- D. **Removal of Personnel and Subcontractors.** If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village, the Service Provider shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Service Provider shall have no claim for damages, for compensation in excess of the amount contained in this Agreement of for a delay or extension of the Time of Performance as a result of any such removal or replacement. The Firm shall employ competent staff and shall discharge, at the request of the Village Manager, any incompetent, unfaithful, abusive or disorderly staff or subcontractor in its employ.
- E. **Non-Solicitation, Non-Hire.** The Village agrees that during the term of this Agreement and for a period of one (1) year following the termination of this Agreement, the Village shall not directly or indirectly solicit, recruit, or hire any employees or contractors of the Service Provider without the express written consent of the Service Provider. In the event that the Village breaches the non-solicitation clause stated above and hires an employee or contractor of the Service Provider without obtaining the Service Provider's prior written consent, the Village agrees to pay a recruiting fee to the Service Provider. The recruiting fee shall be equal to 20% of the hired employee's or contractor's annual salary or the agreed-upon compensation package, whichever is greater. This fee is payable within thirty (30) days from the date of the employee's or contractor's employment commencement with the Village. The Village shall promptly notify the Service Provider in writing upon extending an offer of employment to any employee or contractor of the Service Provider. The notification should include details of the employment offer, including the position, start date, compensation package, and any other relevant terms. This non-solicitation, non-hire clause and the associated recruiting fee shall apply to any employee or contractor of the Service Provider, whether introduced to the Village by the Service Provider or identified independently by the Village during the term of this Agreement and the one (1) year following its termination. In the event that any provision of this non-solicitation, non-hire clause is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 5. CONFIDENTIAL INFORMATION.

- A. **Confidential Information.** The term "Confidential Information" shall mean information in the possession or under the control of the Village relating to the technical, business or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Village Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Service Provider from a source other than the Village prior to the time of disclosure of said information to the Service Provider under this Agreement ("Time of Disclosure"); (ii) to have been in the public domain prior to the Time of Disclosure; (iii) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Service Provider or the Village; or (iv) to have been supplied to the Service Provider after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

SECTION 5. CONFIDENTIAL INFORMATION (cont.)

- B. **No Disclosure of Confidential Information by the Service Provider.** The Service Provider acknowledges that it shall, in performing the Services for the Village under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Service Provider shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without express prior written consent of the Village. The Service Provider shall use reasonable measures, at least as strict as those the Service Provider uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Service Provider to execute a non-disclosure agreement before obtaining access to Confidential Information. Any such agreement shall also name the Village as a third party beneficiary.

SECTION 6. WARRANTY; INDEMNIFICATION; INSURANCE

- A. **Warranty of Services.** The Service Provider warrants that the Services shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The warranty expressed shall be in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.
- B. **No Personal Liability.** No elected or appointed official, agent, or employee of the Village shall be personally liable, in law or in contract, to the Service Provider as the result of the execution of this Agreement.
- C. **Kotecki Waiver.** In addition to the requirements set forth above, the Firm (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees and waives any limitation of liability defense based upon the Worker's Compensation Act and cases decided there under. Firm agrees to indemnify and defend the Village from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Village may sustain as a result of personal injury claims by Firm's employees, except to the extent those claims arise as a result of the Village's own negligence.
- D. **Indemnification.** The Service Provider shall, without regard to the availability or unavailability of any insurance, either of the Village or the Service Provider, indemnify, save harmless, and defend the Village, and its officials, employees, agents, and attorneys against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that arise, or may be alleged to have arisen, out of or in connection with, the Service Provider's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Service Provider, except to the extent caused by the sole negligence of the Village. The Service Providers maximum liability for any claimed damages shall not exceed the terms of the policy of insurance carried by the Service Provider as required under the terms of this Agreement.

SECTION 6. WARRANTY; INDEMNIFICATION; INSURANCE (cont.)

- E. **Insurance.** Contemporaneous with the Service Provider's execution of this Agreement, the Service Provider shall provide certificates and policies of insurance, all with coverages and limits acceptable to the Village, and evidencing at least the minimum insurance coverages and limits as set forth in Section 6 (F) to this Agreement. For good cause shown, the Village Manager, or his/her designee, may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Village Manager may impose in the exercise of his/her sole discretion. Such certificates and policies shall be in a form acceptable to the Village and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Such insurance policies shall provide that no change, modification in, or cancellation of, any insurance shall become effective until the expiration of 30 calendar days after written notice thereof shall have been given by the insurance company to the Village. The Service Provider shall, at all times during the term of this Agreement, maintain and keep in force, at the Service Provider's expense, the insurance coverages provided above, including, without limitation, at all times while correcting any failure to meet the warranty requirements of Subsection 6 (A), Warranty of Services, of this Agreement.
- F. **Insurance Requirements.** Service Provider shall procure and maintain, for the duration of the Agreement and any maintenance period, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Service Provider, his agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance:** Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village of Buffalo Grove named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements: ISO Additional Insured Endorsement CG 20 10 or CG 20 26 and CG 20 01 04 13. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026

- 1) Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."
- 2) Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. **Minimum Limits of Insurance:** Service Provider shall maintain limits no less than:

- 1) Commercial General Liability: \$1,500,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$3,000,000 or a project/contract specific aggregate of \$1,500,000.
- 2) Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- 3) Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

C. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Village, its officials, agents, employees and volunteers; or the Service Provider shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1) General Liability and Automobile Liability Coverages:

The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Service Provider; products and completed operations of the Service Provider; premises owned, leased or used by the Service Provider; or automobiles owned, leased, hired or borrowed by the Service Provider. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.

- 2) The Service Provider's insurance coverage shall be primary and non-contributory as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be in excess of Service Provider's insurance and shall not contribute with it.
- 3) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.
- 4) The Service Provider's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Service Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5) If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Service Provider shall be required to name the Village, its officials, employees, agents and volunteers as additional insureds.
- 6) All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
- 7) The Service Provider and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Village. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as Kotecki v. Cyclops Welding.

E. All Coverages:

- 1) No Waiver. Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of this Agreement by any act or omission, including, but not limited to:
 - a. Allowing work by Service Provider or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
 - b. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
- 2) Each insurance policy required shall have the Village expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage

Service Provider shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before any work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.

H. Subcontractors

Service Provider shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

I. Assumption of Liability

The Service Provider assumes liability for all injury to or death of any person or persons including employees of the Service Provider, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to the Agreement.

J. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Village of Buffalo Grove, its officials, employees, agents, and volunteers for losses arising from work performed by the Service Provider for the municipality.

- 1) NCCI Alternate Employer Endorsement (WC 000301) in place to insure that workers' compensation coverage applies under Service Provider's coverage rather than the Village of Buffalo Grove's, if the Village of Buffalo Grove is borrowing, leasing or in day to day control of Service Provider's employee.

K. Failure to Comply

In the event the Service Provider fails to obtain or maintain any insurance coverage's required under this agreement, The Village may purchase such insurance coverage's and charge the expense thereof to the Service Provider.

L. Professional Liability

- 1) Professional liability insurance with limits not less than \$1,000,00 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the Agreement, with a deductible not-to-exceed \$50,000 without prior written approval.
- 2) If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of the Agreement. In the event the policy is cancelled, non-renewed or switched to an occurrence form, the Service Provider shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.

- 3) Provide a certified copy of actual policy for review.
- 4) Recommended Required Coverage (architect, engineer, surveyor, consultant): Professional liability insurance that provides indemnification and defense for injury or damage arising out of acts, errors, or omissions in providing the following professional services, but not limited to the following:
 - a. Preparing, approving or failure to prepare or approve maps, drawings, opinions, report, surveys, change orders, designs or specifications;
 - b. Providing direction, instruction, supervision, inspection, engineering services or failing to provide them, if that is the primary cause of injury or damage.

SECTION 7. SERVICE PROVIDER AGREEMENT GENERAL PROVISIONS.

- A. **Relationship of the Parties.** The Service Provider shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed (i) to create the relationship of principal and agent, employer and employee, partners, or joint ventures between the Village and Service Provider; or (ii) to create any relationship between the Village and any subcontractor of the Service Provider.
- B. **Conflict of Interest.** The Service Provider represents and certifies that, to the best of its knowledge, (1) no Village employee or agent is interested in the business of the Service Provider or this Agreement; (2) as of the date of this Agreement neither the Service Provider nor any person employed or associated with the Service Provider has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Service Provider nor any person employed by or associated with the Service Provider shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.
- C. **No Collusion.** The Service Provider represents and certifies that the Service Provider is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Service Provider is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq.; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. The Service Provider represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Service Provider has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Service Provider shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.
- D. **Sexual Harassment Policy.** The Service Provider certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 512-105(A)(4).
- E. **Termination.** Notwithstanding any other provision hereof, the Village may terminate this Agreement for its convenience at any time upon 120 calendar days' prior written notice to the Service Provider. The Service Provider may terminate this Agreement for its convenience at any time upon 120 calendar days' prior written notice to the Village. Upon the Agreement's expiration or termination by either Party, the Service Provider shall be required to abide by the Transition cooperation obligations as set forth in Section 9. Either Party may

terminate this Agreement for cause upon written notice to the other following a material breach of a material provision of this Agreement by such other Party if the breaching Party does not cure such breach within twenty (20) calendar days of receipt of written notice of such breach from the non-breaching Party. In the event that this Agreement is so terminated, the Service Provider shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in Exhibit A.

SECTION 7. SERVICE PROVIDER AGREEMENT GENERAL PROVISIONS (cont.)

- F. **Term.** The Time of Performance of this Agreement, unless terminated pursuant to the terms of this Agreement, shall be for 24 months (Jan 1, 2026 – Dec 31, 2027). The Agreement may be renewed upon mutual agreement by both parties for additional 24-month periods or for any other period as mutually agreed to by the Parties in writing. At the end of any Term the Village reserves the right to extend this Agreement for a period of up to one hundred and twenty (120) calendar days for the purpose of securing a new Agreement.
- G. **Compliance with Laws and Grants.** Service Provider shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Service Provider shall also comply with all conditions of any federal, state, or local grant received by Owner or Service Provider with respect to this Agreement or the Services.

Service Provider shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Service Provider's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

- H. **Default.** If it should appear at any time that the Service Provider has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("Event of Default"), and fails to cure any such Event of Default within fourteen (14) calendar days after the Service Provider's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:
1. **Cure by Service Provider.** The Village may require the Service Provider, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Service Provider and the Services into compliance with this Agreement.

2. **Termination of Agreement by Village.** The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement.
3. **Withholding of Payment by Village.** The Village may withhold from any payment, whether or not previously approved, or may recover from the Service Provider, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Service Provider or as a result of actions taken by the Village in response to any Event of Default by the Service Provider.

SECTION 7. SERVICE PROVIDER AGREEMENT GENERAL PROVISIONS (cont.)

- I. **No Additional Obligation.** The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Service Provider or with any vendor solicited or recommended by the Service Provider.
- J. **Village Board Authority.** Notwithstanding any provision of this Agreement, any negotiations, or agreements with, or representations by the Service Provider to vendors shall be subject to the approval of the Village Board of Trustees. The Village shall not be liable to any vendor or other third party for any agreements made by the Service Provider, purportedly on behalf of the Village, without the knowledge and approval of the Village Board of Trustees.
- K. **Mutual Cooperation.** The Village agrees to cooperate with the Service Provider in the performance of the Services, including meeting with the Service Provider and providing the Service Provider with such confidential and non-confidential information that the Village may have that may be relevant and helpful to the Service Provider's performance of the Services. The Service Provider agrees to cooperate with the Village in the performance of the Services to complete the Work and with any other Service Providers engaged by the Village.
- L. **News Releases.** The Service Provider shall not issue any news releases or other public statements regarding the Services without prior approval from the Village Manager or designee. Nothing Herein shall limit the Firm's right to identify the Village as a client of the Firm or from disclosing matters arising from the relationship between the Village and the Firm that are subject to disclosure under the Illinois Freedom of Information Act, (5 ILCS 140, et seq).
- M. **Intellectual Property.** The Service Provider acknowledges and agrees that all trademarks, service marks, logos, tradenames, and images provided by the Village to the Service Provider for use in performing the Services created by Service Provider are the sole and exclusive property of the Village. The Service Provider acknowledges that this Agreement is not a license to use the Village's Materials except as needed to perform the Services hereunder. If applicable, to the extent the Service Provider has agreed to obtain and/or license Third-Party Materials on behalf of the Village, the Service Provider shall obtain a license for the Village to use the Third-Party Materials as part of the Services for the specified purpose. "Third-Party Materials" shall include, but are not limited to, computer software, script or programming code or other materials owned by third parties and/or any software available from third parties, that is licensed by Service Provider for the benefit of the Village. It is expressly understood that, excluding the Village Materials and Third-Party Materials, the Village and the Service Provider may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Service Provider in providing Services hereunder.

- N. **Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, records, opinions, communications, digital files, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received by the Service Provider in connection with any or all of the Services to be performed under this Agreement ("Documents") shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Service Provider shall cause the Documents to be promptly delivered to the Village, in original format or a suitable facsimile acceptable to the Village.

SECTION 7. SERVICE PROVIDER AGREEMENT GENERAL PROVISIONS (cont.)

- O. **Favorable Terms.** Service Provider represents that all of the benefits and terms granted by Firm herein are at least as favorable as the benefits and terms granted by the Service Provider to Local Government agencies within a 15-mile radius with a center point of 50 Raupp Blvd Buffalo Grove IL 60089.

Should Service Provider enter into any subsequent agreement with any Local Government agency described above, during the term of this Agreement, which provides for benefits or terms more favorable than those contained in this Agreement, including all exhibits to this Agreement, then this Agreement shall be deemed to be modified to provide the Village with those more favorable benefits and terms.

Service Provider shall notify the Village, in writing, promptly of the existence of such more favorable benefits and terms and the Village shall have the right to receive the more favorable benefits and terms immediately. If requested in writing by the Village, Service Provider shall amend this Agreement to contain the more favorable terms and conditions.

- P. **Joint Purchasing/Purchasing Extension.** The purchase of goods and services pursuant to the terms of this Agreement shall also be offered for purchases to be made by other Local Government agencies, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each Local Government agency and the Service Provider. The Service Provider agrees that the Village shall not be responsible in any way for purchase orders or payments made by other Local Government agencies. The Service Provider further agrees that all terms and conditions of this Agreement shall continue in full force and effect as to other Local Government agencies during the extended term of this Agreement.

The Service Provider and other Local Government agencies may negotiate such other and further terms and conditions to this Agreement ("Other Terms") as individual projects may require. In order to be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the Service Provider and the other Local Government agency.

The Service Provider shall provide other Local Government agencies with all documentation as required in the Request for Qualifications, and as otherwise required by the Village including, but not limited to:

- Certificate of insurance naming each additional agency as an additional insured

SECTION 8. GENERAL PROVISIONS.

- A. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.
- B. **Assignment.** This Agreement may not be assigned by the Village or by the Service Provider without the prior written consent of the other party.
- C. **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Parties hereto and their agents, successors, and assigns.

SECTION 8. GENERAL PROVISIONS (cont.)

- D. **Notice.** Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic Internet mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail. By notice complying with the requirements of this Subsection, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received. The provisions of Section 8 (D) shall not control with respect to the manner of communications utilized by the Service Provider in rendering the Services.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Buffalo Grove ("Village")
50 Raupp Blvd.
Buffalo Grove, IL 60089
Attn: Dane Bragg
Email: dbragg@vbg.org
cc: pbrankin@vbg.org

With a copy to

Law Firm.
Street
City, State, Zip
Attention:
Email:

Notices and communications to the Service Provider shall be addressed to, and delivered at, the following address:

Company. ("Service Provider") InterDev, LLC
Street: 200 North Point Center E, Ste 200
City, State, Zip: Alpharetta, GA 30022
Attention: Gary Nichols
Email: gnichols@interdev.com
cc:agreements@interdev.com

SECTION 8. GENERAL PROVISIONS (cont.)

- E. **Third Party Beneficiary.** No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation other than the Service Provider shall be made or be valid against the Village.
- F. **Provisions Severable.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- G. **Time.** Time is of the essence in the performance of this Agreement.
- H. **Governing Laws.** This Agreement shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois. Venue shall be in Cook County, Illinois
- I. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Service Provider with respect to the Request for Proposal.
- J. **Waiver.** No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.
- K. **Exhibit.** Exhibit, A and Exhibit B are attached hereto, and by this reference incorporated in and made a part of this Agreement. In the event of a conflict between the Exhibit and the text of this Agreement, the text of this Agreement shall control.
- L. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.
- M. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
- N. **Calendar Days and Time.** Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday or federal

holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday or federal holiday.

- O. **Business Hours and Time.** Unless otherwise provided in this Agreement, any reference in this Agreement to “Business Hours” shall mean Monday – Friday 8:00 AM to 5:00 PM. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or Village Holiday as published by the Village of Buffalo Grove, then the notice of obligation may be given or performed on the next business day after that Saturday, Sunday, or Village recognized holiday.
- P. **No Waiver of Tort Immunity.** Nothing contained in this Agreement shall constitute a waiver by the Village of any right, privilege or defense available to the Village under statutory or common law, including, but not limited to, the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq., as amended.

SECTION 8. GENERAL PROVISIONS (cont.)

- P. **Freedom of Information.** The Firm agrees to furnish all documentation related to the Agreement, the Work and any documentation related to the Village required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) (“FOIA”) request within five (5) calendar days after the Village issues Notice of such request to the Firm. The Firm agrees to defend, indemnify and hold harmless the Village, and agrees to pay all reasonable costs connected therewith (including, but not limited to attorney’s and witness fees, filing fees and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from Firm’s actual or alleged violation of FOIA or the Firm’s failure to furnish all documentation related to a FOIA request within five (5) calendar days after Notice from the Village for the same. Furthermore, should the Firm request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Firm agrees to pay all costs connected therewith (such as attorneys’ and witness fees, filing fees and any other expenses) to defend the denial of the request. This defense shall include, but not be limited to, any challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction.

SECTION 9. TRANSITION COOPERATION

Upon expiration or termination of this Agreement in accordance with Section 7 (E), the Service Provider shall take all necessary actions to ensure an orderly and efficient transition of Services to the Village or another third-party service provider (the “Transition”), as outlined by items (a) – (f), below:

- A. Throughout the Transition Period, which shall be defined as 90 calendar days after the effective date of (i) expiration of the Agreement or (ii) termination of the Agreement by either Party, the Service Provider will continue to perform the Services in accordance with the terms of the Agreement and all exhibits hereto.
- B. As part of the Transition, all Village owned equipment or property provided to the Service Provider under the Agreement shall be turned in to the Village, as applicable, upon completion of Transition approval, and shall remain with the Village thereafter. Village Equipment includes, but is not limited to: computers, laptops, monitors, personal electronic devices (PEDs), flash and external hard drives, employee ID badges, software and software licensure, and any other items as deemed appropriate by the Village.
- C. Transition of Intellectual Property shall abide by guidelines outlined in Section 7 (N) of this Agreement.

- D. As part of the Transition, various user account accesses and authorizations must be created and disabled. Current Service Provider personnel possess user accounts and access necessary for Agreement deliverables. The employees of another third-party service provider will be granted access on the first day of the Transition Period. During the Transition Period, at a date determined by the Village, the Service Provider, and a new third-party provider (if applicable), all new access and new passwords will be activated. All Service Provider user accounts will then be disabled.

SECTION 9. TRANSITION COOPERATION (cont.)

- E. Knowledge transfer will occur over the entirety of the Transition Period. Knowledge transferring will take place via various methods, and will encompass a variety of topics including, but not limited to: organizational structure, and processes, network infrastructure, network security, virtualization, disaster recovery, third-party software providers, records- management systems, database tasks and activities, service-level requirements, customer service requirements, documentation requirements, server structure and integrity, website and SharePoint systems, and all other topics, hardware, software as deemed necessary by the Village.
- F. The Village will make the determination of when the Transition is completed in its sole discretion, and will provide a formal, written acceptance indicating such. Once the Transition has been formally accepted, all supporting documentation will be signed and accepted by the Parties. Following these approvals and signatures, the Transition will be considered complete. Notwithstanding the foregoing, the Village may, in its sole discretion, determine that the Transition is complete prior to the end of the Transition Period as set forth in Section 9 (A), above ("Early Determination"), and if the Village provides written notice of such Early Determination to the Service Provider, then the Transition Period shall end as of the date of such notice.

Acknowledgement.

The undersigned hereby represent and acknowledge that they have read the foregoing Agreement, that they know its contents, and that in executing this Agreement they have received legal advice regarding the legal rights of the party on whose behalf they are executing this Agreement, and that they are executing this Agreement as a free and voluntary act and on behalf of the named parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

VILLAGE OF BUFFALO GROVE

By: _____

Dane Bragg, Village Manager

Date: _____

Firm

By: _____

Title: _____

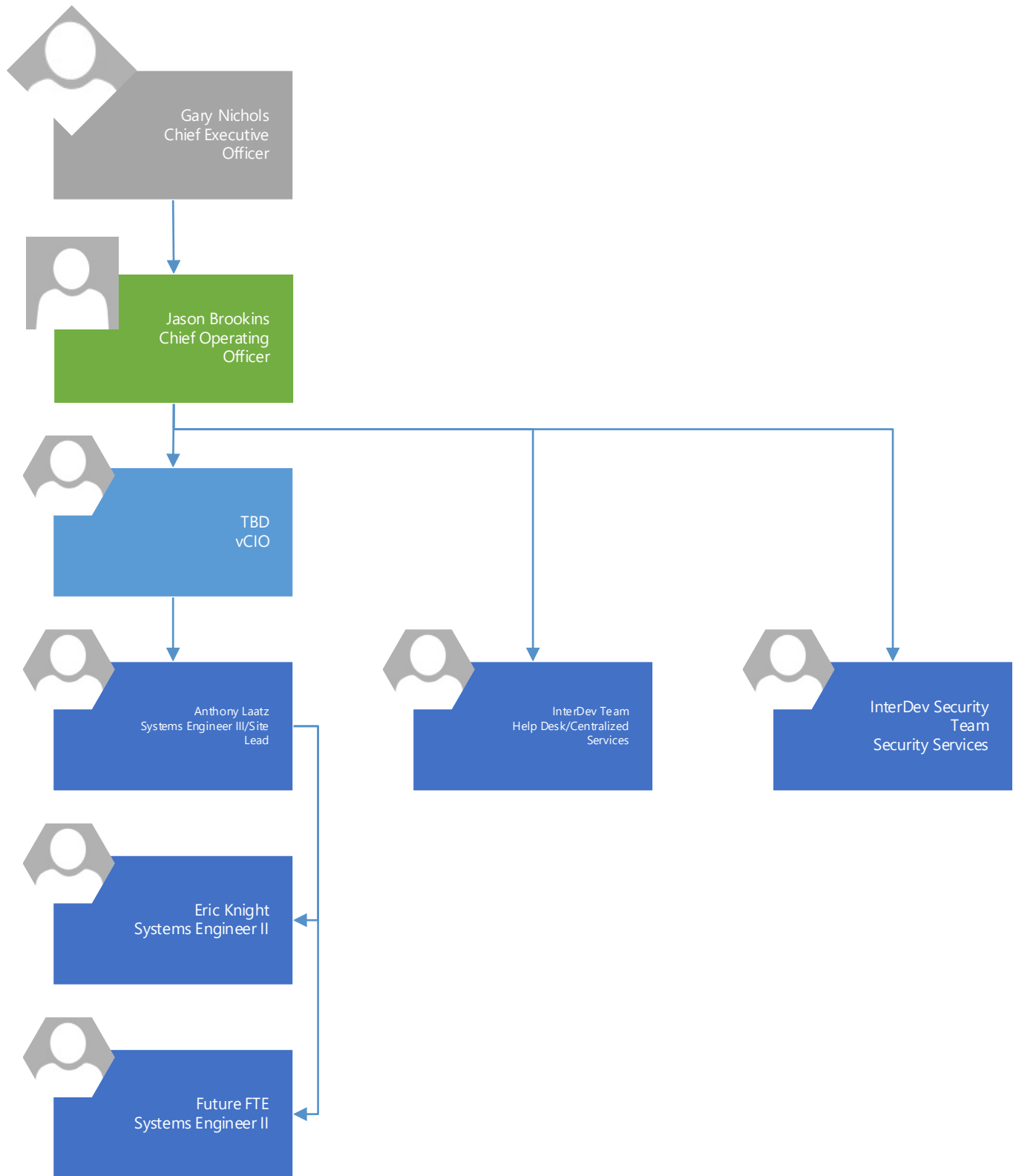
Date: _____

**Exhibit A.
Agreed Upon Pricing Structure**

Service Provider shall complete the below cost matrix. Provide a Job Title or Position name and attach a description of the work to be performed by that position. Provide an organizational chart describing the structure and for all positions proposed. Provide a Full Time Equivalent (FTE) allotted to that position with one (1) being a full-time employee and one tenth (0.1) being a position that provides support the equivalent of 1 day every two weeks. Provide the name of the person filling the onsite position. If the responsibilities of an FTE onsite position are to be split by two or more people then provide all names and the FTE each will provide. If a position is remote no onsite assigned personnel data is required simply note that the position is remote by marking an X in that column.

Base FTE Services

Position/Job Title	FTE	Onsite Assigned Personnel	Remote	Cost per Month
Systems Engineer III	1	Anthony Laatz	N	\$21,118.61
Systems Engineer II	1	Eric Knight	N	\$16,527.16
Systems Engineer II	1	Bradley Haas	N	\$16,527.16
Help Desk + Centralized Services	0.5	N/A	Y	\$7,024.47
Security Services	0.1	N/A	Y	\$1,927.89
Total Monthly Cost				\$63,125.29
Total Annual Cost				\$757,503.50



System Engineer III

Essential Responsibilities

Mentor, monitor, delegate, and act as a point of escalation for their Technical Support Team to promote success and standardization of processes.

Provide leadership and directly manage the team's resources, which includes team direction, day-to-day activities, setting team priorities and workflows for the day/week, team processes, coaching, and mentoring.

Identify areas of improvement and assist with the creation and implementation of best practices and policies for the Support Services Department.

In collaboration with Service Delivery Management, administer employee performance reviews.

Approve PTO and Expense requests; manage work schedule and coverage calendar for the team.

Provide IT support relating to escalated issues with the internal systems and network infrastructure.

Provide administration of support services for Microsoft-related technologies including Windows Server, Exchange, SQL, SharePoint, and Microsoft Office Suite 365.

Perform Microsoft Office 365 migrations

Provide administration of support services for virtualization technologies including VMware, ESXi, HyperV, and Windows Server optimization.

Design and implement at the network level: WAN and LAN connectivity, routers, firewalls, wireless VLAN routing and switching, and firewall security.

Design and provide administration of hosted and cloud solutions for customers utilizing technologies that meet their requirements.

Timely and effective administration and maintenance of remote access solutions including VPN, terminal services, updates to agent scripts, responding to alerts, monitoring dashboard, and performing periodic system review.

Produce documentation in an accurate and timely manner for system maintenance, network architecture, and knowledge base / best practices for all computer systems and network infrastructure.

Timely and effective communication with customers including incident progress statuses, updates, and notifications of impending changes or planned outages.

System Engineer II

Essential Responsibilities

IT Support relating to issues with the internal systems and network infrastructure.

Support services (including applications deployment, Active Directory, server optimization) for Microsoft-related technologies: Windows Server, Exchange, SQL, Microsoft Office Suite 365, etc.

Support services for virtualization technologies including VMware and Hyper-V applications.

Assist with management at the network level: WAN and LAN connectivity, routers, firewalls, wireless VLAN routing and switching, and firewall security.

Assist with the administration of hosted and cloud solutions for customers utilizing technologies that meet their requirements.

Assist with implementation of disaster recovery solutions.

Timely and effective administration and maintenance of remote access solutions including VPN, terminal services, updates to agent scripts, responding to alerts, monitoring dashboard, and periodic system reviews.

Produce documentation in an accurate and timely manner for system maintenance, network architecture, and knowledge base / best practices for all computer systems and network infrastructure.

Timely and effective communication with customers including incident progress statuses and updates as well as notifications of impending changes or planned outages.

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EXHIBIT B

SCOPE OF SERVICES

- 1) **General Purpose:** The purpose of this agreement is for the Village of Buffalo Grove (Village) to enter an agreement with the Service Provider for all or part of its Information Technology (IT) management, development, operation, and maintenance. In addition to supporting the existing IT Services program, the Service Provider will identify opportunities for continued development and enhancement.

The Village may be sharing management, development, maintenance expertise and staffing with other local government agencies.

The Service Provider shall provide minimum staffing as described in Exhibit A in order to fulfill the Base Services described herein and the SLA requirements as described in Exhibit B-1.

The Service Provider is the Service Provider for the Village Base IT Services (as defined in this exhibit) and is responsible for providing the necessary IT professional resources to provide services to support this entity. The Service Provider will facilitate and manage resource, cost, and technical innovation for the Village.

- 2) **Confidentiality:** Village documents provided to prepare the contract may have proprietary and confidential information. They shall not be copied, circulated, or otherwise provided to any person or organization that is not part of the process established for its consideration without the advance written permission of the Village.

- 3) **Service Types:** The Service Provider will provide and support three (3) service types. The three (3) services types are as follows:

A. **Base Services:** Services include, but are not limited to IT Infrastructure; Workstations, Network, Telecommunications, Servers, Security Equipment, Desktop Support, Service Desk, Application Support, Strategic Planning Report Development, and Management/Administrative functions. Please see Base Services table below.

- i. Information technology service encapsulates full-time, Monday through Friday business hours support and emergency after hours support 24x7.

Base Service	Service Description
Acquisition and Procurement	A service supporting the request, configuration, and procurement of various technical devices, software, and other related services.
Application Configuration Deployment	See Configuration Management
Asset Tracking	See Configuration Management
Break Fix Maintenance	Hardware and related software support when a device has failed. Includes the repair or replacement of the failing device.
Capacity Management	Manage the throughput of all related local and wide areas network to ensure there is enough capacity to support all business requirements.
Change Management	The process responsible for controlling the lifecycle of all changes, enabling beneficial changes to be made with minimum disruption to IT services. Change management is responsible for managing all changes to the production environments of any GovITC member.
Configuration Management	The process responsible for ensuring that the assets required to deliver services are properly controlled, and that accurate and reliable information about those assets is available when and where it is needed.
Data Center Support	Support of Acquisition, Configuration, Network, Storage, Battery backups, repair services for data center related devices, software, and IT services.
Deployment	The activity responsible for movement of new or changed hardware, software, documentation, processes, and the like into the production environment.
Disposition	The organized process of disposing of any end of life device, capability, or asset.
Facilities Infrastructure	Infrastructure support for any facilities that are used to deliver any IT service to a GovITC member to ensure the agreed availability, capacity, and physical security are maintained.
Image Management	Manage the approved image for each device type this includes software version control.
Incident Management	The process responsible for managing the lifecycle of all incidents. Incident management ensure that normal service operation is restored as quickly as possible and the business impact is minimized.
IT Budgeting	Budgeting assistance to all GovITC members relating to estimated costs, proactive fund allocation, and project pricing based on defined scope and requirements.
IT Planning and Documentation	Assistance planning and documenting any new, changed, or modified IT services.
Knowledge Management	The process responsible for sharing perspectives, ideas, experience and information, and for ensuring that these are available in the right place and at the right time.
Monitoring Management	The process responsible for managing the repeated observation of a configuration item (CI) IT service, or process to detect events and to ensure that the current status is known.
Network Support	Support of the local and wide areas networks to ensure the agree availability, capacity, security and access are managed and maintained.
Operating System	Operating system and patch deployment and upgrades of workstations, servers, and network devices.
Patching Updates	Managing patch update that include: maintaining current knowledge of available patches; deciding what patches are appropriate for particular systems; ensuring that patches are installed properly; testing systems after installation; and documenting all associated procedures, such as specific configurations required.
Physical Security	Ensure physical security by integrating people, place, process and technology.
Problem Management	The process responsible for managing the lifecycle of all problems. Problem management proactively prevents incidents from happening and minimized the impact of incident that cannot be prevented.
Server Support	Server hardware, operating systems, and application software that resided on the service per agreement.
Service Desk	A single point of contact between the IT support provider and the users. A typical service desk manages incidents and service requests, and also handles communication with the users.
Software Version Control	Process of keeping a software system consisting of many versions and configurations well organized and up to date.
Strategic Planning	Assistance with near and long term planning within the scope of the services provided by the vendor.
Vendor Management	Management of the vendor's engagement via one or more dedicated resources.
Voice and Conferencing Support	Management and support of all voice and audio conferencing services delivered to any GovITC Member.
Wireless Support	Manage and support any current or future wireless networks. This includes availability, capacity, access, and security.

- B. **Planned Projects:** Scoped and Un-scoped projects with requirements that will be provided by the Village, reviewed by Service Provider, Scope of Work Developed, and pricing provided by Service Provider.

The Service Provider shall deliver to the Village recommended projects for the next calendar year by June 1 each calendar year. Using the Service Provider's recommendations, or developed independently, The Service Provider shall receive from the Village a list of Base and Planned Projects for the next calendar year no later than July 1 each calendar year. The Village's project list may be developed independently from the Service Provider, or in partnership with the Service Provider. The Service Provider shall submit to the Village a schedule of pricing by August 1. The Village and the Service Provider shall come to a mutual agreement as to the quantity and schedule for projects. To the extent possible, the projects schedule will be complete by October 31 of the calendar year. The Village may elect to suspend or reduce the SLA requirements to complete projects in a timely fashion.

- a. Projects that take less than 40 hours to complete shall be completed as though that project was a Base Service at no extra cost to the Village.
- b. Projects that clearly exceed 40 hours to complete must be presented in writing in a form acceptable to the Village and the Service Provider and the Village shall agree to pricing and the Village shall authorize work prior to InterDev beginning said Project.
- c. Projects that were estimated to take 40 hours or less time but do not shall be treated as follows.
 - i. Projects that exceed 40 hours of time due to unforeseen circumstances by InterDev and through no fault of the Village will be treated as those described in (a.) above.
 - ii. Projects that exceed 40 hours of time due to change orders requested by the Village but do not exceed a 20% increase in hours required to complete the project will only be billed the balance of time more than 40 hours.
 - iii. Projects that exceed 40 hours of time due to change orders requested by the Village and exceed an increase of 20% in the hours required to complete the project will be billed for the entirety of the work.
- d. The Village retains the right to suspend or reduce any SLA for the Service Provider to complete an agreed upon project. Notice of this waiver will be communicated to the Service Provider in writing and shall also include the duration of the suspension of SLAs

Change Orders

Detailed written Requests for Change Orders must be submitted to the Municipality's Representative on the form provided (Exhibit C.). To facilitate checking of quotations for extras or credits, all requests for change orders shall be accompanied by a complete itemization of costs including labor, materials, and Subcontracts. Where major cost items are Subcontracts, they shall also be itemized. The affected Municipality's representative will review requests.

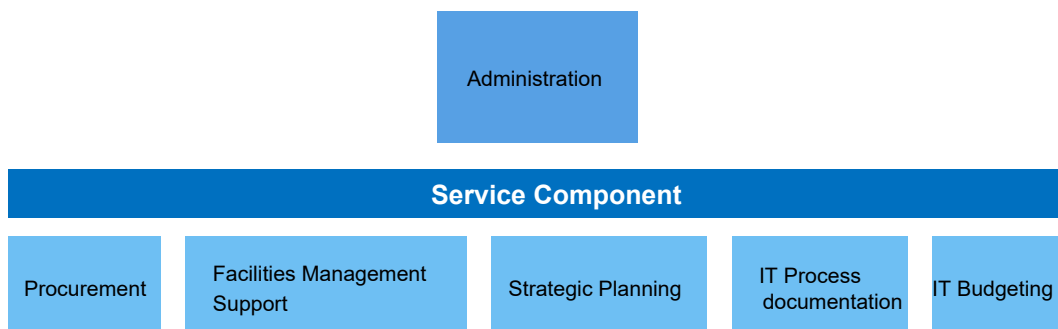
Each written Request for a Change Order must be accompanied by written suggestions where costs can be reduced to offset the Change Order increase requested or a written certification stating that the Contractor has reviewed the work to be performed and cannot identify areas where costs can be reduced.

A written Change Order must be issued by the affected Municipality's representative prior to commencing any additional work covered by such order. Work performed without proper authorization shall be the Contractor's sole risk and expense.

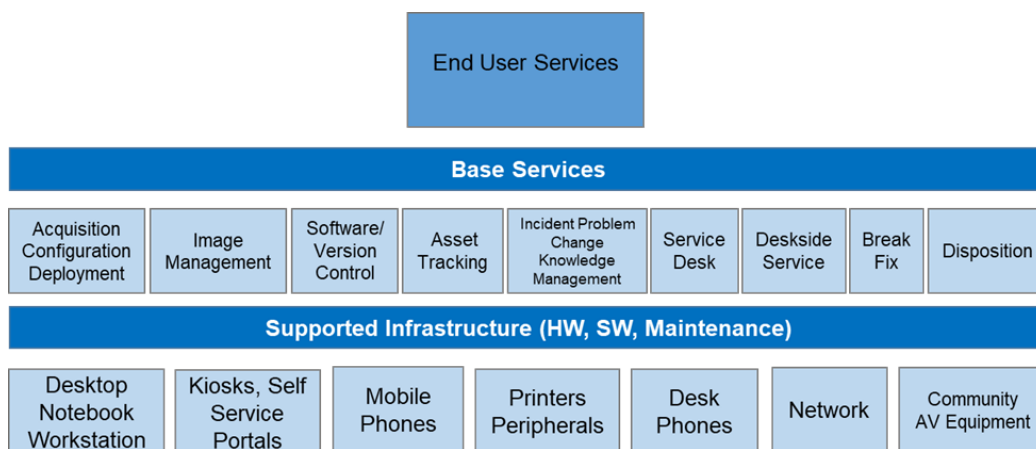
- C. **Optional Services:** May include a unique service needed by the Village, and therefore does not fit in with the Base Services. It would include those projects where the Village seeks a competitive procurement process.

- 4) **Base Service Categories:** The Service Provider will support five (5) Base Service categories associated with each Base Service type. The five (5) Base Service categories are as follows:

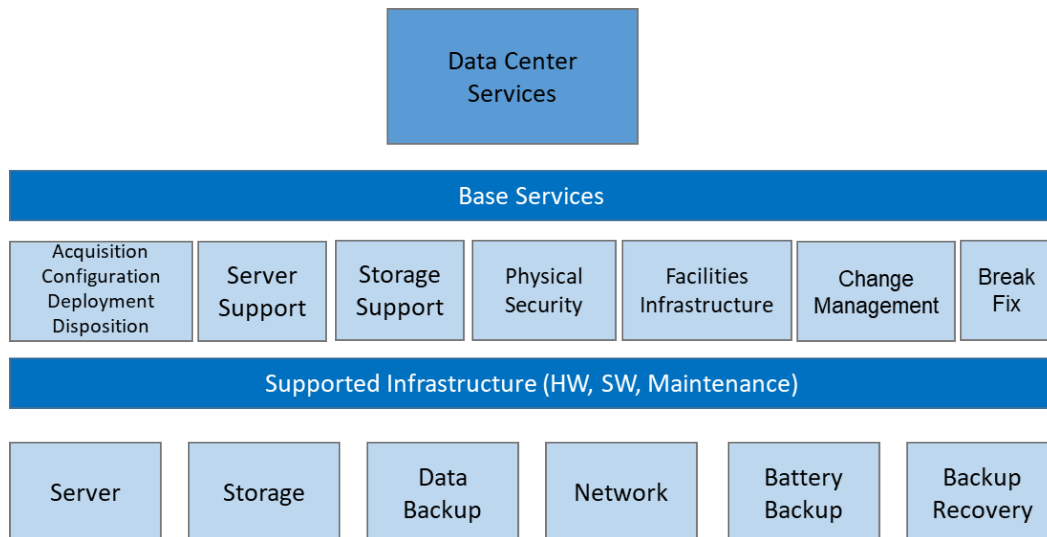
- A. **Management and Administration:** These services include, but are not limited to: Procurement, Facilities Management Support, Strategic Planning, IT Planning and Process Documentation, Regulatory Compliance, and IT Budgeting. Please see below. Proposer will provide an IT Manager to manage staffing resources, provide reports and manage projects.
- a. **Process Documentation:** These services shall include:
 - i. Document all standard operational, maintenance, and emergency operations processes (SOPs, MOPs, and EOPs).
 - ii. The documented processes shall reside on the Village Network and shall be the property of the Village



- B. **End User Services:** These services include but are not limited to: Hardware acquisition, User Addition, Password Management, Configuration, Deployment, Image Management, Software Version Control, Asset Tracking, Deskside Service, Workstation Security Patching, Anti-virus Coverage, Phishing Training, Break/Fix, Disposition, and Incident, Problem and Change Management via centralized Service Desk. Please see below.



- C. **Data Center Services:** These services include but are not limited to: Hardware Lifecycle Management, Server Support(On Premise and Cloud), Storage Support(On Premise and Cloud), Network Support, Physical Security, Facilities Infrastructure, Change Management and Break/Fix. Please see below.

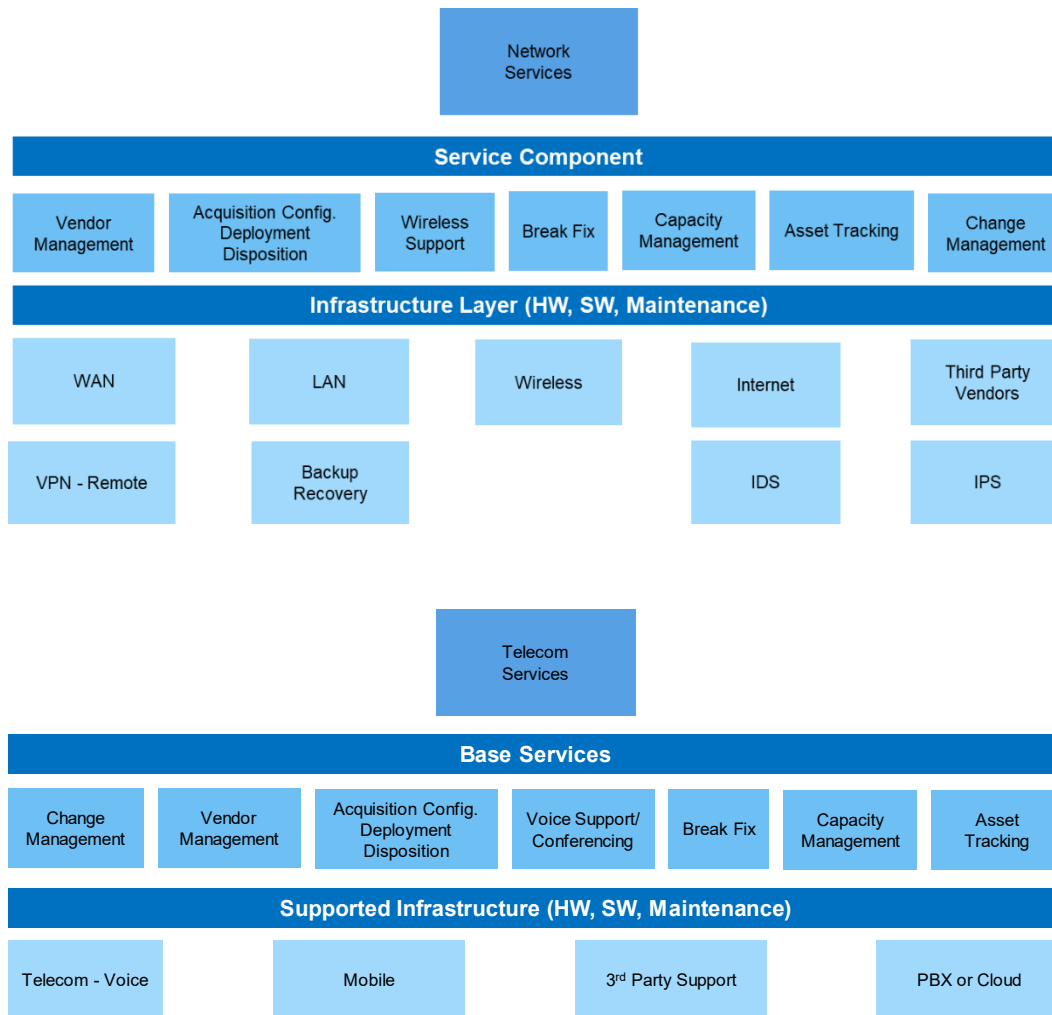


Data backup is the process of backing up any critical data or data that is important enough where losing the information would have a negative effect on the group or organization. Data recovery is the process of recovering the data that was backed up. Note that they are separate because the SLA or service requirements for data backup is to ensure that it is actually backed up and the service provider needs to validate the backup was successful. Data recovery is the process of retrieving the data and putting it back into production and available. The SLA for that usually relates to the speed of recovery and when the data will become available again after requesting its restoration.

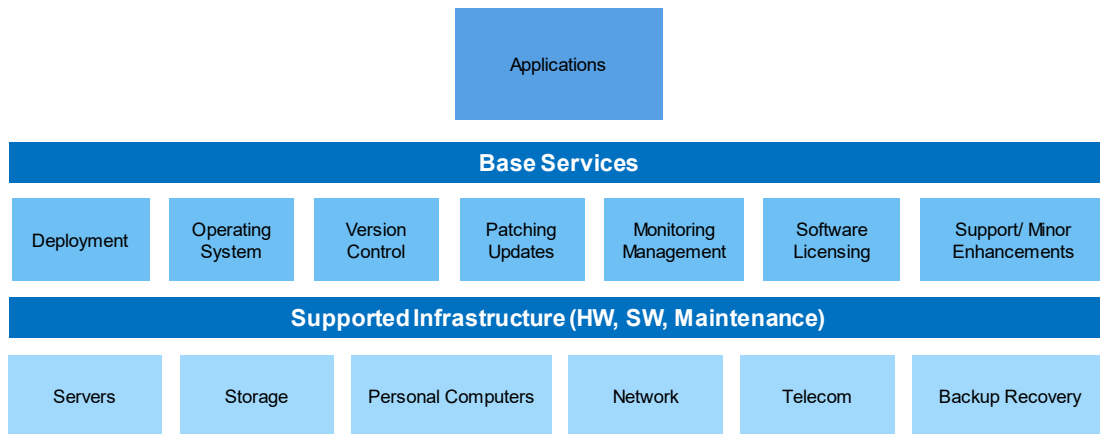
The Service Provider is responsible for installing, operating, and monitoring the backup and recovery systems for all Village IT assets that permit the Service Provider to continue services within a reasonable period following a disaster or outage.

Disaster Recovery Plan. The Service Provider shall create and maintain a Disaster Recovery Plan for the Village in accordance with cyber liability insurance requirements. At a minimum, the plan shall be verified via functional tests every other year, and with tabletop tests on alternate years.

- D. **Network and Telecommunication:** The services include but are not limited to: Vendor Management, Hardware Lifecycle Management, Asset Tracking, Change Management, Network and Endpoint Security, Wireless Support, Capacity Management, Voice Support/Conferencing and Break/Fix. Please see below.



- E. **Applications Support:** These services include but are not limited to: Deployment, Operating Systems, Version Control, Patching Updates, Monitoring Management, Service Provider Managed Cloud Services Availability, and Software Licensing. Please see below.



- 5) **Service Pricing** – Exhibit A details the pricing for the Base Level Services that the Service Provider will provide along with the associated SLA's listed in Exhibit B. The pricing and metrics will include but are not limited to:
- A. Management and Administration
 - B. End User Services
 - C. Data Center Services
 - D. Network and Telecom Services
 - E. Applications Support
- 6) **Facilities and Equipment** – The Village is willing to provide the Service Provider with adequate office space, furnishings, hardware, software, and connectivity to fulfill the objectives of the IT Services program. The rate structure extended to The Village is contingent of these provisions for the Service Provider. Facilities and equipment include, but are not limited to the following:
- A. Office space for the Service Provider staff. This space should effectively and securely house all required IT systems. Peripherals and support tools. This space must be available during normal business hours and shall be kept clean and organized at all times.
 - B. Furnishings include adequate desk(s), shelving, and seating for the Service Providers staff.
 - C. A telephone line and phone to originate and receive outside calls.
 - D. A network connection with adequate speed and access to the Internet.
 - E. Hardware, Software, Peripherals, and Network connectivity to perform the IT Services objectives efficiently.

7) **Live Dashboard**- The Service Provider shall deploy, manage, and maintain a live dashboard (the "Dashboard") for the Client, subject to the following terms and conditions:

- A. Deployment: The Service Provider shall deploy the Dashboard for the Village within a period not exceeding one (1) month from the effective date of this Agreement. The Dashboard shall include all SLA data; help desk ticket details including the submitter, date submitted, ticket description, and Service Provider notes as well as agreed-upon features/capabilities as specified by the Village in writing.
- B. Data Accuracy and Update Frequency: The Service Provider shall ensure that the Dashboard reflects accurate data with a minimum accuracy level of ninety-nine percent (99%). The Dashboard shall be updated with near-real-time data, with an update frequency of no less than every fifteen (15) minutes or as otherwise agreed upon in writing by the parties.
- C. Customization and Maintenance: The Service Provider shall customize and maintain the Dashboard according to the Village's requirements, in accordance with the agreed upon SLA.
- D. User Training and Support: The Service Provider shall provide the Village's designated users with annual training on the use and functionality of the Dashboard. The Service Provider shall also provide ongoing support for the Village's users in relation to the Dashboard throughout the term of this Agreement.

8) **Termination** – The Village can terminate this Agreement at its convenience upon 120 calendar days written notice.

EXHIBIT B-1

SERVICE LEVEL AGREEMENT (SLA) AND PENALTIES

A Service Level Agreement (SLA) is an agreement between two parties for the delivery of specified services by a supplier/vendor to another party/user (Village), which may also be referred to in this documentation as the “Client”. It is effectively an agreement the parties have designed, negotiated, and agreed upon to identify and measure the services to be provided. It is a signed comprehensive document specifying the terms and conditions under which the service delivery is accomplished and defines the terms between any internal or external service providers.

All parties must clearly understand their respective roles and responsibilities with respect to the delivery of the services and this information is included in the SLA document. The common attributes include:

- Defines the village and the supplier/vendor
- Defines the terms and basis under which the Services will be delivered
- States how the Service performance levels are to be measured.
- Provides a framework for the relationship between the Supplier and the Village.
- Specifies the Services to be delivered in the Service Catalog
- Specifies the services which are classified as a Project

The Agreement also holds the Service Provider accountable for the quality and performance levels of the services and the service availability.

The following pages contain the SLA's, key metrics for the service within the Service Catalog (Exhibit B) attached to this Agreement and will be reported to the Village based on the defined period. Other service statistics that are not covered under the SLA agreement can be added to the monthly or quarterly reporting and provided to the Village if those metrics are reportable by the service provider.

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- Service Types Shaded green are provided by the Security Service team
- A Critical Incident is defined as an unexpected event or situation that has a major impact on the normal functioning of an IT system or service. It usually involves the interruption or degradation of a critical IT service, resulting in a severe disruption of business operations or customer experience. Critical Incidents shall be exempt from the business hour restriction on SLAs and shall be addressed immediately and work shall continue until the Critical Incident is resolved.

The following events shall be excluded in calculating Uptime SLA:

- Planned maintenance windows, InterDev shall provide advance notice of maintenance via email.
- Any unavailability caused by circumstances beyond InterDev's reasonable control, including without limitation, unavailability due to Customer or its Users' acts or omissions, a Force Majeure Event, Internet service provider failures or delays, failure or malfunction of equipment or systems not belonging to or controlled by the village.
- Problems/Issues that are awaiting a response from a 3rd party vendor (i.e., Tyler Technologies) stops the SLA clock. InterDev will continue to communicate and work with the 3rd party vendor until the issue is resolved.

Service Types	Service Level Agreements	Response Times	Reported
Server/Storage/Network Support <i>(Critical Incident)</i>	Priority Level: Critical	Response: 15 Minutes Temporary Resolution: 2 hours Permanent Resolution 48 hours. <i>Minimum SLA Compliance: 95%</i>	Monthly
PC Hardware Incident Support <i>Standard support for hardware issues related to Standard, Power Mobile users including network printers and MFD.</i>	Priority Level: High	Response: 30 Minutes Resolution: 8 hours <i>Minimum SLA Compliance: 90%</i>	Monthly
Desk-side Application Incident Support <i>Production Impaired Critical functionality or network access interrupted, degraded or unusable, having a severe impact on services availability. No acceptable alternative is possible.</i>	Priority Level: High	Response: 30 Minutes Resolution: 4 hrs. <i>Minimum SLA Compliance: 90%</i>	Monthly
Desk-side Application Incident Support <i>Non-critical function or procedure, unusable or hard to use having an operational impact, but with no direct impact on services availability. A workaround is available.</i>	Priority Level: Medium	Response: 1 hrs. Resolution: 8 hrs. <i>Minimum SLA Compliance: 90%</i>	Monthly
Desk-side Application Incident Support <i>General Assistance: Application or personal procedure unusable, where a workaround is available, or a repair is possible.</i>	Priority Level: Low	Response: 4 hrs. Resolution: 16 hrs. <i>Minimum SLA Compliance: 90%</i>	Monthly

Service Types	Service Level Agreements	Response Times	Reported
Mobile Application Incident Support <i>Standard support for software and operating system issues related to Mobile users.</i>	Priority Level: High	Response: 30 Minutes Resolution: 16 hours <i>Minimum SLA Compliance: 90%</i> <i>(Note: In rare cases return to operation may include loaner, replacement or other work around which provides functionality)</i>	Monthly
Server/Storage/Network Support <i>Production Impaired: An Error that causes major functionality of Software to be inhibited, but the Error does not materially disrupt Client's business.</i>	Priority Level: High	Response: 30 Minutes Resolution: 4 hours. <i>Minimum SLA Compliance: 90%</i>	Monthly
Server/Storage/Network Support <i>Production Inhibited: An Error that inhibits a feature of the Software, but the Error does not materially disrupt business</i>	Priority Level: Medium	Response: 2 hours. Resolution: 10 hours. <i>Minimum SLA Compliance: 90%</i>	Monthly
Server/Storage/Network Support <i>General Assistance: Either a "how to" question, an Error that is minor or cosmetic in nature, or, an enhancement to be considered for development.</i>	Priority Level: Low	Respond: 8 hours Resolution: Agreed upon between parties, Typically Best Effort <i>Minimum SLA Compliance: 90%</i>	Monthly

Service Types	Service Level Agreements	Response Times	Reported
New User Addition <i>Adding a new user to the computing environment that would include creating an active directory and email account and setting up the primary device that the user would be using.</i>	<i>Service Request (No Priority Level)</i>	Respond: 8 hours Normal Resolution: 16 hrs. Escalated Resolution: 2 hrs. <i>Minimum SLA: 90%</i>	Monthly
Password Reset <i>Changing an end user password to re-enable access to organizational resources (I.e., email).</i>	<i>Service Request (No Priority Level)</i>	Respond: 1 hour Normal Resolution: 4 hrs. Escalated Resolution: 2 hrs. <i>Minimum SLA: 90%</i>	Monthly
User Server Access and/or similar Change <i>Granting access to organizational shared resources (I.e., SharePoint, shared drives).</i>	<i>Service Request (No Priority Level)</i>	Respond: 1 hour Normal Resolution: 4 hrs. Escalated Resolution: 2 hrs. <i>Minimum SLA: 90%</i>	Monthly
All other requests <i>Refers to any other requests that do not fall into any other SLA category.</i>	<i>Service Request (No Priority Level)</i>	Respond: 8 hours Normal Resolution: Scheduled Escalated Resolution: Scheduled Minimum SLA: Delivered when committed by vendor, 90% of committed time	Monthly

Service Types	Service Level Agreements	Response Times	Reported
Server Patching (Critical and Security Patches) *Legacy servers and/or applications that cannot be patched because of a lack of 3rd party support are exempt from SLA. <i>Refers to applying security and software updates to the physical and within the virtual environment</i>	<i>Service Request (No Priority Level)</i>	99% of server where patching is enabled are fully patched.	Monthly
Workstation Patching (Critical and Security Patches) <i>Refers to applying security and software updates to the endpoint devices (PC hardware).</i>	<i>Service Request (No Priority Level)</i>	97% of workstations where patching is enabled are fully patched.	Monthly
Workstation Endpoint Detection and Response (EDR) Coverage <i>All devices on the local network shall have EDR agent installed and configured.</i>	<i>Service Request (No Priority Level)</i>	97% of workstations with up-to-date coverage.	Monthly
Server Endpoint Detection and Response (EDR) Coverage <i>All servers on the local network shall have an EDR agent installed and configured.</i>	<i>Service Request (No Priority Level)</i>	99% of servers with up-to-date coverage.	Monthly

Service Types	Service Level Agreements	Response Times	Reported
System Uptime <i>System uptime used as a measure of computer <u>operating system</u> reliability or stability, in that this time represents the time a computer can be left unattended without crashing.</i>	Service Request (No Priority Level)	Critical systems have an uptime of 99%	Quarterly
Server Data Backups <i>Server data backups refer to the backup job reporting as successfully completed.</i>	Service Request (No Priority Level)	95% of all server backups are completed successfully	Quarterly
Vulnerability Scan <i>Refers to network scanning that identifies weaknesses in an information system, system security procedures, internal controls, or implementation that could be exploited by a threat source.</i>	Medium	To be performed annually no later than at the end of the third quarter of the calendar year.	Annual
Vulnerability Scan Remediation <i>Refers removing cybersecurity threat(s) by patching or fixing weaknesses that are detected in assets, networks, and applications.</i>	Varies	Critical: Resolution 48 hours High: Resolution 80 hours Medium: Resolution 30 days Low: Resolution 90 days	Annual
Security Policy Test <i>Refers to the testing of any security policies enacted in order to make the data environment more secure.</i>	Medium	To be performed annually no later than at the end of the third quarter of the calendar year.	Annual

Service Types	Service Level Agreements	Response Times	Reported
Security Policy Remediation <i>Refers to the implementation of any security policies created and tested in order to make the data environment more secure.</i>	Medium	Resolved 90 calendar days after Security Policy Test	Annual
Service Provider Managed Cloud services availability <i>Refers to any cloud-based environment that is managed by InterDev directly and does not apply to 3rd party vendor application SaaS environments.</i>	High	Response Time: 30 minutes Resolution Time: 4 hours Compliance: 99.5% uptime	Monthly
New Device Configuration Management(Desktop, Tablet, Laptop, Phones) <i>Refers to the configuration and installation of new computing devices.</i>	Low	Response Time: 8 hours Resolution Time: 60 hours Compliance: 90% of configurations completed within SLA times	Monthly
IT Asset Disposal <i>Refers to the removal of IT assets from the end user's office or work area.</i>	Low	Response Time: 24 hours Resolution Time: 160 hours Compliance: 92% compliance with disposal policies	Quarterly

Service Types	Service Level Agreements	Response Times	Reported
Live Dashboard Implementation <i>Refers to the dashboard provided within InterDev's work management platform that provides detailed statistics and ticketing information.</i>	High	Response Time: 24 hours Resolution Time: 160 hours Compliance: Successful deployment of a live dashboard with agreed-upon features and capabilities	On Completion
Live Dashboard Data Accuracy and Update Frequency <i>Refers to the accuracy of the information presented on the dashboard, including customer response survey data.</i>	High	Response Time: 30 minutes Resolution Time: 4 hours Compliance: 99% data accuracy and near-real-time data update frequency (e.g., every 15 minutes)	Monthly
Live Dashboard Customization and Maintenance <i>Refers to InterDev's ability to change or modify what information is presented in the dashboard and how it visually appears.</i>	Low	Response Time: 8 hours Resolution Time: 40 hours Compliance: 90% of dashboard customization and maintenance requests completed within SLA times	Monthly

SLA Penalty		
Service Types below SLA target	SLA Penalty for Failing to Meet SLA Targets	Earnback Credit
Four or More	10% Total Monthly Invoice	During the subsequent month if the service levels are met, the original penalty amount is paid to the Service Provider. In no case shall the Service Provider be paid back the penalty amount more than 3 (three) times in one contract year.
Two or Three	5% Total Monthly Invoice	
*Penalties may be waived at the discretion of the Village		

Exhibit C. Change Order

Project Name _____ Change Order Number _____

Project Number _____ Date _____

The Project is altered as follows:

The original Project Amount was \$ _____

Amount altered by previous Change Order \$ _____

The Project Amount prior to this Change Order \$ _____

The Project Amount will be (increased, decreased)
by this Change Order in the amount of \$ _____

The new Project Amount including this Change Order \$ _____

Original Project Completion Date _____

Days altered by previous Change Order _____ Calendar Days

The Project Time/Completion Date will be
(increased, decreased) by _____ Calendar Days

The new Project Completion Date _____

Accepted by:

Service Provider

Printed Name

Signature

Title

The Village of Buffalo Grove

Printed Name

Signature

Title



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.v. O-2025-138

Ordinance Authorizing Execution of a Revised Contract with Municipal GIS Partners

Contacts

Liaison: Trustee Richards

Staff: Tyler Grace

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an ordinance authorizing the Village Manager to execute the revised GIS Consortium Service Provider Contract with Municipal GIS Partners, Inc., for an amount not to exceed \$174,649.

Summary

Background

The GIS Consortium Service Provider Contract document was originally adopted in January of 2015 and then revised again in 2020 and 2023. The Village has continued to use the selected service provider of the Geographical Information Services Consortium, Municipal GIS Partners (MGP).

Analysis

The 2026 revision largely continues the existing agreement structure but modernizes several provisions. It adds stronger confidentiality and FOIA compliance language, clarifies termination procedures, and updates technology and data-recovery language to reflect current standards. Administrative updates include refreshed contacts, formatting, and minor procedural clarifications.

The agreement continues to define MGP as an independent contractor providing comprehensive GIS program management, data creation and maintenance, system integration, and solution development under the GISC framework. The accompanying Statement of Work specifies the 2026 service level allocation of 1,154 direct program hours for the Village and a corresponding annual fee of \$174,648.24.

Financial Impact

The 2026 agreement totals \$174,648.24, reflecting a monthly cost of \$14,554.02. Funding for

these services is included within the FY 2026 IT Fund's operating budget.

Next Steps

Staff recommends approval of the attached ordinance authorizing the Village Manager to execute the revised GIS Consortium Service Provider Contract with Municipal GIS Partners, Inc., for an amount not to exceed \$174,649.

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. DRAFT Ordinance Approving MGP Contract
2. MGP Master Buffalo Grove 2026
3. MGP Master Buffalo Grove 2026 Attachment 1 - Statement of Work
4. MGP Master Buffalo Grove 2026 Attachment 2 - Insurance





ORDINANCE 2025-xxx

1

AN ORDINANCE APPROVING A CONTRACT BETWEEN THE VILLAGE OF BUFFALO GROVE AND MUNICIPAL GIS PARTNERS

WHEREAS the Village of Buffalo Grove is a home rule unit of local government pursuant to the Illinois Constitution of 1970 and is authorized to enter into intergovernmental agreements under Article VII, Section 10 and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.); and

WHEREAS the Village is responsible for managing the geographic data essential to delivering municipal services, and participation in the GIS Consortium through Municipal GIS Partners provides the resources necessary to maintain and administer these systems effectively; and

WHEREAS it is in the best interest of the Village to approve a revised GIS Consortium Service Provider Contract with Municipal GIS Partners to ensure the continued delivery and proper management of Geographic Information System (GIS) services;

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to execute a contract with Municipal GIS Partners, Inc. for the provision of Geographical Information Services, in an amount not to exceed \$174,649.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

DRAFT

GIS CONSORTIUM SERVICE PROVIDER CONTRACT

This contract (this “**Contract**”) made and entered into this 1st day of January, 2026 (the “**Effective Date**”), by and between the Village of Buffalo Grove, an Illinois municipal corporation (hereinafter referred to as the “**Municipality**”), and Municipal GIS Partners, Incorporated, 701 Lee Street, Suite 1020, Des Plaines, Illinois 60016 (hereinafter referred to as the “**Consultant**”).

WHEREAS, the Municipality is a member of the Geographic Information System Consortium (“**GISC**”);

WHEREAS, the Consultant is a designated service provider for the members of GISC and is responsible for providing the necessary professional staffing resource support services as more fully described herein (the “**Services**”) in connection with the Municipality’s geographical information system (“**GIS**”);

WHEREAS, the Municipality desires to engage the Consultant to provide the Services on the terms set forth herein; and

WHEREAS, the Consultant hereby represents itself to be in compliance with Illinois statutes relating to professional registration applicable to individuals performing the Services hereunder and has the necessary expertise and experience to furnish the Services upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing and of the promises hereinafter set forth, it is hereby agreed by and between the Municipality and the Consultant that:

SECTION 1 SCOPE OF SERVICES

1.1 Statement of Work. This Contract contains the basic terms and conditions that will govern the overall relationship between the Consultant and the Municipality. The Consultant will provide the Services described in the statement of work attached hereto as **Attachment 1** (“**Statement of Work**”), which shall become a part of and subject to this Contract.

1.2 Supplemental Statements of Work. Any additional services to be performed by the Consultant may be added to this Contract after the Effective Date by the mutual agreement of the parties, which agreement will be evidenced by mutual execution of a Supplemental Statement of Work which shall also be subject to the terms and conditions set forth in this Contract.

1.3 Additional Compensation. If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Municipality, the Consultant shall give written notice of its claim within fifteen (15) days after occurrence of such action. Regardless of the decision of the Municipality Manager relative to a claim submitted by the Consultant, all work required under this Contract as determined by the Municipality Manager shall proceed without interruption.

1.4 Contract Governs. If there is a conflict between the terms of this Contract and the Statement of Work or any Supplemental Statement of Work, unless otherwise specified in such Statement of Work, the terms of this Contract shall supersede the conflicting provisions contained in such Statement of Work.

SECTION 2 PERFORMANCE OF WORK

2.1 All work hereunder shall be performed under the direction of the Village Manager or their designee (hereinafter referred to as the “*Municipality Manager*”) in accordance with the terms set forth in this Contract and each relevant Statement of Work.

SECTION 3 RELATIONSHIP OF PARTIES

3.1 Independent Contractor. The Consultant shall at all times be an independent contractor, engaged by the Municipality to perform the Services. Nothing contained herein shall be construed to constitute a partnership, joint venture or agency relationship between the parties.

3.2 Consultant and Employees. Neither the Consultant nor any of its employees shall be considered to be employees of the Municipality for any reason, including but not limited to for purposes of workers’ compensation law, Social Security, or any other applicable statute or regulation.

3.3 No Authority to Bind. Unless otherwise agreed to in writing, neither party hereto has the authority to bind the other to any third party or to otherwise act in any way as the representative of the other.

SECTION 4 PAYMENT TO THE CONSULTANT

4.1 Payment Terms. The Municipality agrees to pay the Consultant in accordance with the terms and amounts set forth in the applicable Statement of Work, provided that:

(a) The Consultant shall submit invoices in a format approved by the Municipality.

(b) The Consultant shall maintain records showing actual time devoted to each aspect of the Services performed and cost incurred. The Consultant shall permit the authorized representative of the Municipality to inspect and audit all data and records of the Consultant for work done under this Contract. The Consultant shall make these records available at reasonable times during this Contract period, and for a year after termination of this Contract.

(c) The service rates and projected utilization set forth in the applicable Statement of Work shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC which shall be reflected in a Supplemental Statement of Work.

(d) Payments to the Consultant shall be made pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

(e) The Municipality is a tax-exempt municipality and will provide Consultant with a copy of the Municipality's current sales tax exemption certificate. Consultant shall not charge the Municipality any tax incurred by the Consultant for these Services.

4.2 Service Rates. The fees and/or service rates set forth in the Statement of Work and Supplemental Statement of Work include all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

SECTION 5 TERM

5.1 Initial Term. Subject to earlier termination pursuant to the terms of this Contract, the initial term of this Contract shall commence on the Effective Date and remain in effect for one (1) year (the "**Initial Term**").

5.2 Renewal Terms. The Initial Term may be extended for successive one (1) year periods or for any other period as mutually agreed to in writing and set forth in a Supplemental Statement of Work executed by both parties (each, a "**Renewal Term**").

5.3 Status of this Contract. The expiration of the Initial Term or a Renewal Term shall not terminate or affect the obligations of the Parties to each other under any existing Statement of Work or Supplemental Statement of Work issued pursuant to this Contract, and such Statement of Work or Supplemental Statement of Work shall continue in full force and effect and shall continue to be governed by the terms of this Contract until the expiration or completion of such Statement of Work or Supplement Statement of Work or until such Statement of Work or Supplemental Statement of Work is itself terminated pursuant to this Contract.

SECTION 6 TERMINATION OF CONTRACT

6.1 Voluntary Termination. Notwithstanding any other provision hereof, (a) the Municipality may terminate this Contract, any Statement of Work, or any Supplemental Statement of Work during the Initial Term or any Renewal Term, with or without cause, at any time upon ninety (90) calendar days prior written notice to the Consultant.; (b) the Consultant may terminate this Contract, any Statement of Work, or any Supplemental Statement of Work, with or without cause, at any time upon one hundred eighty (180) calendar days prior written notice to the Municipality; or (c) following the expiration of the Term of this Agreement, and notwithstanding Section 5.3 of this Agreement, either Party may terminate any Statement of Work or any

Supplemental Statement of Work, with or without cause, upon thirty (30) calendar days prior written notice to the other Party.

6.2 Termination for Breach. Either party may terminate this Contract upon written notice to the other party following a material breach of a material provision of this Contract by the other party if the breaching party does not cure such breach within fifteen (15) days of receipt of written notice of such breach from the non-breaching party.

6.3 Payment for Services Rendered. In the event that this Contract is terminated in accordance with this Section 6, the Consultant shall be paid for services actually performed and reimbursable expenses actually incurred.

6.4 Effect of Termination. Termination of any Statement of Work or Supplemental Statement of Work will have no effect on this Contract. Termination of this Contract will serve to immediately terminate all open Statements of Work and Supplemental Statements of Work, absent a written agreement between the parties otherwise. Termination or expiration of this Contract, any Statement of Work, or any Supplemental Statement of Work will not affect any right or obligation of a party that comes into effect before, upon, or after such termination or expiration, or otherwise survives such termination or expiration, which was incurred by such party prior to such termination or expiration.

SECTION 7 CONSULTANT PERSONNEL AND SUBCONTRACTORS

7.1 Adequate Staffing. The Consultant must assign and maintain during the term of this Contract and any renewal thereof, an adequate staff of competent employees, agents, or subcontractors (“**Consultant Personnel**”) that is fully equipped, licensed as appropriate and qualified to perform the Services as required by the Statement of Work or Supplemental Statement of Work.

7.2 Availability of Personnel. The Consultant shall notify the Municipality as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Consultant Personnel assigned to provide the Municipality with the Services. The Consultant shall have no claim for damages and shall not bill the Municipality for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the time of performance as a result of any such termination, reassigning, or resignation.

7.3 Use of Subcontractors. The Consultant’s use of any subcontractor or subcontract to perform the Services shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of the Consultant. Consultant shall be fully responsible and assumes liability for the acts and omissions of all subcontractors directly or indirectly employed by, or working at the direction of, the Consultant in the performance of the Services.

7.4 Removal of Personnel and Subcontractors. Municipality may, upon written notice to Consultant, request that any Consultant Personnel be removed or replaced. Consultant shall

promptly endeavor to replace such Consultant Personnel and Municipality shall have no claim for damages for a delay or extension of the applicable Statement of Work as a result of any such removal or replacement.

7.5 Non-Solicitation of Consultant Employees. The Municipality agrees that during the term of this Contract and for a period of one (1) year thereafter, it shall not, directly or indirectly, through any other person, firm, corporation or other entity, solicit, induce, encourage or attempt to induce or encourage any employee of the Consultant to terminate his or her employment with the Consultant or to breach any other obligation to the Consultant. The Municipality acknowledges that the aforementioned restrictive covenant contained in this Section is reasonable and properly required for the adequate protection of the Consultant's business.

SECTION 8

ACCOMMODATION OF CONSULTANT PERSONNEL; MUNICIPAL FACILITIES

8.1 Facilities, Equipment, and Records. The Municipality shall provide the Consultant with adequate and safe office space, furnishings, records, hardware, software and connectivity to fulfill the objectives of the GIS program including, without limitation, the following:

(a) Office space for the Consultant's Personnel. This space should effectively and securely house all required GIS systems, peripherals and support tools. This space must be available during normal business hours;

(b) Furnishings including adequate desk(s), shelving, and seating for the Consultant's Personnel;

(c) Hardware, software, peripherals, internet access, and network connectivity meeting current minimum technical standards, as determined by Consultant from time to time, to perform the program objectives efficiently; and

(d) Any Municipality data or record which is necessary for carrying out the work as outlined in the Contract, Statement of Work or Supplemental Statement of Work.

8.2 Backup and Recovery Systems. The Municipality shall be responsible for installing, operating and monitoring the backup and recovery systems for all the Municipality's GIS assets that permit the Consultant to continue Services within a reasonable period of time following a disaster or outage. The Consultant shall be responsible for installing, operating and monitoring the backup and recovery systems for all Consultant's assets that permit the Municipality to continue accessing the GIS Materials and Services within a reasonable period of time following a disaster or outage.

8.3 Right of Entry; Limited Access. Consultant's Personnel performing Services shall be permitted to enter upon the Municipality's property in connection with the performance of the Services, subject to those rules established by the Municipality. Consent to enter upon a Municipality's facility given by the Municipality shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the Municipality. Consultant's Personnel shall have the right to use only those facilities of the Municipality that are necessary to perform the Services and shall have no right to access any other facilities of the Municipality.

8.4 Compliance with Law. The Municipality shall comply with all applicable local, state, and federal laws including those pertaining to safety, harassment, and discrimination.

SECTION 9

CONFIDENTIAL INFORMATION; INTELLECTUAL PROPERTY; FOIA

9.1 Municipal Materials. The Consultant acknowledges and agrees that all trademarks, service marks, logos, tradenames and images provided by or on behalf of the Municipality to the Consultant for use in performing the Services and the GIS database (including files created from the database) created by Consultant hereunder (the “***Municipal Materials***”) are the sole and exclusive property of the Municipality. The Consultant acknowledges that this Contract is not a license to use the Municipal Materials except as needed to perform the Services hereunder.

9.2 Third-Party Materials. If applicable, to the extent the Consultant has agreed to obtain and/or license Third-Party Materials on behalf of Municipality, the Consultant shall obtain a license for Municipality to use the Third-Party Materials as part of the Services for the purpose specified in the applicable Statement of Work. “***Third-Party Materials***” shall include, but are not limited to, computer software, script or programming code or other materials owned by third parties and/or any software available from third parties, that is licensed by Consultant for the benefit of the Municipality.

9.3 GISC Materials. It is expressly understood that, excluding the Municipal Materials and Third-Party Materials, all members of GISC and the Consultant may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Consultant in providing Services hereunder (the “***GISC Materials***”).

(a) The Consultant hereby grants the Municipality a limited, personal, nontransferable, non-exclusive license to use the GISC Materials solely for the purpose of and in connection with the Municipality’s GIS. Upon expiration or termination of this Contract, or at such time the Municipality is no longer a member of GISC or in breach of its obligations hereunder, the Municipality shall not be entitled to or granted a license in future enhancements, improvements or modifications in the GISC Materials. The Municipality may grant a sublicense to a third party that the Municipality engages to maintain or update the GISC Materials in connection with the Municipality’s GIS; provided that such third party agrees in writing to be bound by the license restrictions set forth in this Contract.

(b) The Municipality acknowledges that the Consultant is in the business of providing staffing resource support services and that the Consultant shall have the right to provide services and deliverables to third parties that are the same or similar to the services that are to be rendered under this Contract, and to use or otherwise exploit any GISC Materials in providing such services.

9.4 Confidential Information. In the performance of this Contract, the Consultant may have access to or receive certain information in the possession of the Municipality that is not generally known to members of the public (“***Confidential Information***”). The Consultant acknowledges that Confidential Information includes, but is not limited to, proprietary

information, copyrighted material, educational records, employee data, financial information, information relating to health records, resident account information, and other information of a personal nature. Consultant shall not use or disclose any Confidential Information without the prior written consent of the Municipality. Consultant will use appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of any Confidential Information received from or on behalf of the Municipality. Upon the expiration or termination of this Contract, Consultant shall promptly cease using and shall return or destroy (and certify in writing destruction of) all Confidential Information furnished by the Municipality along with all copies thereof in its possession including copies stored in any computer memory or storage medium. The term "Confidential Information" does not include information that (a) is or becomes generally available to the public other than as a result of a breach of this Contract by the Consultant; (b) was in the Consultant's or Consultant Personnel's possession on a non-confidential basis from any source other than the Municipality, which source, to the knowledge of the Consultant, is entitled to disclose such information without breach of any obligation of confidentiality; (c) is independently developed by the Consultant without the use of or reference to, in whole or in part, any Confidential Information; (d) required to be disclosed pursuant to a court order issued by a court having jurisdiction thereof (subject to Section 9.5); or (e) information subject to disclosure under FOIA (as defined below in Section 9.6). For avoidance of doubt, it is agreed that the GISC Materials shall not be considered Confidential Information.

9.5 Dissemination of Confidential Information. Unless directed by the Municipality, Consultant shall not disseminate any Confidential Information. If Consultant is presented with a request for documents by any administrative agency or with a subpoena *duces tecum* regarding any Confidential Information which may be in Consultant's possession as a result of Services provided under this Contract, unless prohibited by law, Consultant shall immediately give notice to the Municipality with the understanding that the Municipality shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Consultant shall not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Consultant shall cause its personnel, staff and subcontractors, if any, to undertake the same obligations regarding confidentiality and dissemination of information as agreed to by Consultant under this Contract.

9.6 Freedom of Information Act Requests. Within four (4) business days after the Municipality's Notice to the Consultant of the Municipality's receipt of a request made pursuant to the Illinois Freedom of Information Act (ILCS 140/1 et seq. – herein "FOIA"), the Consultant shall furnish all requested records in the Consultant's possession which are in any manner related to this Contract or the Consultant's performance of the Services, including but not limited to any documentation related to the Municipality and associated therewith. The Consultant shall not apply any costs or charge any fees to the Municipality or any other person, firm or corporation for its procurement and retrieval of such records in the Consultant's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Consultant shall defend, indemnify and hold harmless the Municipality including its several departments and including its officers and employees and shall pay all of the Consultant's Costs associated with such FOIA request or requests including Costs arising from the Consultant's failure or alleged failure to timely furnish such documentation and/or arising from the Consultant's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Consultant's and/or

the Municipality's defense of any litigation associated therewith. In addition, if the Consultant requests the Municipality to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Consultant shall pay all Costs in connection therewith. As used herein, "in the Consultant's possession" includes documents in the possession of any of the Consultant's officers, agents, employees and/or independent contractors; and "Costs" includes but is not limited to attorneys' fees, witness fees, filing fees and any and all other expenses — whether incurred by the Municipality or the Consultant.

9.7 News Releases. The Consultant may not issue any news releases without prior approval from the Municipality Manager nor will the Consultant make public proposals developed under this Contract without prior written approval from the Municipality Manager.

9.8 Survive Termination. The provisions of Section 9.1 and 9.4 through and including 9.8 shall survive the termination of this Contract.

SECTION 10 LIMITATION OF LIABILITY

10.1 THE REPRESENTATIONS SET FORTH IN THIS CONTRACT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES ARISING FROM TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. UNDER NO CIRCUMSTANCES SHALL EITHER THE CONSULTANT OR THE MUNICIPALITY BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES, INCLUDING LOST SALES OR PROFITS, IN CONNECTION WITH THIS CONTRACT, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

SECTION 11 CONSULTANT WARRANTY; INDEMNIFICATION; INSURANCE

11.1 Warranty of Services. The Consultant warrants that the Services shall be performed in accordance with industry standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the time of the Effective Date.

11.2 Indemnification. The Consultant shall indemnify and save harmless the Municipality and its officers, employees, and agents from and against any and all loss, liability and damages of whatever nature, including Workmen's Compensation claims by Consultant's employees, in any way resulting from or arising out of the intentional, willful and wanton, negligent and/or gross negligent actions or omissions of the Consultant, the Consultant's employees and agents.

11.3 Insurance. The Consultant must procure and maintain, for the duration of this Contract, insurance as provided in ***Attachment 2*** to this Contract.

11.4 No Personal Liability No official, director, officer, agent, or employee of any party shall be charged personally or held contractually liable by or to the other party under any term or provision of this Contract or because of its or their execution, approval or attempted execution of this Contract.

SECTION 12 GENERAL PROVISIONS

12.1 Equal Employment Opportunity Clause. In the event of the Consultant's non-compliance with the provisions of this Section 12.1 or the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.*, as it may be amended from time to time, and any successor thereto (the "**Act**"), the Consultant may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Consultant agrees as follows:

(a) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, the Consultant will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.

(b) That, if the Consultant hires additional employees in order to perform this Contract or any portion of this Contract, the Consultant will determine the availability (in accordance with 44 Ill. Admin. C. 750.5, *et seq.*, as it may be amended from time to time, and any successor thereto (the "**Applicable Regulations**")) of minorities and women in the areas from which the Consultant may reasonably recruit and the Consultant will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

(c) That, in all solicitations or advertisements for employees placed by the Consultant or on the Consultant's behalf, the Consultant will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.

(d) That the Consultant will send to each labor organization or representative of workers with which the Consultant has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Consultant's obligations under the Act and the Applicable Regulations. If any labor organization or representative fails or refuses to cooperate with the Consultant in the Consultant's efforts to comply with the Act and the Applicable Regulations, the Consultant will promptly notify the Illinois Department of Human Rights (the "**Department**") and the Municipality and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.

(e) That the Consultant will submit reports as required by the Applicable Regulations, furnish all relevant information as may from time to time be requested by the Department or the Municipality, and in all respects comply with the Act and the Applicable Regulations.

(f) That the Consultant will permit access to all relevant books, records, accounts and work sites by personnel of the Municipality and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

(g) That the Consultant will include verbatim or by reference the provisions of this Section 12.1 in every subcontract awarded under which any portion of the Contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Contract, the Consultant will be liable for compliance with applicable provisions of this Section 12.1 by subcontractors; and further the Consultant will promptly notify the Municipality and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Consultant will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

12.2 No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq.; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.

12.3 Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

12.4 Compliance with Laws and Grants. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Municipality or Consultant with respect to this Contract or the Services.

12.5 Assignments and Successors. This Contract and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto; provided, however, that

no assignment, delegation or subcontracting shall be made without the prior written consent of the Municipality.

12.6 Severability. The parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Contract, or any portion thereof, shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.

12.7 Third Party Beneficiary. No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than the Consultant shall be made or be valid against the Municipality.

12.8 Waiver. No waiver of any provision of this Contract shall be deemed to or constitute a waiver of any other provision of this Contract (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Contract.

12.9 Governing Laws. This Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois. Venue shall reside in Cook County, Illinois.

12.10 Headings. The headings of the several paragraphs of this Contract are inserted only as a matter of convenience and for reference and in no way are they intended to define, limit, or describe the scope of intent of any provision of this Contract, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

12.11 Modification or Amendment. This Contract constitutes the entire Contract of the parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment or Supplemental Statement of Work duly executed by the parties. Each party agrees that no representations or warranties shall be binding upon the other party unless expressed in writing herein or in a duly executed amendment hereof.

12.12 Attachments. Attachments 1 and 2 are attached hereto, and by this reference incorporated in and made a part of this Contract. In the event of a conflict between any Attachment and the text of this Contract, the text of this Contract shall control.

12.13 Rights Cumulative. Unless expressly provided to the contrary in this Contract, each and every one of the rights, remedies, and benefits provided by this Contract shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

12.14 Good Faith Negotiation. Before commencing any legal action, the parties agree to enter into good faith negotiations to resolve any controversy, claim, or dispute ("**Dispute**"). Such good faith negotiations shall commence promptly upon a party's receipt of notice of any Dispute from the other party and continue for a period of fourteen (14) days or any period of time as mutually agreed upon.

12.15 Notices. All notices, reports and documents required under this Contract shall be in writing (including prepaid overnight courier, electronic transmission or similar writing) and shall

be given to such party at its address or e-mail address set forth below, or at such other address or e-mail address as such party may hereafter specify from time to time. Each such notice shall be effective (i) if given by first class mail or prepaid overnight courier, when received, or (ii) if sent to an e-mail address, upon the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return e-mail or other written acknowledgment).

If to Municipality: Village of Buffalo Grove
50 Raupp Blvd
Buffalo Grove, IL 60089
Attention: Tyler Grace
E-mail: tgrace@vbg.org

If to Consultant: Municipal GIS Partners, Incorporated
701 Lee Street, Suite 1020
Des Plaines, IL 60016
Attention: Thomas Thomey
E-mail: tthomey@mgpinc.com

12.16 Force Majeure. No party to this Contract shall be responsible or liable for, or deemed in breach hereof because of, any delay in the performance of its respective obligations under this Contract to the extent that such delay is due substantially to circumstances beyond the party's reasonable control and without the fault or negligence of the party experiencing such delay. Such circumstances may include, but are not limited to, any act of God, fire or other casualty, epidemic, quarantine, "stay home" or similar order, strike or labor dispute, embargo, war or violence, act of terrorism, or any law, order, proclamation, ordinance, demand, requirement, action or inaction of any national, state, provincial, local, or other government or governmental agency (each, a "**Force Majeure**"). Upon the occurrence of a Force Majeure, the party experiencing the Force Majeure shall notify the other party in writing immediately following such Force Majeure, but in no case later than three (3) business days after such party becomes aware of the occurrence of the Force Majeure. The written notification shall provide a reasonably detailed explanation of the Force Majeure.

12.17 Counterpart Execution. This Contract, Statement of Work or any Supplemental Statement of Work may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

12.18 Tort Immunity Defenses. Nothing contained in the Contract is intended to constitute, and nothing in the Contract will constitute, a waiver of the rights, defenses, and immunities provided or available to the Municipality under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10 et seq. or any other applicable State law.

[REMAINDER INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of the date first above written.

ATTEST:

VILLAGE OF BUFFALO GROVE

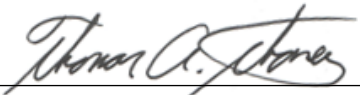
By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

ATTEST:

**CONSULTANT: MUNICIPAL GIS
PARTNERS, INCORPORATED**

By: 
Name: Brian Dieker
Its: Business Operations Manager

By: 
Name: Thomas A. Thomey
Its: President

Attachment 1
Statement of Work
to
GIS Consortium Service Provider Contract

(see attached)

Attachment 2

**Insurance
to
GIS Consortium Service Provider Contract**

(see attached)



Attachment 1 – Innovation Hub Statement of Work

To GIS Consortium Service Provider Contract

About Municipal GIS Partners (MGP)

MGP (the Consultant) is the Service Provider to the GIS Consortium (GISC). It is necessary that each GISC member enter into an annual agreement with the Consultant (GISC Service Provider) to maintain their standing as a GISC member.

GISC Membership includes:

- Complete Geographic Information System (GIS) program staffing with technology cost distribution across GISC members
- Access to all membership solutions and products
- Participation in collaborative opportunities to share ideas and solutions

The Included Services section below expands on services provided by this agreement.

General Purpose

The Consultant will manage, develop, operate, and maintain all or part of the Village of Buffalo Grove (the Municipality) GIS program, as directed by the Municipality. Additionally, the Consultant will identify opportunities for continued program development and enhancement.

Program Staffing

The Consultant provides all the requisite staffing and skillsets required to manage the Municipality program, including:

- Technical professionals supporting the Municipality's program needs
- Advanced technical support staff for analysis, system integration, and escalation
- Systems analysts for ensuring product, solution, and infrastructure performance
- Professional program managers for ensuring service levels

Direct Program Hours

Services related to the fulfillment of Municipality requests, execution of planned projects, and maintenance of the Municipality program required to support the system.

Team Access During Normal Working Hours

The Consultant typically works Monday through Friday 8:00AM to 5:00PM. The Municipality has direct access to the staff assigned to the Municipality. Alternatively, the Municipality can call the Consultant's general telephone number or submit an email to Consultant's service desk for service.

Emergency Event Support

The Consultant will support Municipality emergency events within a reasonable timeframe of notification and work to staff the event for its duration. These services are not limited to normal business hours.

The Service Level section below expands on the program staffing services included in this agreement.

Direct Program Hours

Pursuant to the GISC membership agreement and bylaws all members must contract for a service level consistent with the allocation practices as prescribed by the GISC. The direct program staffing allocation for the Municipality for this agreement period is:

Agreement Period: January 1, 2026, through December 31, 2026

Direct Program Hours: 1,154.00

Fees and Expenses

The fee for the direct program hours set forth above is **\$14,554.02** per month. The total contract value for the agreement period is **\$174,648.24**. Such fee does not include taxes or any reimbursable out-of-pocket expenses that may be incurred by the Consultant.

Included Services

This section identifies the professional staffing, products and solutions, and business structures included in this service agreement. The Municipality is responsible for identifying and prioritizing the aspects of the services that are most important. The Consultant is responsible for implementing those priorities and communicating progress.

Program Management

The Consultant provides the required staffing and organization with the skills and expertise to manage, develop, and maintain the system per the Municipality's priorities which includes GISC shared infrastructure, platforms, products, and solutions. Services include:

1. Consulting and reporting with all Municipality departments
2. Project identification, management, and delivery
3. User training and onboarding
4. Resource management and scheduling

Data Management

The Consultant is responsible for the GIS and related data based on priorities as directed by the Municipality, including data creation, management, and delivery.

Primary Layers:

Addresses, parcels, buildings, streets, railroads, water utilities, sewer utilities, municipal boundary, zoning districts, planned unit developments, variances, TIF districts, special use permits, annexations, signs, trees, recreation areas, bike paths, water features, school districts, emergency response boundaries, refuse collection, and legislative districts.

Municipality Priority Layers

The Consultant's local government data model has over 260 standard layers. Included in this service is the identification, creation, and management of layers as directed by the Municipality.

Data Quality

One of the primary accountabilities of the Consultant is to ensure that Primary and Municipality Priority layers are of high-quality. Practices employed include:

1. Daily data quality reporting and alerting
2. Mistake proofing databases, processes, and productivity tools
3. Address Verification to identify discrepancies between Municipality ERP and department systems
4. Formation and support of key data stakeholder teams
5. Data management documentation for Municipality layers

Products and Solutions

GISC Membership includes unlimited access to the products and solutions developed by the Consultant for the GISC and its members. The Consultant is accountable for:

1. Collaboration with third party vendors and partners
2. Deploying shared solutions for the Municipality
3. Integration with ERP and department systems
4. Identifying and communicating new solution opportunities
5. Managing existing solutions to agreed service levels
6. Infrastructure monitoring, alerting, and mitigation
7. Patching, updating, and securing shared infrastructure
8. Researching and evaluating opportunities for development
9. Resource planning and scheduling
10. Scalability planning and right sizing
11. Technical documentation
12. Testing and quality certification

Solution List

The following are the primary products and solutions provided by the Consultant through membership in the GISC:

1. **Address Pre-Check**: A tool to standardize address data in Municipality systems and workflows
2. **Address Verification**: A product to assess and score community address quality across department systems
3. **Asset Management and Manager Dashboards**: A solution that enables the Municipality to manage and visualize infrastructure data and maintenance

4. **Community Map Viewer**: A publicly accessible map viewer designed for residents and businesses
5. **Community Portal**: An address-based portal that integrates and organizes department data for staff, residents, and local businesses
6. **Local Government Data Model**: A database standard developed for, and in partnership with, members of the GISC
7. **myGIS**: A secure staff accessible mapping system to discover and analyze all Municipality GIS data
8. **Project Sharing Catalog**: A resource that showcases available projects and solutions for collaboration, visibility, and reuse across teams
9. **Real-Time Solutions**: A resource that showcases available projects and solutions for collaboration, visibility, and reuse across teams
10. **Story Maps**: A tool to consume and visualize data from real-time sensors and assets

Service Level Agreement

The Consultant is responsible for managing the quality and availability of GISC infrastructure and solutions. These parameters are determined by GISC Board policy and included in these services.

Modifications to the Contract

The Master Agreement is hereby amended to remove Section 8.1 Facilities, Equipment, and Records, effective as of the date of this Statement of Work.



Attachment 2 - Insurance

To GIS Consortium Service Provider Contract

Consultant's Insurance

Consultant shall procure and maintain, for the duration of this Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors.

- A. Minimum Scope of Insurance: Coverage shall be at least as broad as:
1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026.
 2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto" with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement.
 3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance (the policy shall include a 'waiver of subrogation').
- B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:
1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
 2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
 3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.
- C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Municipality. At the option of the Municipality, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Municipality, its officials, agents, employees and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages: The Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Municipality, its officials, agents, employees and volunteers.
2. The Consultant's insurance coverage shall be primary as respects the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by the Municipality, its officials, agents, employees and volunteers shall be excess of Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers.
4. The Consultant's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Consultant shall be required to name the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers as additional insureds
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
7. The Consultant and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Municipality. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*. Consultant agrees to indemnify and defend the Municipality from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Municipality may sustain as a result of personal injury claims by Consultant's employees, except to the extent those claims arise as a result of the Municipality's own negligence.

E. All Coverages: Each insurance policy required by this paragraph shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Municipality.

- F. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.
- G. Verification of Coverage: Consultant shall furnish the Municipality with certificates of insurance naming the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Municipality before any work commences. The Municipality reserves the right to request full certified copies of the insurance policies and endorsements.



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.w. O-2025-139

Ordinance Approving Amendment to the Planned Development and Preliminary Plan for a Special Use for a Drive-through Facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road.

Contacts

Liaison: Trustee Ottenheimer

Staff: Nicole Woods

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an ordinance approving an amendment to the Planned Development and Preliminary Plan for a Special Use for a drive-through facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road.

Summary

See attached memorandum.

Strategic Alignment

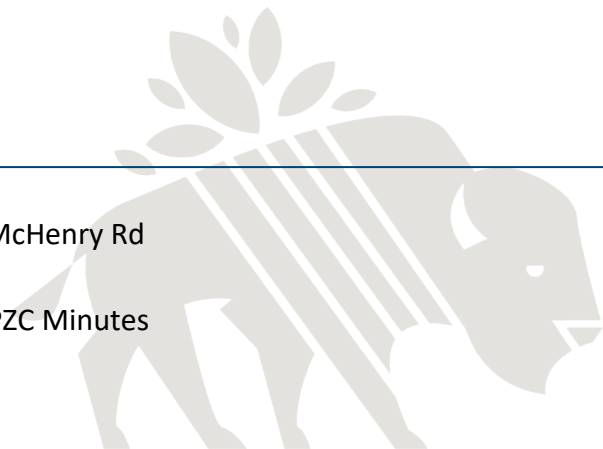
Guiding Principle

Principle 3: Plan and Invest in the Future

Goal

File Attachments

1. Memo- Dutch Bros - 80 McHenry Rd
2. DRAFT Ordinance - Dutch Bros Coffee - 80 McHenry Rd
3. DRAFT Ordinance - Exhibit B. Plan Set
4. DRAFT Ordinance - Exhibit C. Nov 19 Draft PZC Minutes



DATE: December 1, 2025

TO: Village Manager Dane Bragg

FROM: Nicole Woods, Community Development Director
Andrew Binder, Associate Planner

SUBJECT: 80 McHenry Road - Dutch Bros Coffee - An amendment to the Planned Development and Preliminary Plan, a Special Use for a drive-through, parking, and sign variations.

RECOMMENDATION

Staff recommends that the Village Board approve an Ordinance granting an amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, for a Special Use for a drive-through facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road, subject to the conditions in the attached Ordinance.

PROJECT BACKGROUND

Dutch Bros. Coffee is proposing to renovate the vacant Outlot building within The Clove Development to open and operate a coffee shop at 80 McHenry Road. The proposed project will include an interior remodel, the addition of a second drive-through lane, a completely updated façade with new lighting, signage and landscaping.

The existing standalone building was originally developed as a Burger King restaurant in 1998, in accordance with Ordinance 1998-077. The restaurant closed in 2024, and the site has remained vacant since then. The proposed project requires an amendment to the PUD and Preliminary Plan approved by Ordinance 1998-077, with a Special Use for a Drive-Through facility, as well as Variations from the Zoning and Sign Code as follows:



Figure 1: Subject Property

Zoning Ordinance:

1. To allow fewer parking spaces than are required for a restaurant use;

Sign Ordinance:

1. To allow more than one Menu Board Sign;

2. To allow more than two wall signs on the building;
3. To allow a wall sign on the North, South and West Elevations that does not face a public right-of-way;
4. To allow wall signage that exceeds the maximum height permitted;
5. To allow wall signage that exceeds the length permitted.

LAKE COOK CORRIDOR MARKET STUDY AND PLAN

The subject property is located in The Clove, which is the eastern bookend of the 475-acre Lake Cook Corridor. [The Lake Cook Corridor Market Study and Plan \(LCCP\)](#), represents a community-driven vision and plan for the Corridor. In 2018, Buffalo Grove adopted the LCCP as a component of the Village's Comprehensive Plan. The addition of Dutch Bros. to the Clove Development, will support the ongoing implementation of the LCCP's vision, of turning the former Town Center into a vibrant, mixed-use center.



Figure 2: LCCP Future Uses

PLANNING & ZONING ANALYSIS

Dutch Bros. Coffee is a national coffee chain operating over 1,000 locations nationwide, with new locations opening in Illinois, including Oak Park, Naperville, and Rockford. Dutch Bros. Coffee plans to renovate the interior and exterior of the vacant 2,900-square-foot stand-alone restaurant building to open and operate a coffee shop.

Dutch Bros. Coffee is a full-service coffee shop with a wide variety of beverages and food. Operating hours are 5:00 AM to 11:00 PM daily, with peak hours from 8:00 AM to 1:00 PM. Each shift has 5 to 10 employees. During peak times, two employees serve as “runners” in drive-through lanes to assist customers, speed transactions, and boost traffic flow.

Building Elevations & Site Improvements

Dutch Bros. intends to renovate the former Burger King by painting its brick façade, adding an architectural tower feature, and installing new panels and awnings, *as shown in Figure 3*. They also plan to create an outdoor dining patio on the west side of the building near the main entrance, with seating for up to 15 customers.



Figure 3: Dutch Bros Rendering

The petitioner will also be renovating the interior dining room for customers, which will seat roughly 15 people. This will be a unique element as most of the Dutch Bros. locations are drive through/walk up window service only.

Signage

Dutch Bros. proposes a sign package with six wall signs: two on the north and east sides, and one on the south and west sides. The wall signs require variations in terms of number and sizing, which is understandable given the building's 360 degree exposure.

In addition, Dutch Bros. plans to add a second drive-through lane, which includes a second set of menu signs and a fifth menu board sign as part of its second drive through lane.

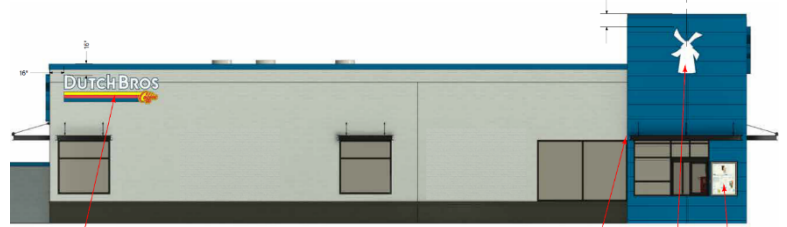


Figure 4: East Elevation with Proposed Signage

Traffic & Vehicular Accessibility

The Outlot property of the Clove Development has multiple access points, but the main access points for Dutch Bros will be the full-access drive on McHenry Road and a right-in/right-out on Lake Cook Road. The petitioner has submitted a traffic report that includes traffic counts for a fully-occupied (residential and commercial) Clove development. The report indicates that approximately 70% of the trips generated by this coffee shop will be diverted from existing traffic on roadways, thereby not generating much new traffic. The study finds that there might be a slight increase in traffic during weekday mornings at the points of access.

Dutch Bros drive-through does meet the code's stacking requirements. The proposed drive through design and configuration, along with the coffee shop's placement within the site, allows Dutch Bros. to accommodate vehicle queuing within the development and enable traffic to flow freely. Pedestrians can also access the site within The Clove Development as well as along McHenry Road.

Parking

Due to the property's configuration as an Outlot of the Clove development, there are no designated parking stalls on the site, as shown in Figure 5. The Zoning Ordinance requires 29 parking stalls, requiring a variation from the Zoning Ordinance. An agreement is in place within the Clove Development to share access to the Clove's 750 surface parking stalls.

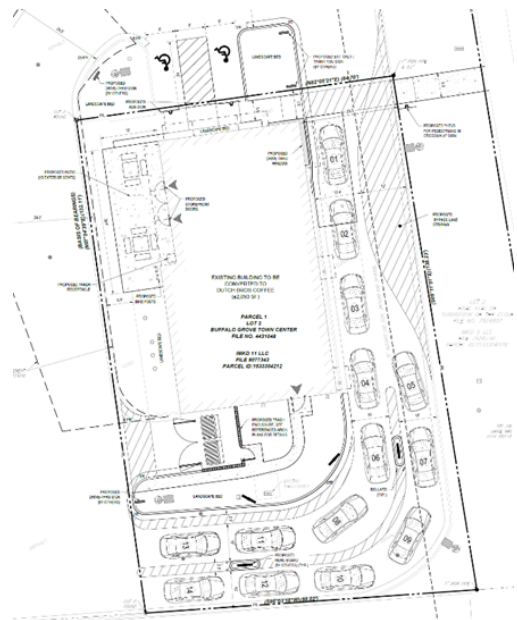


Figure 5: Site Plan

Stormwater & Engineering

Our Engineering Team has reviewed the preliminary submittal and has no concerns, as no significant changes to the site are proposed.

PUBLIC HEARING COMMENTS

No comments were received before the public hearing, and no members of the public were present at the meeting to discuss this project.

PLANNING & ZONING COMMISSION (PZC) RECOMMENDATION

The PZC **unanimously recommended approval** to allow an amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, for a Special Use for a drive-through facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.
4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.



ORDINANCE 2025-xxx

AN ORDINANCE APPROVING AN AMENDMENT TO THE PLANNED DEVELOPMENT AND PRELIMINARY PLAN APPROVED BY ORDINANCE NO. 1998-077, A SPECIAL USE FOR A DRIVE-THROUGH FACILITY, AND PARKING AND SIGN VARIATIONS FOR DUTCH BROS. COFFEE AT 80 MCHENRY ROAD

Dutch Bros Coffee 80 McHenry Road

WHEREAS the Village of Buffalo Grove is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS 80 McHenry Road, Buffalo Grove, IL is improved with a stand-alone drive-through restaurant building on approximately 0.27 acres in the B-5: Town Center Business District, and is hereinafter legally described in Exhibit A; and,

WHEREAS, in 1998, the Village Board approved by Ordinance No. 1998-077, granting an amendment to the Planned Unit Development, Preliminary Plan, a Special Use for a restaurant with a drive-through service facility and variation for the parking requirement, to allow site improvements and construction of the existing restaurant building on the subject property; and,

WHEREAS, IMKD 11, LLC is the owner of the Property; and,

WHEREAS, Dutch Bros., LLC, ("Petitioner") has filed a petition to allow the interior and exterior modifications, including a second drive-through lane, an updated façade with new lighting, signage and landscaping on the subject property, and is requesting the following approvals:

1. An Amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077; and,
2. The following Variations from the Zoning Code:
 - a. Section 17.36.040 to allow fewer parking spaces than are required for a restaurant use;
3. The following Variations from the Sign Code:
 - a. Section 14.16.030.F to allow more than one Menu Board Sign;
 - b. Section 14.16.030 to allow more than two wall signs on the building;
 - c. Section 14.16.070 to allow a wall sign on the North, South and West Elevations that does not face a public right-of-way;
 - d. Section 14.16.070 to allow wall signage that exceeds the maximum height permitted;
 - e. Section 14.16.070 to allow wall signage that exceeds the length permitted.

WHEREAS the Planning & Zoning Commission held a public hearing on November 19, 2025, concerning the request for approval of the amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, with Special Use for a Drive-Through Facility, and Parking and Sign Code Variations; and

WHEREAS the Planning & Zoning Commission made findings of fact and determined that the petition meets the criteria for the Planned Development, Special Use, and Variation standards as set forth in the Buffalo Grove Zoning Ordinance, and as described in the minutes attached hereto as Exhibit C; and

WHEREAS the Planning & Zoning Commission voted 8-0 to recommend approval of the requested approval of the amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, with Special Use for a Drive-Through Facility, and Parking and Sign Code Variations; and

WHEREAS the Corporate Authorities of the Village of Buffalo Grove hereby determine and find that the requested amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, with Special Use for a Drive-Through Facility, and Parking and Sign Code Variations are reasonable and will serve the best interests of the Village; and

WHEREAS, the proposed development shall operate in accordance with and pursuant to the following exhibits:

- | | |
|-----------|---|
| EXHIBIT A | Legal Description of the Property |
| EXHIBIT B | Plan Set |
| EXHIBIT C | Draft Minutes from November 19, 2025 Planning & Zoning Commission Meeting |

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Corporate Authorities hereby adopt a proper, valid, and binding ordinance approving the amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, for a Special Use for a drive-through facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road, Buffalo Grove, IL, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.
4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

EXHIBIT A

Legal Description

Dutch Bros Coffee

80 McHenry Road

SUBJECT PROPERTY COMMON ADDRESS: 80 McHenry Road

PARCEL INDEX NUMBERS: 15-33-304-212

LEGAL DESCRIPTION:

PARCEL 1: LOT 2 IN BUFFALO GROVE TOWN CENTER UNIT 9, BEING A RESUBDIVISION OF LOTS 1 AND 2 IN BUFFALO GROVE TOWN CENTER UNIT 7, IN SECTION 33, TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 6, 1999 AS DOCUMENT NUMBER 4431048, AS AMENDED BY CERTIFICATE OF CORRECTION RECORDED NOVEMBER 2, 1999 AS DOCUMENT 4444620, IN LAKE COUNTY, ILLINOIS.

PARCEL 2: NON-EXCLUSIVE, PERPETUAL EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 1 OVER THE RING ROAD AND ENTRANCE DRIVES IN SAID SUBDIVISION, CREATED IN THE OPERATION AND EASEMENT AGREEMENT MADE BY BUFFALO GROVE JOINT VENTURE AND EAGLE FOOD CENTERS, INC., DATED JULY 29, 1998 AND RECORDED JULY 29, 1998 AS DOCUMENT NO. 4176874.

EXHIBIT B

Plan Set
Dutch Bros Coffee
80 McHenry Road

DRAFT

EXHIBIT C

Draft Minutes from November 19, 2025, Planning & Zoning Commission Meeting

**Dutch Bros Coffee
80 McHenry Road**

DRAFT

July 30, 2025

Community Development Department
Village of Buffalo Grove
50 Raupp Blvd
Buffalo Grove, IL 60089
[sent via email]

Re: 80 McHenry Rd, PUD Amendment and Special Use Application

The Applicant, Dutch Bros Coffee, is hereby submitting the enclosed documents relating to a PUD Amendment and Special Use Permit for a proposed Dutch Bros Coffee restaurant, located at approximately 80 McHenry Rd, Buffalo Grove, IL 60089.

The subject project is located within the B-5 Zoning District (Town Center Planned District) and is subject to a PUD Amendment for the proposed redevelopment of the site and a Special Use as described in Buffalo Grove Code of Ordinances Chapter 17.44.060.C.1.e.

PROJECT NARRATIVE

The Applicant is proposing to renovate a former Burger King restaurant into a Dutch Bros Coffee restaurant. Interior seating and service improvements will be made to the existing building as well as façade improvements, drive-thru pickup window relocation, and new branding and wayfinding signage. Nearby, off-site parking will be provided to accommodate patrons and employees of the restaurant.

Site improvements generally consist of: outdoor seating, public sidewalk connection, drive-thru improvements, new trash and recycling enclosure, landscaping enhancements, improved site lighting, limited repaving and restriping, and reuse of existing utility services as appropriate.

DESCRIPTION OF BUSINESS OPERATIONS

Dutch Bros Coffee business hours are typically 5:00am – 11:00pm. Peak hours of operations is generally 8:00am – 1:00pm where the average number of transactions per hour is approximately 49.

Customers largely use the drive-thru service to place orders and receive mobile orders. During peak hours, Dutch Bros uses up to two employees as “runners” to meet customers in the drive-thru who haven’t placed an order to interact with the customer, receive orders, and deliver orders. This process allows for quicker service times. Customers that receive their order from runners have the ability to use the bypass lane to exit the drive-thru queue and complete their transaction quicker.

The number of employees on any given shift can range from 5 to 10.

Indoor and outdoor dining is proposed at this location. Food preparation is limited to heating premade goods.

ATTACHMENTS

- Petition for Concept & Preliminary Plan Review
- Proof of Ownership
- Property Owner Authorization
- Letter of Support from Landlord
- Recovery of Village Costs Form
- Certificate of Mailing Form

- Mailing Labels for Properties within 350 feet of the Subject Property
- Response to Planned Unit Development Standards
- Response to Special Use Standards
- Plat of Survey & Legal Description
- Detailed Site Plan
- Preliminary Utility & Storm Sewer Plan
- Landscaping Plan
- Site Lighting Plan
- Trash Enclosure Details
- Conceptual Building Elevations
- Schematic Floor Plan
- Signage Plan and Details

If you have any questions or comments, or wish to discuss this submission in further detail, please feel free to contact the undersigned at your convenience (bsiembida@bohlereng.com or (380) 800-4004)

Sincerely,

A handwritten signature in blue ink, appearing to read "Ben Siembida". The signature is fluid and cursive, with the first name "Ben" written in a smaller, more legible script than the last name "Siembida", which is more stylized.

Ben Siembida, Project Manager
Bohler, LLC (Agent for Applicant)

This sheet DUTCHBROS, and all associated topics, collective design, content, information and other materials herein, is made available by Dutch Bros, including but not limited to, the "look and feel" of the establishment and products, all used, images, colors, configurations, graphics, layouts, illustrations, photographs, and plans are hereby owned by and/or licensed to DUTCHBROS, LLC and are prohibited from being reproduced, stored, transmitted, or otherwise used in any manner without the express written consent of Dutch Bros, LLC.



CD
CHIPMAN DESIGN
ARCHITECTURE INC
1330 E. TOWHY AVE
FIRST FLOOR EAST
DES PLAINES, IL 60018
TEL: 847.298.6900

I HEREBY CERTIFY THAT THESE PLANS HAVE BEEN PREPARED UNDER MY SUPERVISION AND THAT TO THE BEST OF MY KNOWLEDGE, THEY COMPLY TO APPLICABLE LAWS, RULES, REGULATIONS AND ORDINANCES OF JURISDICTION RELATIVE TO STRUCTURES AND BUILDINGS.

CASE ENGINEERING INC.
796 MERUS CT. FENTON, MO 63026
T: 636.349.1600
CASEENGINEERINGINC.COM

BOHLER ENGINEERING
4100 REGENT STREET, SUITE M COLUMBUS, OH 43219
T: 380.800.4004
BOHLERENGINEERING.COM

DB2550SG-A1

Project No: IL0401
Dutch Bros Coffee - Conversion Store
80 McHenry Rd, Buffalo Grove, IL 60089
For: Dutch Bros Coffee
300 W. Lincoln Road Parkway
Tempe, AZ 85281

A1 PROTOTYPE - 06/27/25

ISSUED FOR LANDLORD REVIEW:

09.17.2025

REV. DATE	DESCRIPTION

SHEET NAME:

BUILDING ELEVATIONS - COLOR

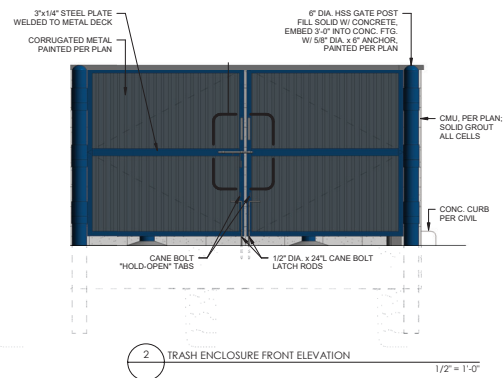
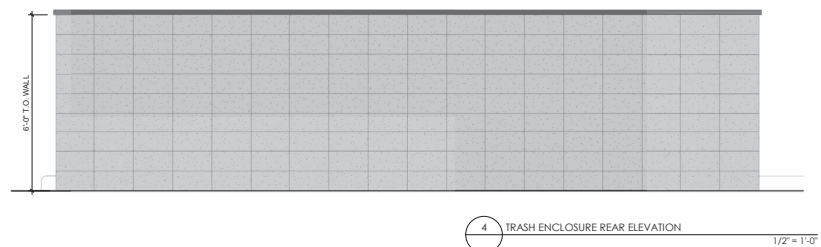
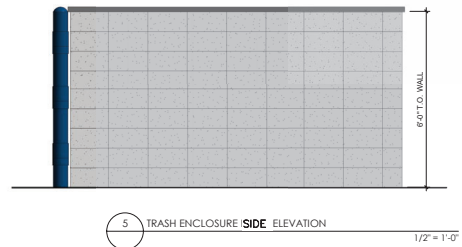
DRAWN BY: J/L
CO

CHECKED BY: M/W

SHEET NUMBER:

V-6.1

© 2025 Dutch Bros Coffee, LLC



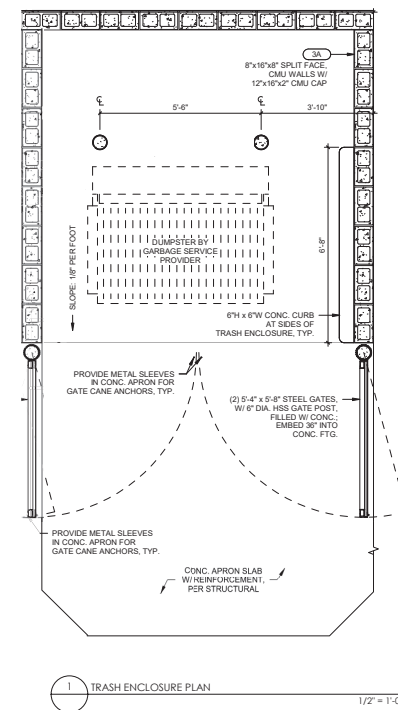
TRASH ENCLOSURE GENERAL NOTES:

1. REFER TO STRUCTURAL FOR MASONRY, CONCRETE, STRUCTURAL STEEL AND REINFORCING STEEL FOR SPECIFICATIONS.
2. PROVIDE LOCKING MECHANISM ON GATES AND PEDESTRIAN GATE.
3. PROVIDE SITE LIGHTING AT TRASH ENCLOSURE. MIN. 5 FOOT CANDLE.
4. GATES TO BE BUILT WITH 3"x2" SQUARE STEEL TUBING WITH ALL JOINTS FULLY WELDED TOGETHER AND 1 CROSS MEMBER PER GATE. FRAME TO BE PRIMED AND PAINTED PER PLAN.



TRASH ENCLOSURE MATERIALS				
ID	MATERIAL	MANUFACTURER	COLOR	NOTES
3A	CMU BLOCK	BASALITE	490	SPLIT FACE, 8x16x8; 8x8x8 AS NECESSARY
3B	CMU CAP	BASALITE	490	12x16x2
PT-1	PAINT	SHERWIN-WILLIAMS	GP-0624	DUTCH BRO'S GRAY, GATES B001
PT-2	PAINT	SHERWIN-WILLIAMS	GP-0642	DUTCH BRO'S BLUE, GATE FAMES & POST

NOT FOR CONSTRUCTION



SHEET NAME:

PROPOSED TRASH
ENCLOSURE
PLAN/ELEVATIONS



Site ID

IL0401

Site Address

80 McHenry Rd,
Buffalo Grove IL 60056

Date

09-25-2025

Revision

03

As the Owner/Lessor/Mortgage or Security interest holder, I hereby acknowledge and accept the installation of signs as illustrated within the renderings shown within this brand proposal. By signing below I consent to the installation of signs at the premises and property address listed within this brand proposal and acknowledge that I have reviewed all details of this brand proposal in its entirety.

Signature of (Owner/Lessor/Mortgage or Security Interest Holder)

Print Name

Date

REVISION LOG

Revision #	Date of Request	Requested By	Revision Request Comment	Revision Date	Made By
01	07/31/2025	A S	Remove N-13 & N-14 from the signage book.	08/05/2025	J M
02	09/11/2025	A S	Revise site plan. Add YIELD sign	09/16/2025	J M
03	09/23/2025	A S	Add 2 MOBILE PICKUP signs	09/25/2025	J M

SIGN CODE

DUTCH BROS

80 McHenry Rd, Buffalo Grove IL 60056

CODE RESEARCH FORM

Property ID:

A.) Project Name: **Dutch Bros** Date Completed: **2/14/25**
B.) Street Address: **80 McHenry Rd** Typical Sign Package allowed? ☐ Yes ☐ No
G.) City/Town of: **Buffalo Grove** State: **IL** Zip: **60056** Budget:

H.) Zoning/Category: **Village of Buffalo Grove IL - Zone: B-5 - Town Center Business District**

WALL SIGNS

Typical Sign Package allowed? ☐ Yes ☐ No

1.) Formula for square ft (Max Sq. Ft- Main ID & Secondary signs):
NTE: a total area of 3 sq ft of copy for each lineal foot of occupant's store frontage or that area of copy permitted in Section 14.16.070, whichever is the lesser.

Wall signs (14.16.070)

The following provisions apply to all wall signs except those provided for in Section 14.16.060:

A. Sign area refers to the area of the background of the sign with the exception of individual letters. The letters must fit into a rectangle with the length of the rectangle being not greater than one-third of the occupants store frontage, and the height of the rectangle being not greater than one-half of the portion of the building above the lintel.

1. CATEGORY 1: Where a business has no ground or roof sign on the same premises, 33% of the wall sign background may be used for copy of enclosed sign;

2. CATEGORY 2: Where a business has its own ground sign but no roof sign, 20% of the wall sign background area may be used for copy of enclosed sign.

B. Where individual mounted letters are used without a sign background, the foregoing percentages will apply, but will be computed on the area of the total facade between the lintel and the floor level of the floor above a multi-storied building.

C. The frontage factor is relative to each tenant's building frontage facing each public right-of-way, excluding alleys and service ways.

D. Premises fronting on more than one public right-of-way may not combine permissible signs for one frontage with another frontage for the purpose of placing the combined area of signs on one frontage.

E. Each business is permitted one wall sign over their primary entrance when a building does not face public right of way. Corner units may be allowed a second wall sign along the frontage perpendicular to the primary entrance. The second wall sign shall not be larger than the wall sign located over their primary entrance.

2.) Sq Ft for sides/rear: **see above and below**3.) Transferrable allowances? **no**4.) # allowed: **1 per parcel / Bus with frontages exceeding 300 LF may be allowed up 3 (see notes below)**

One wall sign for each occupancy within the developed parcel. Businesses with frontages exceeding 300 lineal feet may be allowed up to a total of 3 wall signs however the total area for all three signs combined shall not exceed the maximum allowable sign area. Such signs shall not exceed a total area of 300 sq ft of copy for each lineal foot of occupant's store frontage or that area of copy permitted in Section 14.16.070, whichever is the lesser. If such occupancy is a corner unit, one additional wall sign will be permitted. For buildings with single occupancy that face multiple public rights of way, an additional wall sign shall be permitted per frontage. If the building includes a canopy, each occupant will be permitted one canopy sign in conformity with Section 14.16.080.

Sign area refers to the area of the background of the sign with the exception of individual letters. The letters must fit into a rectangle with the length of the rectangle being not greater than one-third of the occupants store frontage, and the height of the rectangle being not greater than one-half of the portion of the building above the lintel.

5.) Calculation Method:

6.) Max. Overall Height: **illumination: permitted - no flashing, blinking, animation or glare**

7.) Special Wall sign codes-this property:

8.) Other:

FREESTANDING SIGNS

Typical Sign Package allowed? ☐ Yes ☐ No

1.) Formula for square ft (Max Sq. Ft- Main ID & Secondary signs):
The maximum area of a ground sign shall not exceed 120 square feet for each face of a double-faced sign or for the sole face of a single-faced ground sign. The maximum permitted area of ground signage for a given parcel shall be determined as follows. For parcels with street frontage of less than 800 feet, one sign with a maximum area as set forth below for the first 300 feet of street frontage or actual street frontage if less than 300 feet. For parcels with street frontage of 800 or more, the maximum permitted area of ground signs shall be determined by dividing the total frontage abutting a developed parcel into a number of segments equal to the number of signs permitted under subsection A of this section. For each such segment of frontage, one ground sign may be erected with a maximum area as set forth below:

Property Frontage (Lineal Feet) = Maximum Permitted Area of Sign (Square Feet)
1—less than 200 = 60 sq ft
200—less than 400 = 80 sq ft
400—less than 600 = 100 sq ft
600—less than 800 = 120 sq ft

1 per permitted for each developed parcel unless provided otherwise in this Title; provided, that no such sign may be closer than one hundred fifty feet to any permanent ground sign within the Village on the same side of the street. One additional ground sign may be erected for each additional five hundred feet of street frontage in excess of the first three hundred feet of street frontage abutting the developed portion of said parcel

2.) # allowed: **illumination permitted**

No ground sign may exceed in height the distance measured from any portion of the sign to the nearest property line; provided, however, that the maximum height of any ground sign or sign structure shall be 15 feet from ground level or top of foundation whichever is less. Grade-to-sign Clearance: **Where a ground sign projects over a vehicular traffic area, such as driveway or parking lot aisle, the minimum clearance between the bottom of the sign and the ground shall be 14 feet.**

4.) Set-back: **No ground sign shall be located nearer than ten feet to the property line**

All ground signs are to be landscaped around the base in accordance with a landscape plan as approved by the Village

DIRECTIONAL SIGNS

Typical Sign Package allowed? ☐ Yes ☐ No1.) # Allowed: **max of 2 for each driveway**

Directional signs shall be created with colors compatible with the building or structure.

NO PERMIT REQUIRED IF: Directional or Incidental Signs. Signs which provide direction or instruction and are located entirely on the property to which they pertain, do not exceed 4 square feet in area, are not illuminated and do not have any electrical components. Examples of such signs are parking lot entrance and exit signs, signs identifying rest rooms, public telephones and walkways.

"Directional sign" means any sign which serves solely to designate the location or direction to any place or area. Included in this group of signs are those designated to guide or direct pedestrians or vehicular traffic to an area or place on the premises of a business building or development by means of a directory designating names and addresses only.

2.) Max. SqFt: **4 sq ft each** Max. Height: **4'**3.) Permit required?: **no** Set-back:

MENU SIGNS

Typical Sign Package allowed? ☐ Yes ☐ No1.) # Allowed: **NOT ADDRESSED IN CODE - SUBMIT FOR REVIEW**

2.) Max. SqFt: Max. Height:

3.) Permit required?: Other:

WINDOW SIGNS

Typical Sign Package allowed? ☐ Yes ☐ No1.) # Allowance (or Formula for square ft): **no window surface shall be covered by any type of window sign regardless of the material, in excess of 40% of the total window surface area of each elevation.**2.) Max. SqFt: **40% of window area** Max. Height:3.) Permit required?: **Not required if under 4sf** Other:

A-FRAME SIGNS

A-FRAME SIGNS	
1.) # Allowed:	Portable signs. Portable signs are permitted subject to the following requirements: A. A permit is required for a Portable sign which permit shall be for a period not to exceed one year. The permit is renewable as approved by the Administrator. B. A Village permit is subject to approval from the property manager and/or property owner. C. A Portable sign shall be permitted only in the business zoned districts as set forth in the Village's Zoning Ordinance. D. Portable signs shall be placed on private property subject to the property owner's approval and shall be placed adjacent to the building. If placed on private sidewalk, the sign shall not reduce the open portion of any sidewalk to less than 36 inches and shall not interfere with any accessible route. E. One Portable sign shall be permitted per business establishment. An additional Portable sign shall be permitted if the front elevation of the business exceeds 300 feet. A Portable sign shall only be displayed during business hours and must be removed at the close of each business day. F. A Portable sign shall not exceed 4 feet in height and the sign area shall not exceed 6 square feet per sign face with a maximum of 2 faces per sign. G. Portable signs shall be properly mounted for safety purposes. H. Portable signs shall be professionally created and weather resistant.
2.) Permit required?: Yes	Other:
Miscellaneous Notes	
TEMP BANNERS / SIGNS: Signs for events, which include but are not limited to banners, pennants, searchlights, balloons or other gas filled figures, are subject to the following requirements: A. A permit from the Village is required for Signs for events. B. Landlord approval is required for all Signs for event on leased properties. C. A maximum of 4 events per business are permitted for a maximum of 60 days total annually for each developed parcel. D. The size of a Sign for event sign shall be limited to no greater than 4 x 8 feet or 32 square feet in area. E. Signs in excess of 32 square feet in area may be erected in promotion of a public parade, public event or public celebration for a period not to exceed 15 days. Signs shall require a permit and shall be approved by the Administrator. Signs shall be removed no more than 2 days after the event. F. Balloons may be utilized but not aggregated or grouped together in excess of 27 cubic feet and in no event shall have a cross-sectional dimension greater than 3 feet. G. Event banners shall be counted against any signs/banners allowed per the applicant's Amusement Activity application as set forth in Chapter 5.08 of this Code.	
PRE-PERMIT SIGN INFO - Notes, continued	
Property ID: 0	
Village of Buffalo Grove 50 Raupp Blvd, Buffalo Grove, IL 60089 Contact: Andrew Binder 847-459-2530 / abinder@vbg.org typically 5 business days for review SEDs may be required all contractors must be registered with the Village prior to permit issuance Wall & Ground: NON-Illum: \$125 / Illum: \$200 / Temp signs: \$75-\$85 / Construction sign: \$125 VARIANCES: Takes 2-3 months Permit requirements for submittal: 1. Name and address of the owner of the sign; cost of the sign, sign dimensions and names, address and telephone numbers of contractors. 2. Clear and legible drawings with description definitively showing location of the sign which is the subject of the permit and all other existing signs whose construction requires permits, when such signs are on the same premises or zoning lot; 3. Drawings showing the dimensions, colors, construction supports sizes, electrical wiring and components, materials of the sign and method of attachment and character of structural members to which the attachment is to be made. The design, quality, materials and loading shall conform to the requirements of the Village. If required, engineering data shall be supplied on plans submitted and certified by a duly licensed engineer;	

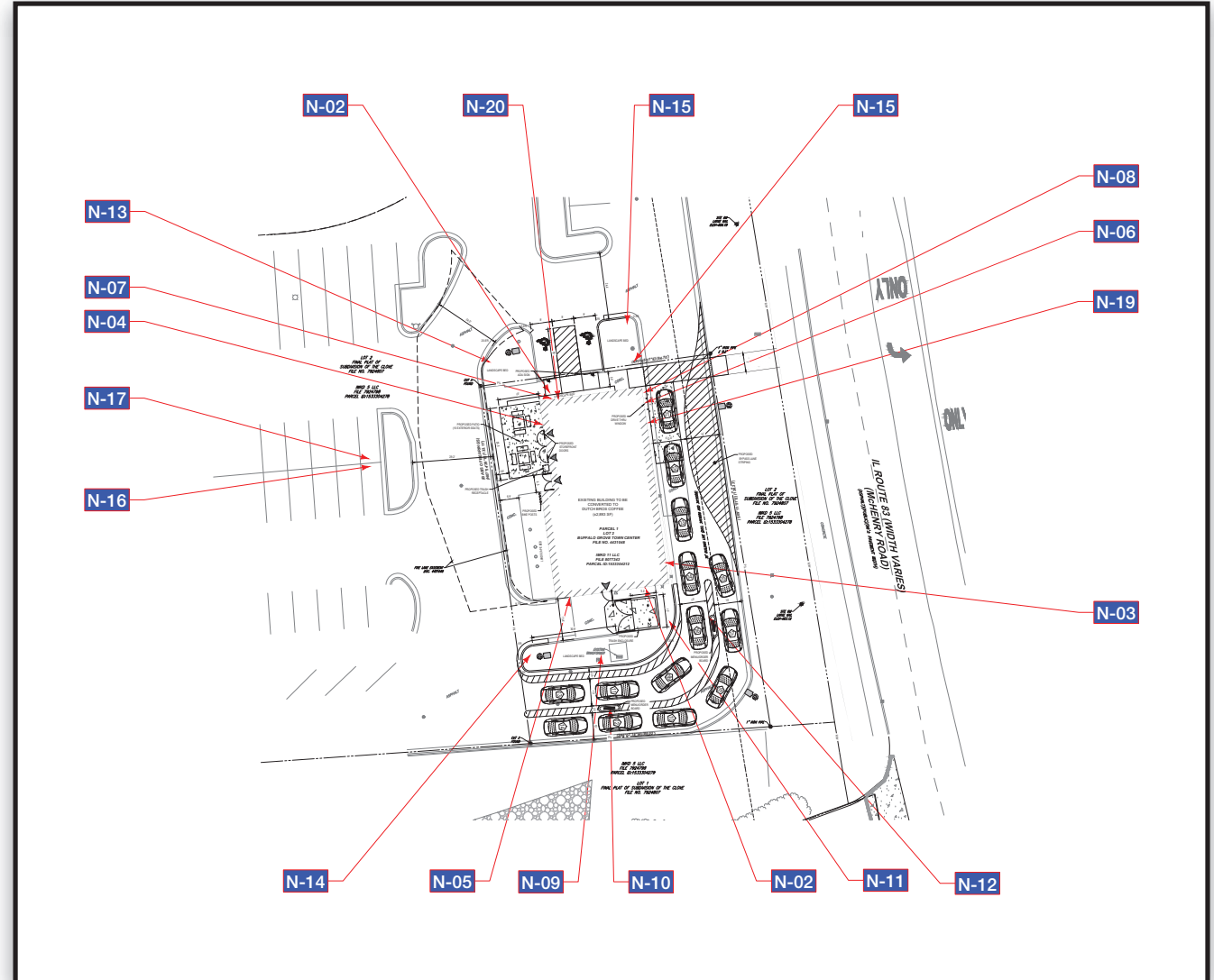
SITE PLAN

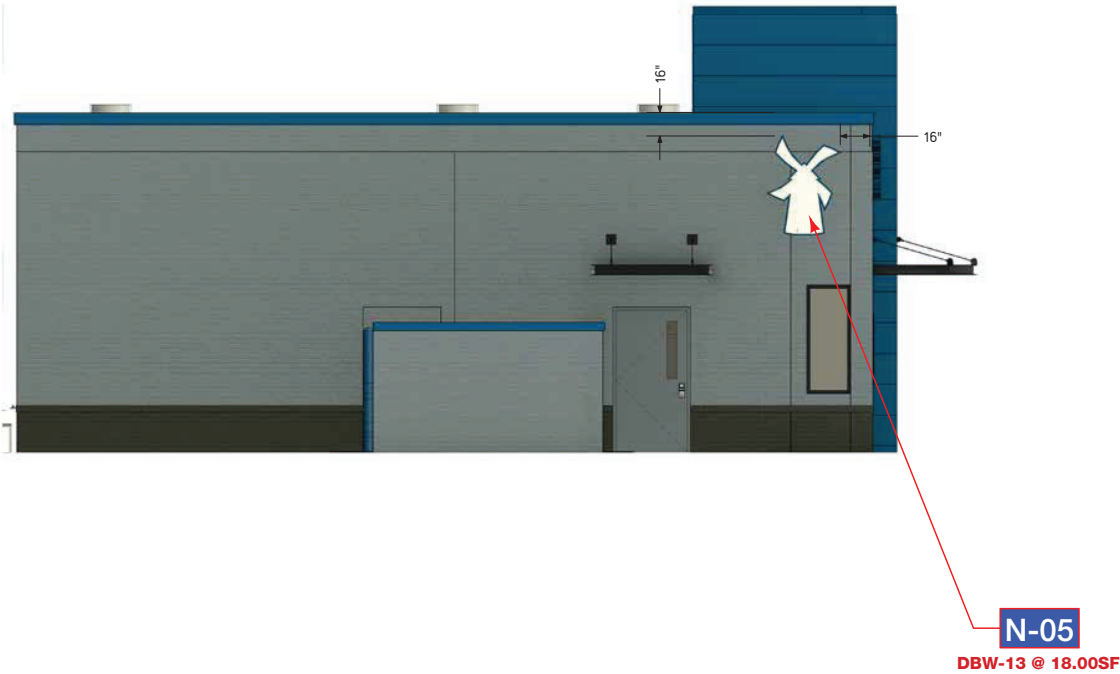
SIGN GUIDE

PROPOSED SIGNS

KEY	RECOMMENDED SIGN	SQUARE FOOTAGE
E-01	CUSTOM TENANT PANEL	TBD
N-02	DBCL10	28.33
N-03	DBCL10	28.33
N-04	DBCL10	28.33
N-05	DBW13	18.4
N-06	DBW13	18.4
N-07	DBW13	18.4
N-08	DBMENU-WM	10.70
N-09	DBMENU-PM-SF	10.70
N-10	DBMENU-PM-SF	10.70
N-11	DBMENU-PM-SF	10.70
N-12	DBMENU-PM-SF	10.70
N-13	DBDIR-DT-SF	2.0
N-14	DBDIR-DT-SF	2.0
N-15	DBDIR-EO-DF	2.0
N-16	MOBILE ORDER SIGN	1.5
N-17	MOBILE ORDER SIGN	1.5
N-18	YIELD SIGN	3.5
N-19	DB CLEARANCE	.75
N-20	ADDRESS NUMERALS (80)	1.49

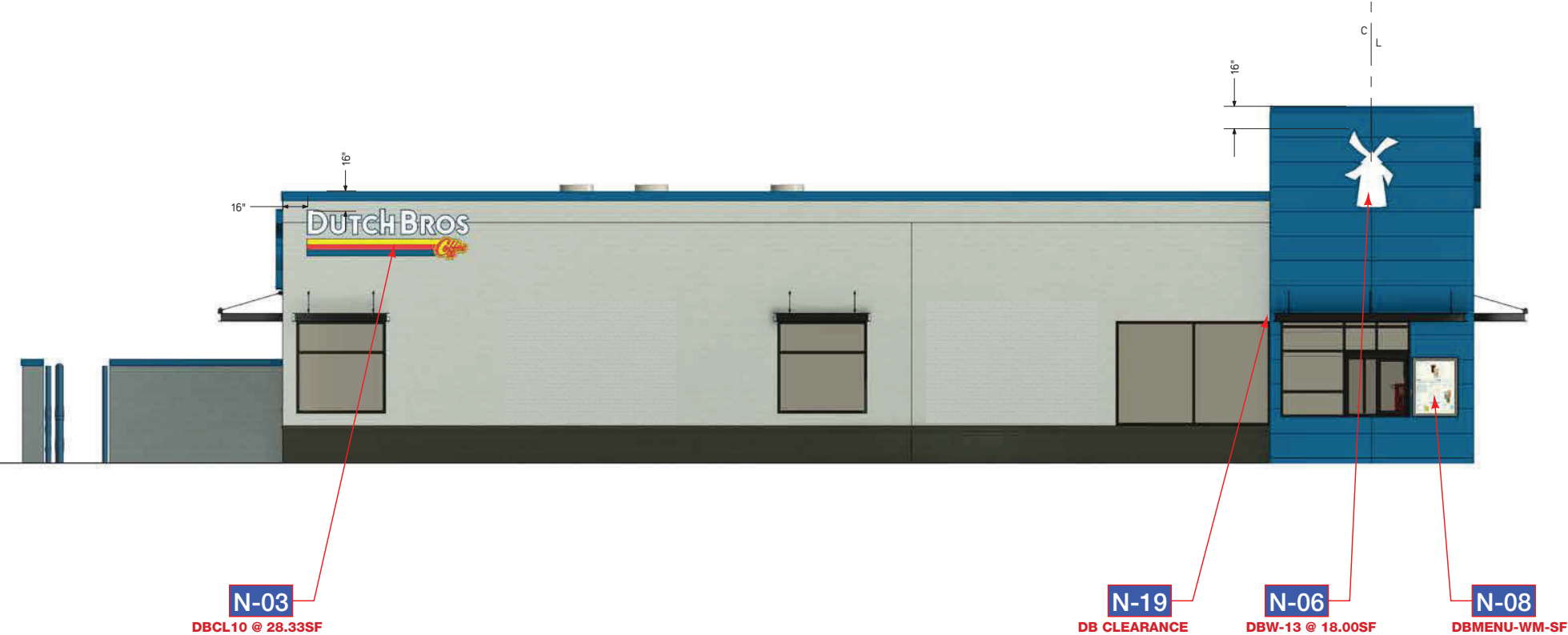
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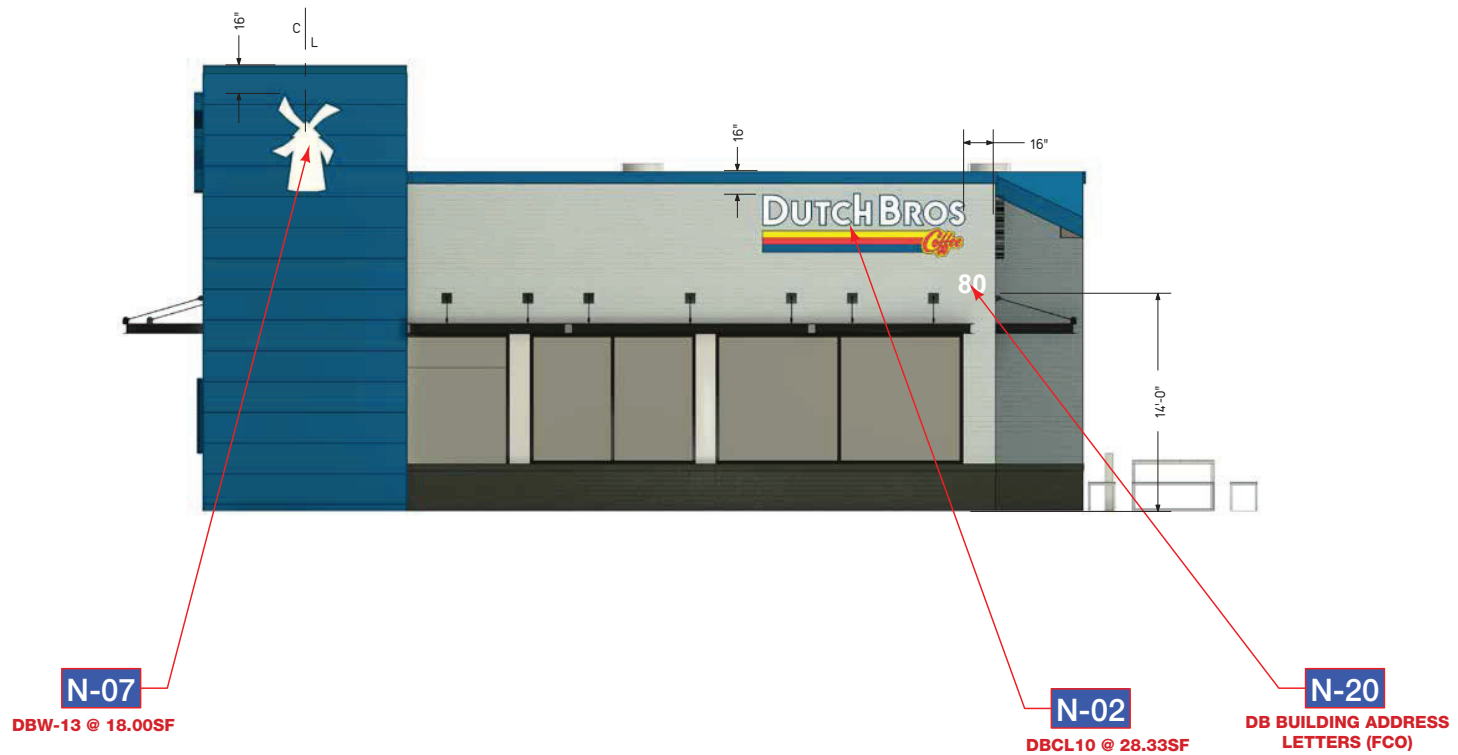
EAST ELEVATION

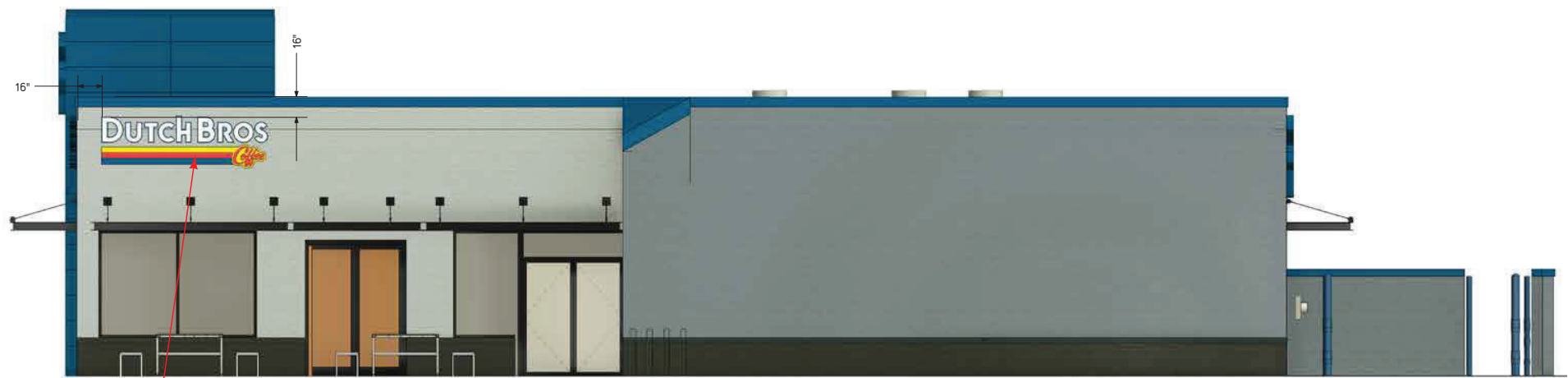
DUTCH BROS
80 McHenry Rd, Buffalo Grove IL 60056



SOUTH ELEVATION

DUTCH BROS
80 McHenry Rd, Buffalo Grove IL 60056





N-04
DBCL10 @ 28.33SF

COLOR CODE

Front Elevation Details:

- Total height: 26'-0"
- Top section width: 14'-0"
- Logo diameter: 3'-0"
- Main sign face width: 12'-0"
- Text sections: ANCHOR, BOWLERO, RESIDENTIAL
- Bottom section: FULL-SERVICE RESTAURANT, GUZMAN Y GOMEZ, RETAIL, RETAIL
- Base width: 6'-8"

Side Elevation Details:

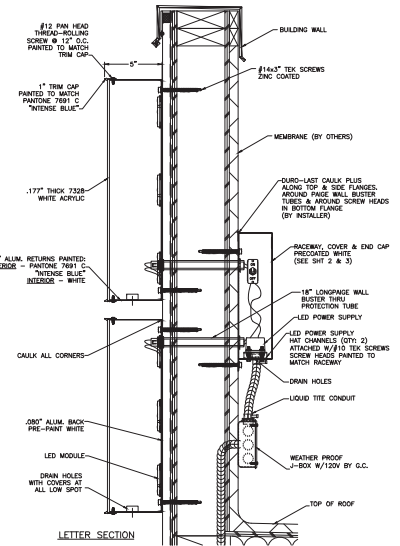
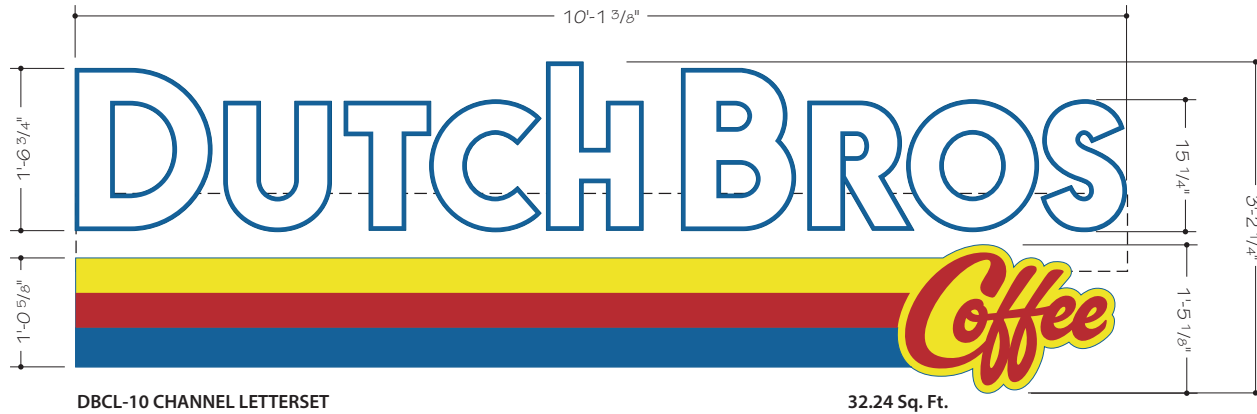
- Total height: 26'-0"
- Sign face width: 3'-4"
- Text: THE CLOVEL
- Base width: 3'-0"

Material & Construction Notes:

- WHITE FACE LIGHTED (INTERIOR W/LED) OR BLACK LOGO w/ BLACK F.C.O. PTD, PLEX GRAPHIC (LOGO TBO)
- ALUM. FAB'D. D/F CABL. w/ PRINTED VINYL APPLICATION TYP FULLY ON SIGNS WHERE REQ. VISIBLY ON FACES (12" WEATHERED "WOOD" PLANKS)
- ROUTED ALUM. FACES, BLACK PTD, FIN. w/ WHITE PLEX BACKUP LETTERING, TYP TENANT REGMT.(4" DR ALUM. CAB'Ls)
- 1" PUSH-THRU LETTERING ON STREET SIDE OF SIGN ONLY
- RECESSED AREA

Scale: 1/4" = 1'-0"





- Face Lit Flush Mount Channel Letters Returns & Trimcap painted to match Pantone 7691 C "Intense Blue"
- Letter 7328 White Acrylic Faces w/ 230-127 Intense Blue Outline
- Coffee Logo 7328 White Acrylic Faces w/ 230-127 Intense Blue / PSV 230-015 Yellow PSV, 230-33 Red PSV Vinyls
- LED illumination

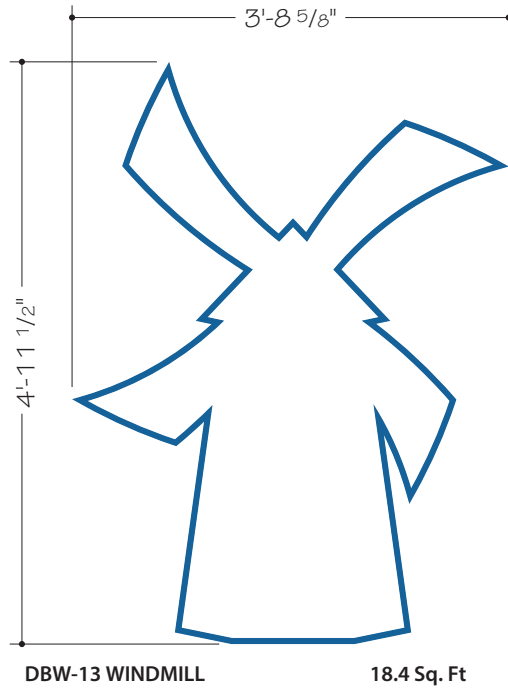
COLOR CODE

- 230-015 YELLOW PSV
- 230-33 RED PSV
- 230-127 INTENSE BLUE PSV
- WHITE

NOTE: (if applicable)

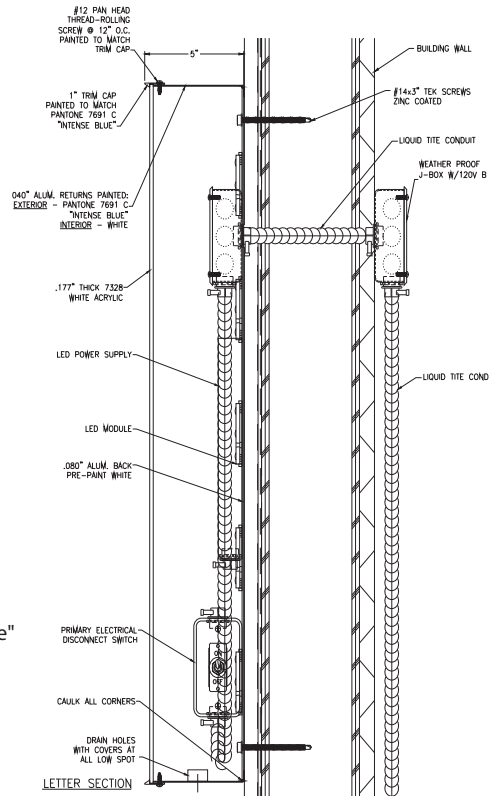


Typical

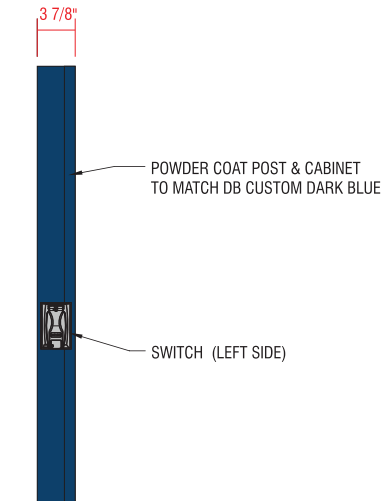


- Face Lit Flush Mount Channel Logo Returns & Trimcap painted to match pantone 7691 C "Intense Blue"
- Letter 7328 White Acrylic Faces w/ 230-127 Intense Blue Outline
- LED illumination

COLOR CODE



Typical



SIDE VIEW

DBMENU-WM

WALL-MOUNTED BACK-LIT MENU SIGN

- Printed menu panel not included
- LED outdoor light box
- Lockable hinged door
- Aluminum construction

COLOR CODE



DIGITAL PRINT



POWDER COATED
DB CUSTOM DARK BLUE



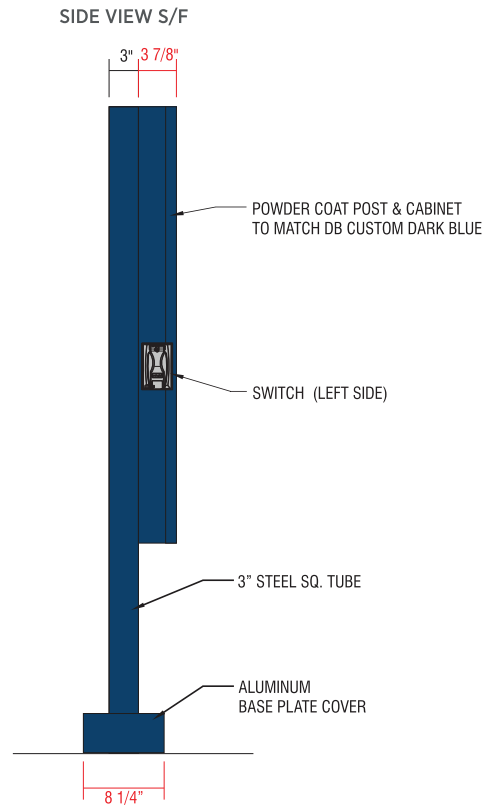
Typical



DBMENU-PM-SF

FREESTANDING BACK-LIT MENU SIGN

- Printed menu panel not included
- LED outdoor light box
- Lockable hinged door
- Aluminum construction
- Assemble post & menu
- Footing installed by G.C.



COLOR CODE



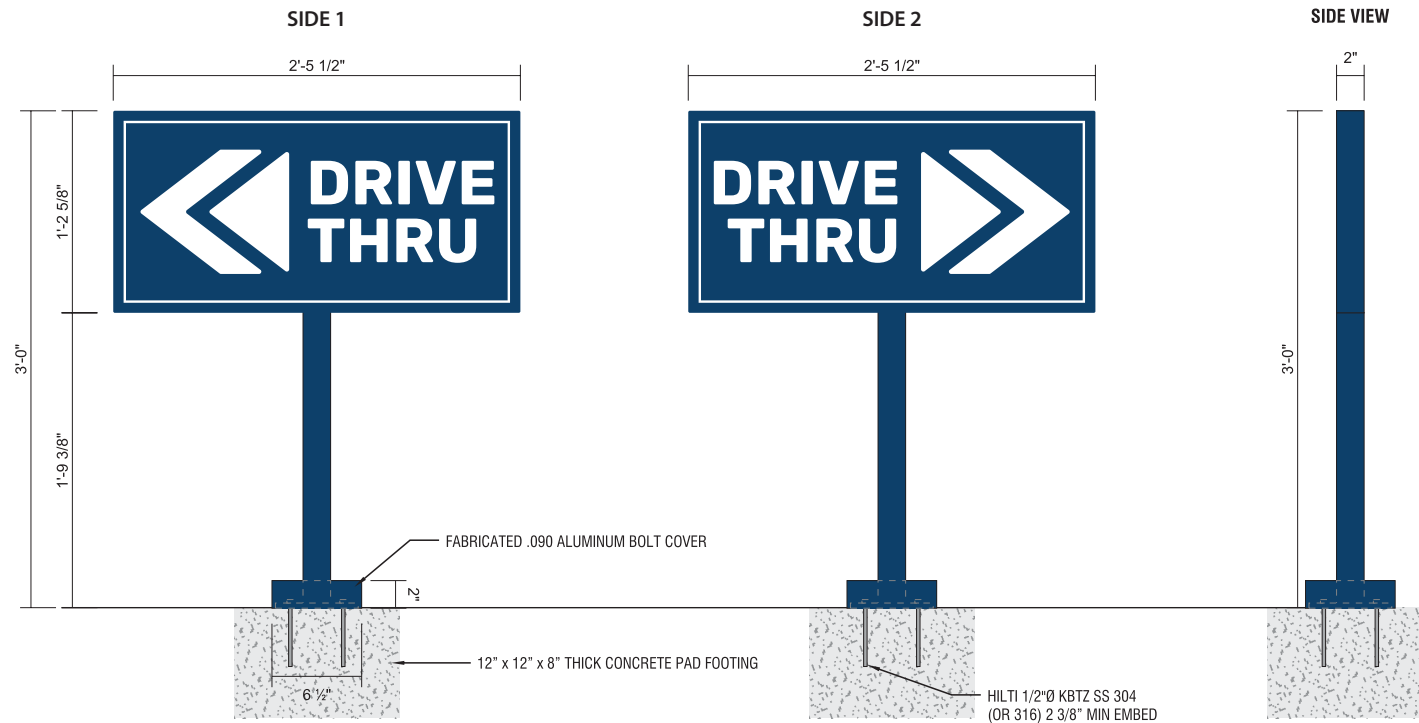
DIGITAL PRINT



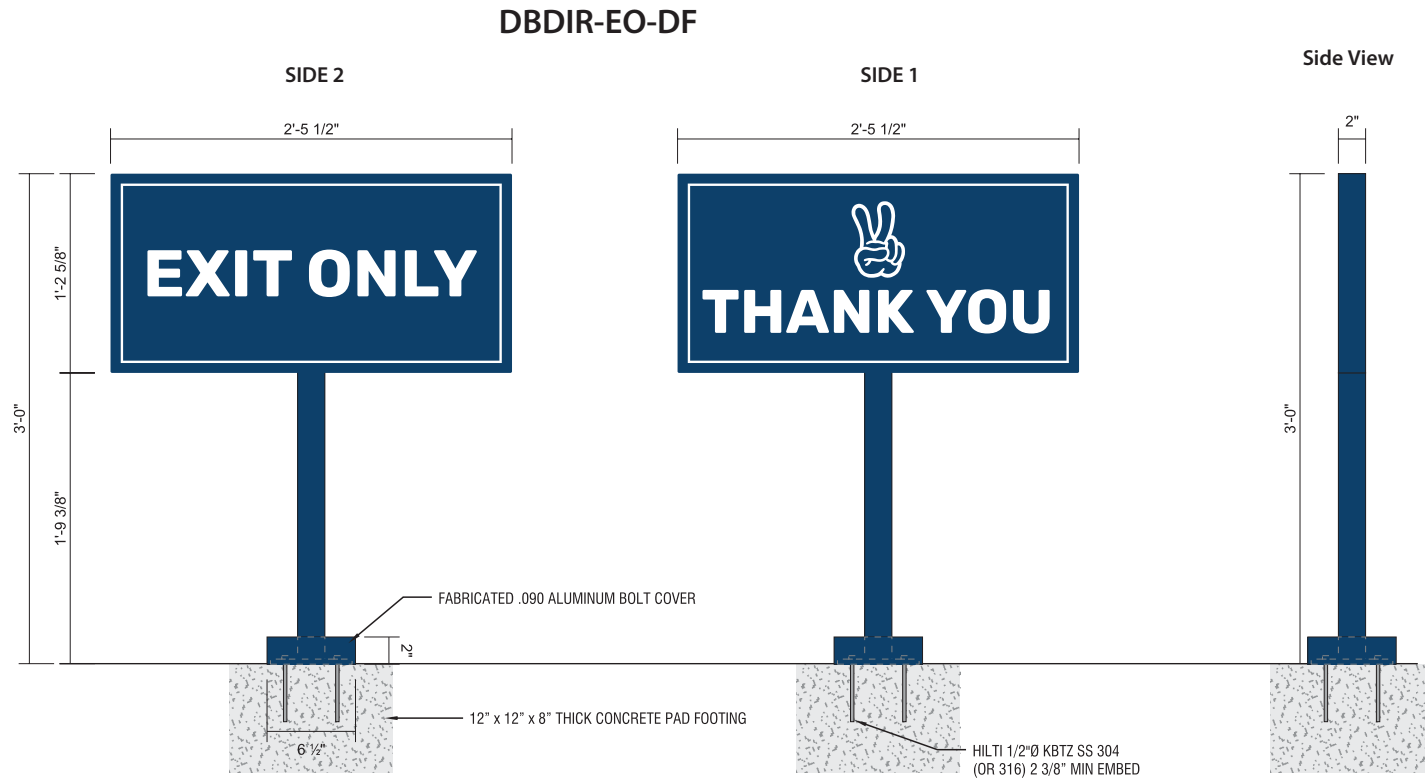
POWDER COATED
DB CUSTOM DARK BLUE



DBDIR-DT-DF



- Diamond grade reflective white vinyl with digitally printed PMS 541 C blue background
- 2"x2" square tube aluminum frame & post with aluminum faces & 3/8" x 6" x 6" plate
- Paint PMS 541 C
- Install plate-mount sign with Hilti Kwik bolts
- Pad footing install by GC



- Diamond grade reflective white vinyl with digitally printed PMS 541 C blue background
- 2"x2" square tube aluminum frame & post with aluminum faces & 3/8" x 6" x 6" plate
- Paint PMS 541 C
- Install plate-mount sign with Hilti Kwik bolts
- Pad footing install by GC

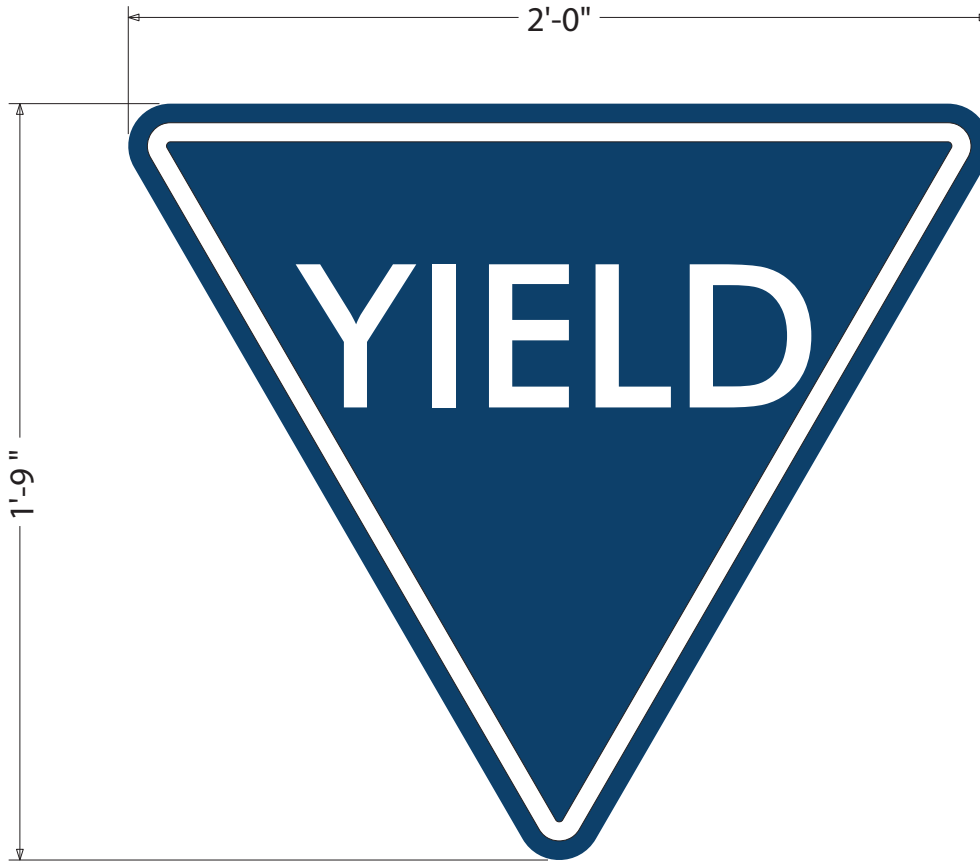


12" X 18" ALUMINUM OR ACM SIGN BLANK WITH 1 1/2" RADIUS CORNERS
DIAMOND GRADE REFLECTIVE WHITE VINYL WITH DIGITALLY PRINTED GRAPHICS & MATTE FINISH OVERLAM

G.C. TO MOUNT TO EXISTING SIGN POST

N-18 YIELD SIGN

DUTCH BROS
80 McHenry Rd, Buffalo Grove IL 60056



Corners - Standard Federal Radius

Finish - Reflective

Hole Diameter - 3/8 "

Hole Placement - Top and Bottom Centered

Hole Qty - 2

Vinyl Color - 230-127 INTENSE BLUE

Material - Aluminum .080

DB CLEARANCE

AWNING-MOUNTED CLEARANCE SIGN

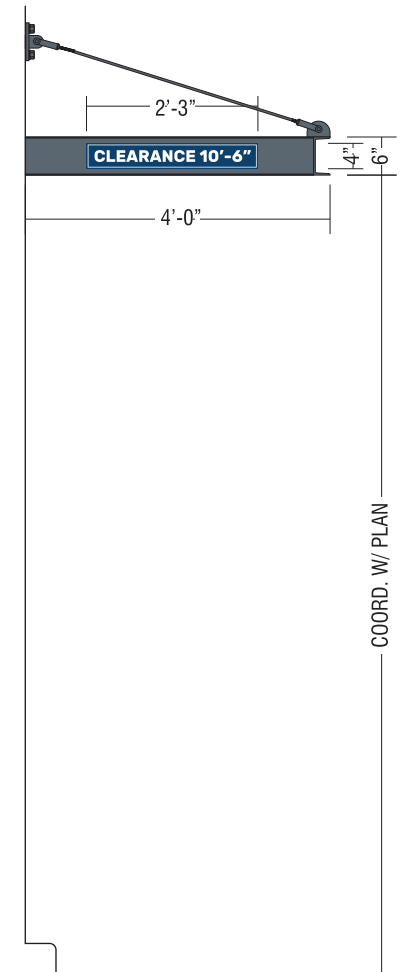
COLOR CODE

- REFLECTIVE WHITE PSV
- DB CUSTOM DARK BLUE

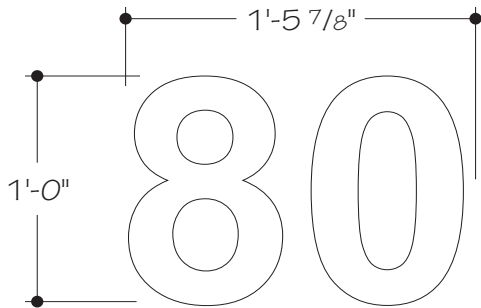


- 3mm ACM sign panel painted DB Custom Dark Blue
- White reflective vinyl copy & border (numbers shipped loose & field applied).
- Mount directly to aluminum awning drive-thru entrance side
- with exterior grade 3M VHB tape.

ELEVATION SCALE: 1/2"=1'-0"

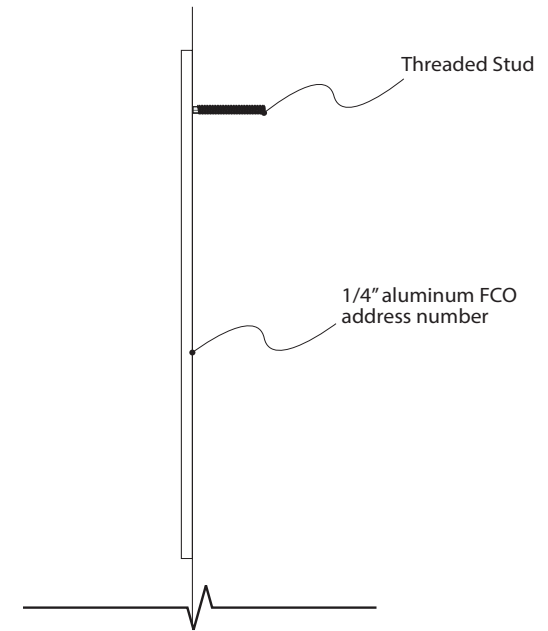


DB BUILDING ADDRESS LETTERS (FCO)

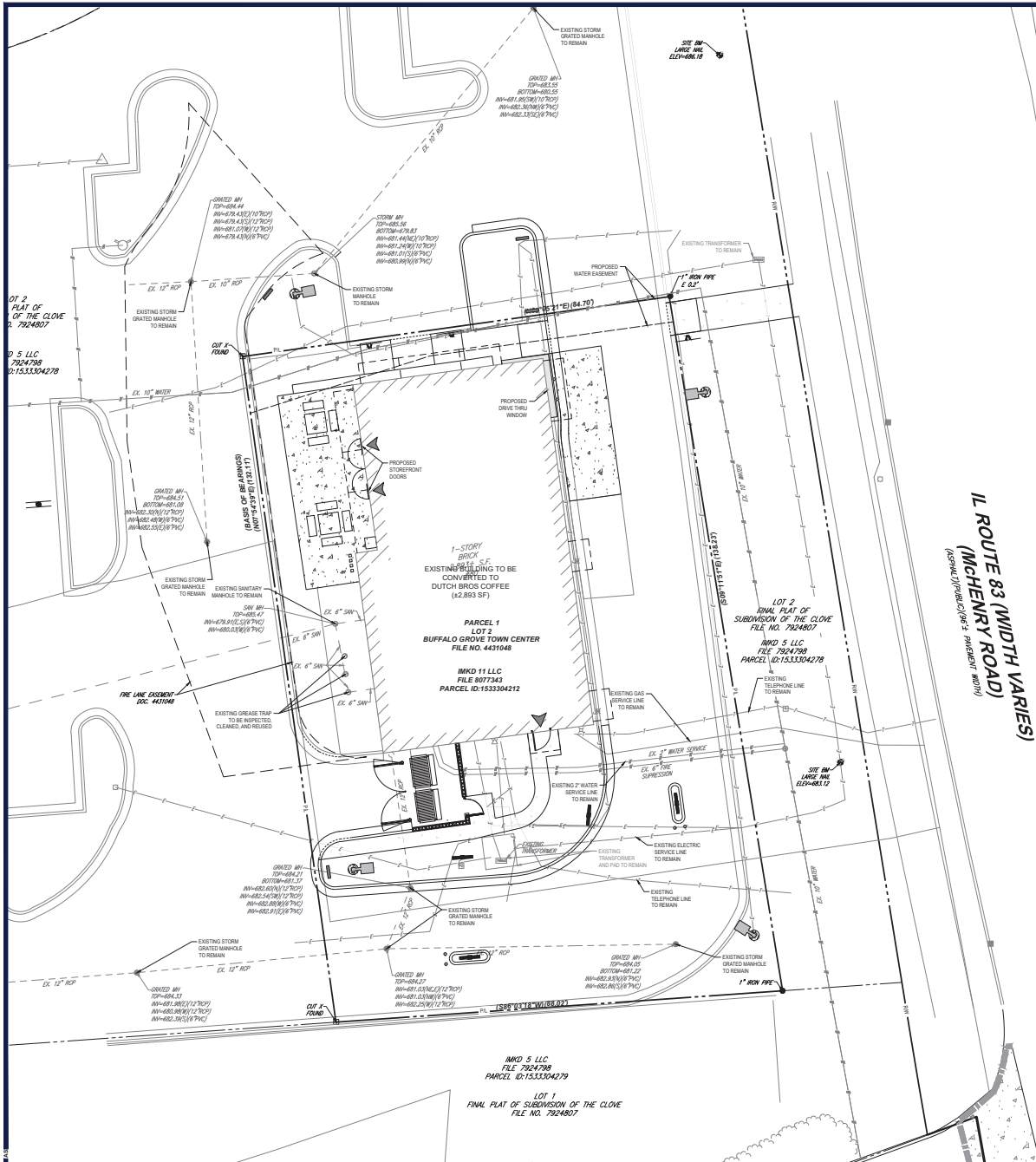


- Painted satin white with reflective white vinyl (1st surface)
- Numerals 1/4" thick aluminum
- Arial Bold font

1234567890



SIDE VIEW



EXISTING LEGEND	
CONTOUR	122'
SPOT ELEVATION	122'
EDGE OF PAVEMENT ELEVATION	122'
TOP OF CURB ELEVATION	122'
GUTTER ELEVATION	122'
TOP OF WALL ELEVATION	122'
BOTTOM OF WALL ELEVATION	122'
TOP OF ISLAND ELEVATION	122'
BOTTOM OF ISLAND ELEVATION	122'
HYDRANT	122'
FIRE DEPARTMENT CONNECTION	122'
WATER VALVE	122'
GAS VALVE	122'
OVERHEAD WIRES	122'
APPROX LOC UNDERGROUND CABLE LINE PER UTILITY MARKOUT	122'
APPROX LOC UNDERGROUND ELEC LINE PER UTILITY MARKOUT	122'
APPROX LOC UNDERGROUND FIBER OPTIC LINE PER UTILITY MARKOUT	122'
APPROX LOC UNDERGROUND GAS LINE PER UTILITY MARKOUT	122'
APPROX LOC UNDERGROUND SEWER LINE PER REF	122'
APPROX LOC UNDERGROUND TEL LINE PER UTILITY MARKOUT	122'
APPROX LOC UNDERGROUND WATER LINE PER UTILITY MARKOUT	122'
APPROX LOC UNDERGROUND STORM SEWER LINE PER REF	122'
LIMITS OF FLOORPLAN	122'
PLANNED END SECTION	122'
UTILITY POLE	122'
TRAFFIC SIGNAL	122'
MONITORING WELL	122'
ELECTRIC METER	122'
ELECTRIC BOX	122'
TRANSFORMER	122'
SANITARY MANHOLE	122'
TELEPHONE MANHOLE	122'
ELECTRIC MANHOLE	122'
WATER MANHOLE	122'
STORM DRAIN MANHOLE	122'
WATER METER	122'
GAS METER	122'
ROOF DRAIN	122'
SIGN	122'
MAIL BOX	122'
BOLLARD	122'
U-BOLLARD	122'
METAL GUARDRAIL	122'
FENCE	122'
LANDSCAPED AREA	122'
AREA LIGHT	122'
CLEAN OUT	122'
PAINTED ARROWS	122'
TITLE REPORT EXCEPTION	122'
DENOTES PARKING SPACE COUNT	122'
BENCHMARK	122'
UTILITY POLYLIGHT POLE	122'
STREET LIGHT	122'
GUY WIRE	122'
TRAFFIC SIGNAL POLE	122'
TREE LINE	122'
TREE (SIZE AS NOTED)	122'
PROP CORNERS TO BE SET	122'
BORING LOCATION	122'
WETLANDS	122'



THIS PLAN TO BE UTILIZED FOR UTILITIES PURPOSES ONLY

BOHLER

SITE CIVIL AND CONSULTING ENGINEERING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
CONSTRUCTION MANAGEMENT
PERMITTING SERVICES
TRANSPORTATION SERVICES

REVISIONS		
REV	DATE	COMMENT

7 Call Before You Dig

UTLIE

YOU MUST CALL 811 BEFORE ANY EXCAVATION
WHETHER THE PROJECT IS PUBLIC OR PRIVATE
800-480-4800
www.call811.org

THIS DRAWING IS PREPARED FOR THE PROJECT AND IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF BOHLER ENGINEERING, INC.

PROJECT NO.: CHA25002-00-04
DRAWN BY: JCS
CHECKED BY: BAS
DATE: 8/20/2025
CAD ID: PCHV-UTL

SITE PLAN

FOR

PROPOSED DEVELOPMENT
80 MCHEERY ROAD
BUFFALO GROVE, ILLINOIS 60089

BOHLER

4100 REGENT STREET, SUITE M
COLUMBUS, OH 43219
Phone: (380) 800-4004
www.BohlerEngineering.com

SHEET TITLE

UTILITY PLAN

SHEET NUMBER

C-501

ORG. DATE - 8/30/2025

October 28, 2005

Andrew Binder – Associate Planner
Community Development Department
Village of Buffalo Grove
50 Raupp Blvd
Buffalo Grove, IL 60089
ABinder@vbg.org

RE: The Clove Mixed Use Development Storm Water

Mr. Binder,

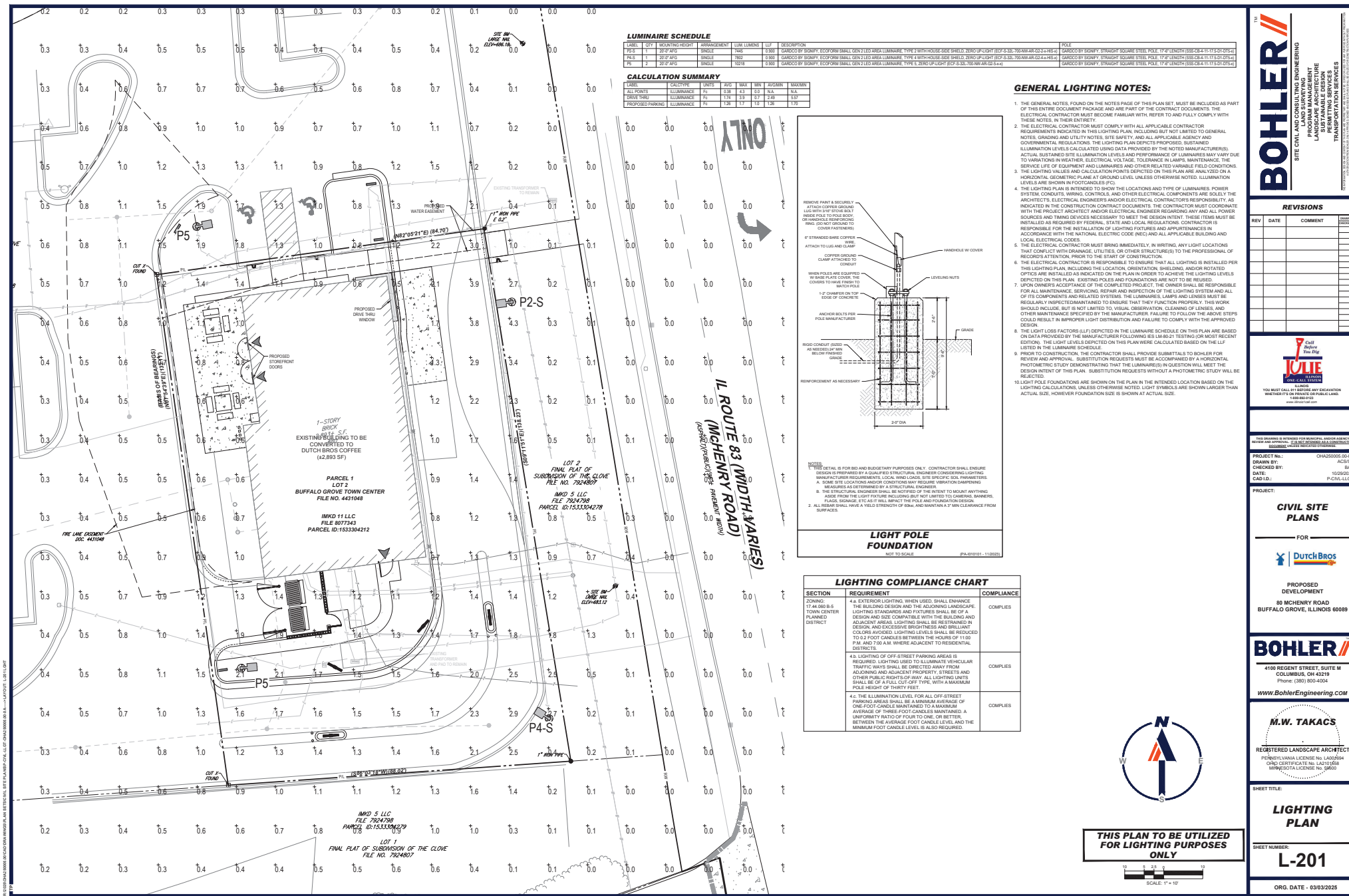
The original Buffalo Grove Town Center, prior to demolition, included approximately 17.84 acres of impervious surface area. Based on our final engineering plans, The Clove has been designed with 16.71 acres of impervious area. This results in a net reduction of approximately 1.13 acres. Given this reduction, we believe the additional 0.02 acres of impervious area requested by Dutch Bros can be reasonably accommodated within the overall decrease from the original development.

Should you have any questions please feel free to reach out.

Sincerely



Daniel Rea – IMKD 5 LLC



LUMINAIRE SCHEDULE

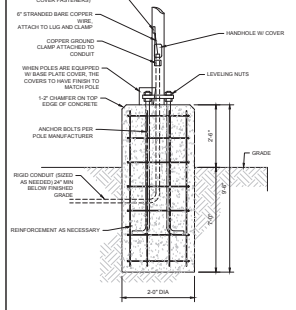
FILE	TYPE	MANUFACTURER	MODEL	WATT	LMEN	LF	DESCRIPTION
P5-S	1	20" P-40	SINGLE	74W	8,000	0.80	CANOE BY BONY, EPOXY SHAL, 20" DIA, LUMINAIRE TYPE 1, WITH HOUSE SIDE SHEET, ZERO UP LIGHT, REF. S. 30, 100 W/AR 0.3, 4.11, 17.5, 0.21
P4-S	1	20" P-40	SINGLE	74W	8,000	0.80	CANOE BY BONY, EPOXY SHAL, 20" DIA, LUMINAIRE TYPE 1, WITH HOUSE SIDE SHEET, ZERO UP LIGHT, REF. S. 30, 100 W/AR 0.3, 4.11, 17.5, 0.21
P2	2	20" P-40	SINGLE	74W	8,000	0.80	CANOE BY BONY, EPOXY SHAL, 20" DIA, LUMINAIRE TYPE 1, WITH HOUSE SIDE SHEET, ZERO UP LIGHT, REF. S. 30, 100 W/AR 0.3, 4.11, 17.5, 0.21

CALCULATION SUMMARY

FILE	TYPE	MANUFACTURER	MODEL	WATT	LMEN	LF	DESCRIPTION
ALL POINTS	ILLUMINANCE	FO	0.8	4.3	0.3	NA	NA
PROVE TIME	ILLUMINANCE	FO	1.2	1.3	1.7	2.0	1.5
PROPOSED PARKING	ILLUMINANCE	FO	1.2	1.7	1.9	1.2	1.7

GENERAL LIGHTING NOTES:

1. THE GENERAL NOTES FOUND ON THE NOTES PAGE OF THIS PLAN SET, MUST BE INCLUDED AS PART OF THIS ENTIRE DOCUMENT PACKAGE AND ARE PART OF THE CONTRACT DOCUMENTS. THE ELECTRICAL CONTRACTOR MUST BECOME FAMILIAR WITH, REFER TO AND FULLY COMPLY WITH THESE NOTES, IN THEIR ENTIRETY.
2. THE ELECTRICAL CONTRACTOR MUST COMPLY WITH ALL APPLICABLE CONTRACT REQUIREMENTS INDICATED IN THIS LIGHTING PLAN, INCLUDING BUT NOT LIMITED TO GENERAL NOTES, GRADING AND UTILITY NOTES, SITE SAFETY, AND ALL APPLICABLE AGENCY AND GOVERNMENTAL REGULATIONS. THE LIGHTING PLAN DEPICTS PROPOSED, SUSTAINED ILLUMINATION LEVELS CALCULATED USING DATA PROVIDED BY THE NOTED MANUFACTURER(S). ACTUAL, SUSTAINED SITE ILLUMINATION LEVELS AND PERFORMANCE OF LUMINAIRES MAY VARY DUE TO VARIATIONS IN WEATHER, ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, MAINTENANCE, THE SERVICE LIFE OF EQUIPMENT AND LUMINAIRES AND OTHER RELATED VARIABLE FIELD CONDITIONS.
3. THE LIGHTING VALUES AND CALCULATION POINTS DEPICTED ON THIS PLAN ARE ANALYZED ON A HORIZONTAL GEOMETRIC PLANE AT GROUND LEVEL UNLESS OTHERWISE NOTED. ILLUMINATION LEVELS ARE SHOWN IN FOOT-CANDELES (FC).
4. THE LIGHTING PLAN IS INTENDED TO SHOW THE LOCATIONS AND TYPE OF LUMINAIRES, POWER SYSTEMS, CONDUITS, WIRING, CONTROLS, AND OTHER ELECTRICAL COMPONENTS ARE SOLELY THE ARCHITECTS, ELECTRICAL ENGINEERS AND/OR ELECTRICAL CONTRACTORS RESPONSIBILITY, AS INDICATED IN THE CONSTRUCTION CONTRACT DOCUMENTS. THE CONTRACTOR MUST COORDINATE WITH THE PROJECT ARCHITECT AND/OR ELECTRICAL ENGINEER REGARDING ANY AND ALL POWER SOURCES AND TRUNK SERVICES NECESSARY TO MEET THE DESIGN INTENT. THESE ITEMS MUST BE INSTALLED AS REQUIRED BY FEDERAL, STATE AND LOCAL REGULATIONS. CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION OF LIGHTING FIXTURES AND APPURTENANCES IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE BUILDING AND LOCAL ELECTRICAL CODES.
5. THE ELECTRICAL CONTRACTOR MUST BRING IMMEDIATELY, IN WRITING, ANY LIGHT LOCATIONS THAT CONFLICT WITH DRAINAGE, UTILITIES, OR OTHER STRUCTURES TO THE PROFESSIONAL OF RECORD FOR ATTENTION, PRIOR TO THE START OF CONSTRUCTION.
6. THE ELECTRICAL CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ALL LIGHTING IS INSTALLED PER THE LIGHTING PLAN, INCLUDING THE LOCATION, ORIENTATION, SHIELDING, AND/OR ROTATED. OFFICES ARE INSTALLED AS INDICATED ON THE PLAN IN ORDER TO ACHIEVE THE LIGHTING LEVELS DEPICTED ON THIS PLAN. EXISTING POLES AND FOUNDATIONS ARE NOT TO BE REUSED.
7. UPON OWNER'S ACCEPTANCE OF THE COMPLETED PROJECT, THE OWNER SHALL BE RESPONSIBLE FOR ALL MAINTENANCE, SERVICING, REPAIR AND INSPECTION OF THE LIGHTING SYSTEM AND ALL OF ITS COMPONENTS AND RELATED SYSTEMS. THE LUMINAIRES, LAMPS AND LENSES MUST BE REGULARLY INSPECTED/MAINTAINED TO ENSURE THEY FUNCTION PROPERLY. THIS WORK SHOULD INCLUDE, BUT IS NOT LIMITED TO, VISUAL OBSERVATION, CLEANING OF LENSES, AND OTHER MAINTENANCE SPECIFIED BY THE MANUFACTURER. FAILURE TO FOLLOW THE ABOVE STEPS COULD RESULT IN IMPROPER LIGHT DISTRIBUTION AND FAILURE TO COMPLY WITH THE APPROVED DESIGN.
8. THE LIGHT LOSS FACTORS (LLF) DEPICTED IN THE LUMINAIRE SCHEDULE ON THIS PLAN ARE BASED ON DATA PROVIDED BY THE MANUFACTURER FOLLOWING IES LM-62-21 TESTING (OR MOST RECENT EDITION). THE LIGHT LEVELS DEPICTED ON THIS PLAN WERE CALCULATED BASED ON THE LLF LISTED IN THE LUMINAIRE SCHEDULE.
9. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE SUBSTITUTIONS TO BOHLER FOR REVIEW AND APPROVAL. SUBSTITUTION REQUESTS MUST BE ACCOMPANIED BY A HORIZONTAL PHOTOMETRIC STUDY DEMONSTRATING THAT THE LUMINAIRES IN QUESTION WILL MEET THE DESIGN INTENT OF THIS PLAN. SUBSTITUTION REQUESTS WITHOUT A PHOTOMETRIC STUDY WILL BE REJECTED.
10. LIGHT POLE FOUNDATIONS ARE SHOWN ON THE PLAN IN THE INTENDED LOCATION BASED ON THE LIGHTING CALCULATIONS, UNLESS OTHERWISE NOTED. LIGHT SYMBOLS ARE SHOWN LARGER THAN ACTUAL SIZE, HOWEVER FOUNDATION SIZE IS SHOWN AT ACTUAL SIZE.



NOTES:
THIS DETAIL IS FOR BID AND BUDGETARY PURPOSES ONLY. CONTRACTOR SHALL ENSURE DESIGN IS PROVIDED BY A QUALIFIED STRUCTURAL ENGINEER CONSIDERING LIGHTING MANUFACTURER REQUIREMENTS, LOCAL WIND LOADS, SITE SPECIFIC SOIL PARAMETERS, A. 10' MIN. SITE LOCATIONS AND/OR CONDITIONS MAY REQUIRE VARIATION (DIMENSIONS) MEASURED AS DETERMINED BY A STRUCTURAL ENGINEER.
B. THE STRUCTURAL ENGINEER SHALL BE NOTIFIED OF THE INTENT TO MOUNT ANYTHING ABOVE FROM THE LIGHT FIXTURE INCLUDING BUT NOT LIMITED TO CANTILEVER, BANNERS, FLAGS, SIGNS, ETC. AS IT WILL IMPACT THE POLE AND FOUNDATION DESIGN.
2. ALL SIGNS SHALL HAVE A YIELD STRENGTH OF 50#L AND MAINTAIN A 7' MIN. CLEARANCE FROM SURFACES.

LIGHT POLE FOUNDATION
NOT TO SCALE (P&I/0501-11/2021)

LIGHTING COMPLIANCE CHART		
SECTION	REQUIREMENT	COMPLIANCE
ZONING: R-1, R-2, R-3, R-5, R-10, R-15, R-20, R-25, R-30, R-35, R-40, R-45, R-50, R-55, R-60, R-65, R-70, R-75, R-80, R-85, R-90, R-95, R-100, R-105, R-110, R-115, R-120, R-125, R-130, R-135, R-140, R-145, R-150, R-155, R-160, R-165, R-170, R-175, R-180, R-185, R-190, R-195, R-200, R-205, R-210, R-215, R-220, R-225, R-230, R-235, R-240, R-245, R-250, R-255, R-260, R-265, R-270, R-275, R-280, R-285, R-290, R-295, R-300, R-305, R-310, R-315, R-320, R-325, R-330, R-335, R-340, R-345, R-350, R-355, R-360, R-365, R-370, R-375, R-380, R-385, R-390, R-395, R-400, R-405, R-410, R-415, R-420, R-425, R-430, R-435, R-440, R-445, R-450, R-455, R-460, R-465, R-470, R-475, R-480, R-485, R-490, R-495, R-500, R-505, R-510, R-515, R-520, R-525, R-530, R-535, R-540, R-545, R-550, R-555, R-560, R-565, R-570, R-575, R-580, R-585, R-590, R-595, R-600, R-605, R-610, R-615, R-620, R-625, R-630, R-635, R-640, R-645, R-650, R-655, R-660, R-665, R-670, R-675, R-680, R-685, R-690, R-695, R-700, R-705, R-710, R-715, R-720, R-725, R-730, R-735, R-740, R-745, R-750, R-755, R-760, R-765, R-770, R-775, R-780, R-785, R-790, R-795, R-800, R-805, R-810, R-815, R-820, R-825, R-830, R-835, R-840, R-845, R-850, R-855, R-860, R-865, R-870, R-875, R-880, R-885, R-890, R-895, R-900, R-905, R-910, R-915, R-920, R-925, R-930, R-935, R-940, R-945, R-950, R-955, R-960, R-965, R-970, R-975, R-980, R-985, R-990, R-995, R-1000, R-1005, R-1010, R-1015, R-1020, R-1025, R-1030, R-1035, R-1040, R-1045, R-1050, R-1055, R-1060, R-1065, R-1070, R-1075, R-1080, R-1085, R-1090, R-1095, R-1100, R-1105, R-1110, R-1115, R-1120, R-1125, R-1130, R-1135, R-1140, R-1145, R-1150, R-1155, R-1160, R-1165, R-1170, R-1175, R-1180, R-1185, R-1190, R-1195, R-1200, R-1205, R-1210, R-1215, R-1220, R-1225, R-1230, R-1235, R-1240, R-1245, R-1250, R-1255, R-1260, R-1265, R-1270, R-1275, R-1280, R-1285, R-1290, R-1295, R-1300, R-1305, R-1310, R-1315, R-1320, R-1325, R-1330, R-1335, R-1340, R-1345, R-1350, R-1355, R-1360, R-1365, R-1370, R-1375, R-1380, R-1385, R-1390, R-1395, R-1400, R-1405, R-1410, R-1415, R-1420, R-1425, R-1430, R-1435, R-1440, R-1445, R-1450, R-1455, R-1460, R-1465, R-1470, R-1475, R-1480, R-1485, R-1490, R-1495, R-1500, R-1505, R-1510, R-1515, R-1520, R-1525, R-1530, R-1535, R-1540, R-1545, R-1550, R-1555, R-1560, R-1565, R-1570, R-1575, R-1580, R-1585, R-1590, R-1595, R-1600, R-1605, R-1610, R-1615, R-1620, R-1625, R-1630, R-1635, R-1640, R-1645, R-1650, R-1655, R-1660, R-1665, R-1670, R-1675, R-1680, R-1685, R-1690, R-1695, R-1700, R-1705, R-1710, R-1715, R-1720, R-1725, R-1730, R-1735, R-1740, R-1745, R-1750, R-1755, R-1760, R-1765, R-1770, R-1775, R-1780, R-1785, R-1790, R-1795, R-1800, R-1805, R-1810, R-1815, R-1820, R-1825, R-1830, R-1835, R-1840, R-1845, R-1850, R-1855, R-1860, R-1865, R-1870, R-1875, R-1880, R-1885, R-1890, R-1895, R-1900, R-1905, R-1910, R-1915, R-1920, R-1925, R-1930, R-1935, R-1940, R-1945, R-1950, R-1955, R-1960, R-1965, R-1970, R-1975, R-1980, R-1985, R-1990, R-1995, 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ORG. DATE - 6/30/2025

Traffic Impact Study

Proposed Dutch Bros

Buffalo Grove, Illinois



Prepared For:



October 15, 2025

1. Introduction

This report summarizes the methodologies, results, and findings of a traffic impact study conducted by Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) for a proposed coffee shop to be located in Buffalo Grove, Illinois. The site, which was previously occupied by Burger King, is located within The Clove mixed use development at the southwest corner of the signalized intersection of McHenry Road with the access drive. Plans call for an approximately 2,893 square-foot coffee shop with double drive-through lanes. Access to the coffee shop will be provided via the existing access system serving The Clove.

The purpose of this study was to examine background traffic conditions, assess the impact that the proposed coffee shop will have on traffic conditions in the area, determine if any roadway or access improvements are necessary to accommodate traffic generated by the proposed coffee shop. **Figure 1** shows the location of the site in relation to the area roadway system. **Figure 2** shows an aerial view of the site. The sections of this report present the following:

- Existing roadway conditions
- A description of the proposed coffee shop
- Directional distribution of the coffee shop traffic
- Vehicle trip generation for the coffee shop
- Future traffic conditions including access to the coffee shop
- Traffic analyses for the weekday morning, weekday evening, and Saturday midday peak hours
- Recommendations with respect to adequacy of the site access and adjacent roadway system

Traffic capacity analyses were conducted for the weekday morning, weekday evening, and Saturday midday peak hours for the following conditions:

1. Existing Conditions – Analyzes the capacity of the existing roadway system using peak hour traffic volumes conducted in 2025.
2. Year 2031 No-Build Conditions – Analyzes the capacity of the existing roadway system using existing traffic volumes increased by an ambient area growth factor not attributable to any particular development.
3. Year 2031 Total Projected Conditions – Analyzes the capacity of the future roadway system using the projected traffic volumes that include the Year 2031 no-build volumes and the traffic estimated to be generated by the proposed development.



Site Location

Figure 1



Aerial View of Site

Figure 2

2. Existing Conditions

Existing transportation conditions in the vicinity of the site were documented based on field visits conducted by KLOA, Inc. in order to obtain a database for projecting future conditions. The following provides a description of the geographical location of the site, physical characteristics of the area roadway system including lane usage and traffic control devices, and existing peak hour traffic volumes.

Site Location

The site, which was previously occupied by Burger King, is located in the southwest corner of the signalized intersection of McHenry Road with The Clove development access drive. Land uses in the vicinity of the site are a mixture of commercial and residential uses and include Shell fuel center located to the south of the site and Walgreens and Buffalo Grove Shoppes Plaza to the west of the site.

Existing Roadway System Characteristics

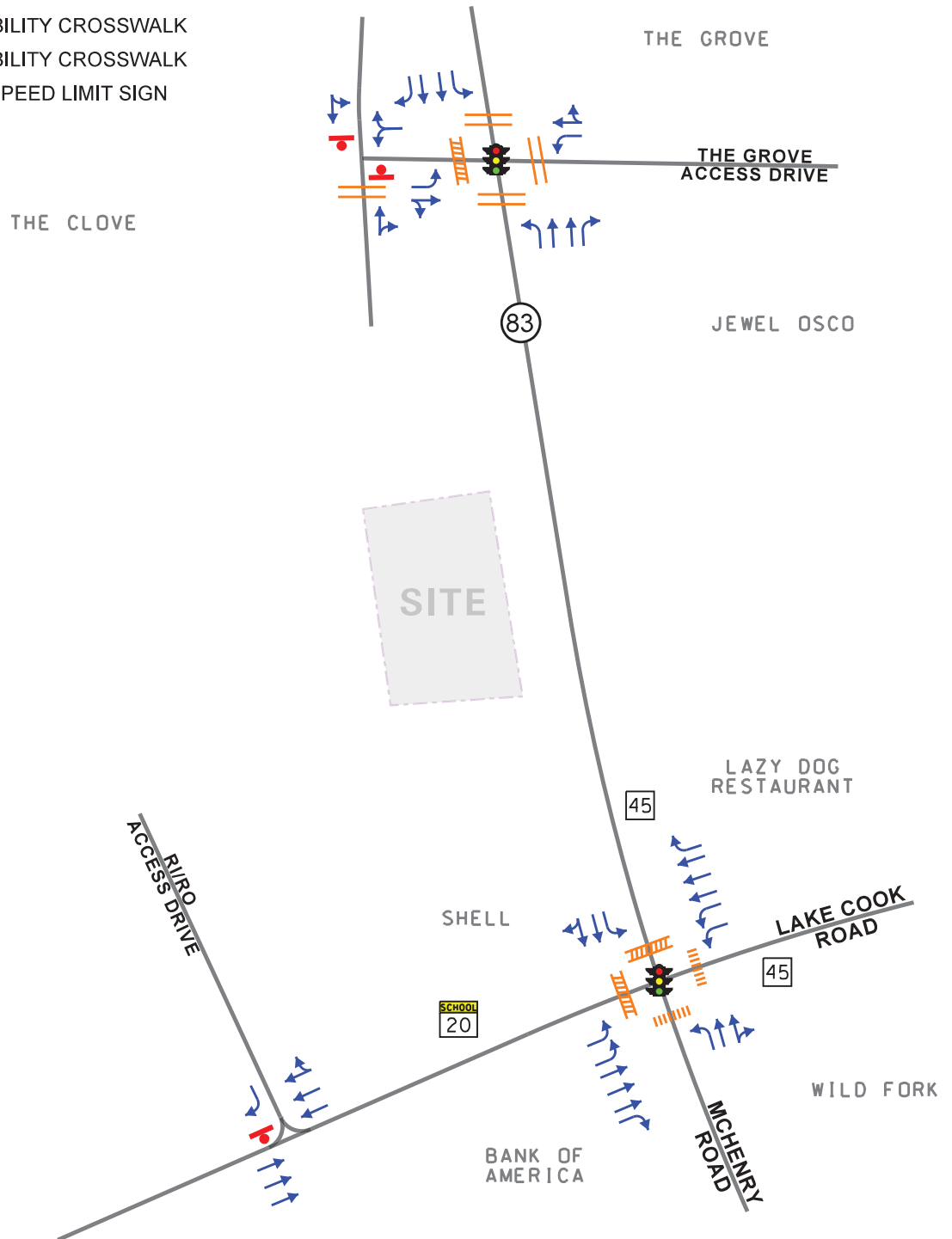
The characteristics of the existing roadways near the proposed coffee shop are described below and illustrated in **Figure 3**.

McHenry Road is generally a north-south other principal arterial roadway that in the vicinity of the site provides two travel lanes in each direction. At its signalized intersection with The Clove access drive/The Grove access drive, McHenry Road provides an exclusive left-turn lane, two through lanes, and an exclusive right-turn lane on the northbound and southbound approaches. Standard style crosswalks are provided on the north, south, and east legs of this intersection and a high visibility crosswalk is provided on the west leg of it. Pedestrian signals are provided on all four legs of this intersection. Both access drives provide an exclusive left-turn lane and a shared through/right-turn lane on both approaches. McHenry Road is under the jurisdiction of the Illinois Department of Transportation (IDOT) and carries an annual average daily traffic (AADT) volume of 15,100 vehicles (IDOT 2023). McHenry Road is not classified as a Strategic Regional Arterial (SRA) north of Lake Cook Road and has a posted speed limit of 45 miles per hour north of Lake Cook Road and a posted speed limit of 40 miles per hour south of Lake Cook Road.

Lake Cook Road is an east-west other principal arterial roadway that provides two travel lanes in each direction. At its intersection with The Clove right-in/right-out access drive, Lake Cook Road provides three through lanes on the eastbound approach and two through lanes and a shared through/right-turn lane on the westbound approach. The access drive provides an exclusive right-turn lane on the southbound approach. Lake Cook Road is under the jurisdiction of the Cook County Department of Transportation and Highways (CCDOH), is classified as an SRA, carries an AADT volume of 29,400 vehicles (IDOT 2022), and has a posted speed limit of 45 miles per hour.

LEGEND

- - TRAVEL LANE
- 🚦 - TRAFFIC SIGNAL
- 🛑 - STOP SIGN
- XX - SPEED LIMIT SIGN
- == - STANDARD CROSSWALK
- ||||| - HIGH VISIBILITY CROSSWALK
- ||||| - HIGH VISIBILITY CROSSWALK
- SCHOOL 20 - SCHOOL SPEED LIMIT SIGN



Dutch Bros
Buffalo Grove, Illinois

Existing Roadway Characteristics



Job No: 25-220

Figure: 3

Existing Traffic Volumes

In order to determine current traffic conditions in the vicinity of the site, KLOA, Inc. conducted peak period traffic counts utilizing Miovision Scout Video Collection Units during the weekday morning (7:00 to 9:00 A.M.), weekday evening (4:00 to 6:00 P.M.), and Saturday midday (12:00 to 2:00 P.M.) peak periods at the following intersections:

- McHenry Road with The Grove Access Drive/The Clove Access Drive
- Lake Cook Road with The Clove Right-In/Right-Out Access Drive
- The Clove Internal Intersection

All counts were conducted on Saturday August 23rd and Tuesday August 26th, 2025. The results of the traffic counts showed that the weekday morning peak hour of traffic generally occurs from 7:00 A.M. to 8:00 A.M., the weekday evening peak hour of traffic generally occurs from 4:30 P.M. to 5:30 P.M., and the Saturday midday peak hour generally occurs from 12:00 P.M. to 1:00 P.M.

Figure 4 illustrates the existing traffic volumes. Copies of the traffic count summary sheets are included in the Appendix.

Crash Data Summary

KLOA, Inc. obtained accident data for the most recent available past five years (2019 to 2023) for the intersection of McHenry Road with The Grove access drive/The Clove access drive and the intersection of Lake Cook Road with The Clove right-in/right-out access drive. A review of the crash data revealed no crashes were reported at the signalized intersection of McHenry Road with The Grove access drive/The Clove access drive and no fatalities were reported at these intersections during the review period. A summary of the crash data is shown in **Table 1**.¹

¹ IDOT DISCLAIMER: The motor vehicle crash data referenced herein was provided by the Illinois Department of Transportation. Any conclusions drawn from analysis of the aforementioned data are the sole responsibility of the data recipient(s).

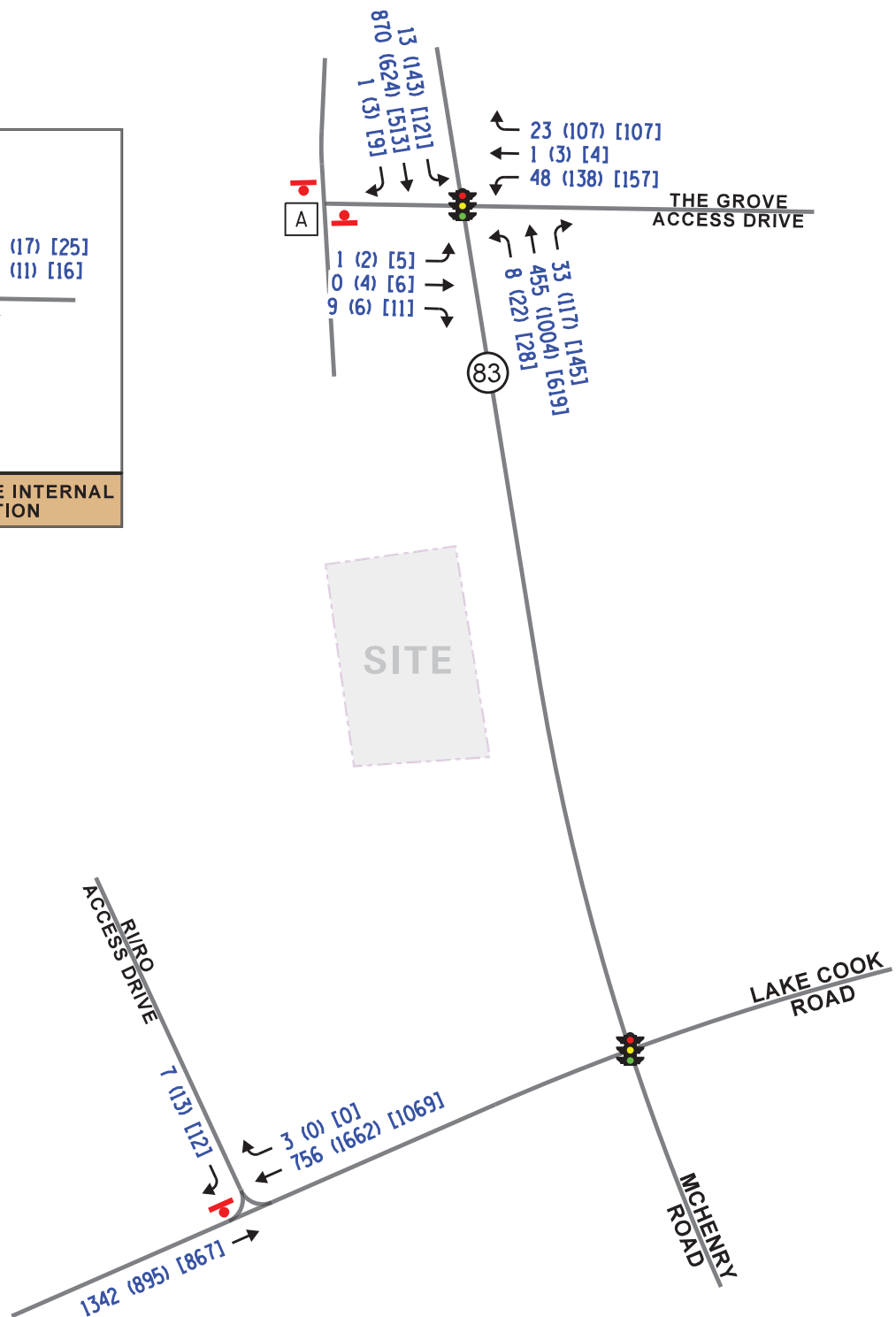
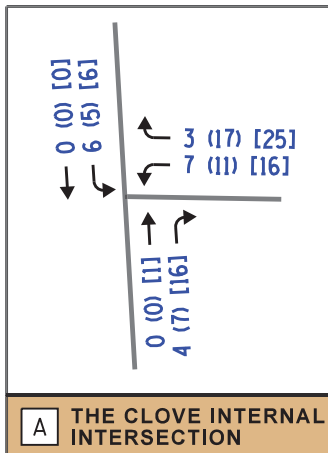
Table 1

LAKE COOK ROAD WITH RIGHT-IN/RIGHT-OUT ACCESS DRIVE- CRASH SUMMARY

Year	Type of Crash								Severity		
	A	HO	O	RE	S	T	Other	Total	PD	I	F
2019	0	0	0	5	0	1	0	6	0	2	0
2020	0	0	0	4	0	1	0	5	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	1	1	1	2	0	5	0	0	0
2023	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	0	0	1	10	1	4	0	16	0	2	0
Avg	--	--	<1.0	2.0	<1.0	<1.0	--	3.2	--	<1.0	--
A – Angle; HO – Head On; O – Object; RE – Rear End; S – Sideswipe; T – Turning PD – Property Damage; I – Injury; F - Fatal											

LEGEND

- 00 - WEEKDAY AM PEAK HOUR (7:00-8:00 AM)
- (00) - WEEKDAY PM PEAK HOUR (4:30-5:30 PM)
- [00] - SATURDAY MIDDAY PEAK HOUR (12:00-1:00 PM)



Dutch Bros
Buffalo Grove, Illinois

Existing Traffic Volumes

3. Traffic Characteristics of the Proposed Coffee Shop

In order to properly evaluate future traffic conditions in the surrounding area, it was necessary to determine the traffic characteristics of the proposed coffee shop, including the directional distribution and volumes of traffic that it will generate.

Proposed Site and Development Plan

As proposed, the site which was previously occupied by Burger King will be redeveloped with an approximately 2,893 square-foot Dutch Bros coffee shop with indoor seating, outdoor patio, and double drive-through facility. Access to the site will be provided via the existing access system serving The Clove business center as follows:

- A signalized full movement access drive off McHenry Road, located approximately 600 feet north of Lake Cook Road, aligned opposite the access drive serving The Grove shopping center. This access drive provides two outbound lanes providing an exclusive left-turn lane and a shared through/right-turn lane.
- A connection to Townplace Parkway which has a signalized intersection with McHenry Road, aligned opposite Pauline Avenue. As previously indicated, at its signalized intersection with McHenry Road, Townplace Parkway provides an exclusive left-turn lane and a shared through/right-turn lane.
- Multiple connections to Old Checker Road which has a full movement unsignalized intersection with McHenry Road and a signalized intersection with Buffalo Grove Road.
- A right-in/right-out access drive off Lake Cook Road, located approximately 300 feet west of McHenry Road. This access drive provides one inbound lane and one outbound lane with outbound movement under stop-sign control. Turning movements at this access drive are physically restricted to right-turns only via a raised triangular median on the access drive and via a barrier median along Lake Cook Road.

The internal access point that will serve the development is an existing cross-connection to the signalized access drive with McHenry Road. The cross connection is located approximately 125 feet west of McHenry Road.

A copy of the site plan is included in the Appendix.

Directional Distribution

The directions from which patrons and employees of the proposed coffee shop will approach and depart the site were estimated based on existing travel patterns, as determined from the traffic counts, and previous studies conducted in the area. **Figure 5** illustrates the directional distribution of the coffee shop-generated traffic.

Peak Hour Traffic Volumes

As proposed the site, which was previously occupied by Burger King, will be redeveloped with an approximately 2,893 square-foot Dutch Bros coffee shop. It should be noted that the following vacancies currently exist within The Clove:

- A proposed 43,000 square-foot grocery store
- A 34,710 square-foot commercial space
- A proposed 1,440 square-foot high-turnover restaurant
- A proposed 4,000 square-foot First Watch restaurant
- Approximately 212 residential units

The number of peak hour trips estimated to be generated by the proposed coffee shop and the existing vacancies within The Clove was based on vehicle trip generation rates contained in *Trip Generation Manual*, 12th Edition, published by the Institute of Transportation Engineers (ITE).

“Coffee-Donut Shop with Drive-Through” (Land Use Code 937) rates were used to estimate the traffic generated by the proposed coffee shop. **Table 2** summarizes the trips projected to be generated by the proposed coffee shop to be located within The Clove.

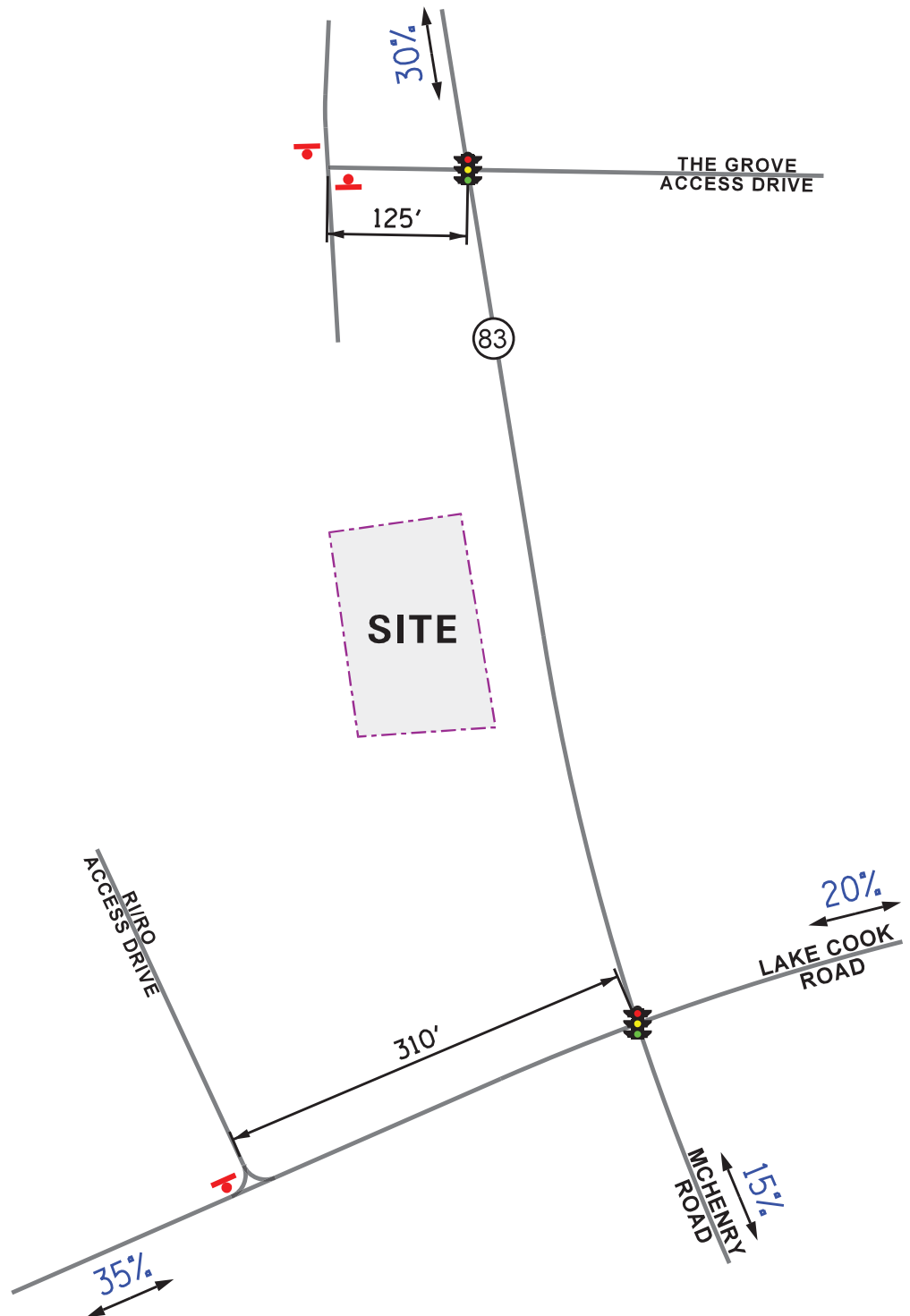
Table 3 summarizes the trips projected to be generated by the existing vacancies within The Clove using the following rates:

- “Supermarket” (Land Use Code 850) rates were used to estimate the traffic generated by the proposed supermarket.
- “Strip Retail Plaza” (Land Use Code 822) rates were used to estimate the traffic generated by the proposed commercial areas.
- “High Turn Over Restaurant” (Land Use Code 932) rates were used to estimate the traffic generated by the proposed restaurants.
- “Multi-Family Housing” (Land Use Code 221) rates were used to estimate the traffic generated by the vacant residential units.

Copies of the ITE trip generation worksheets are included in the Appendix.

LEGEND

00% - PERCENT DISTRIBUTION



Dutch Bros
Buffalo Grove, Illinois

Directional Distribution



Job No: 25-220

Figure: 5

In addition, it is important to note that surveys conducted by ITE have shown that approximately 70 percent of trips made to coffee shops are diverted from the existing traffic on the roadway system. This is particularly true during the weekday morning and evening peak hours when traffic is diverted from the home-to-work and work-to-home trips. Additionally, 20 percent pass-by reduction is anticipated to trips estimated to be generated by the grocery store and commercial space and 40 percent pass-by reduction is anticipated to the trips estimated to be generated by the proposed restaurants. It should be noted, based on a Multi-Use Trip Generation calculation based on ITE procedures, approximately 25 percent of the trips generated by the proposed development will be internal trips given the mixed-use nature of the development. However, in order to provide a conservative analysis, no internal or pass-by trip reduction was applied to the trips estimated to be generated by the proposed land uses.

Trip Generation Comparison

It should be noted that the site was previously occupied by Burger King. The number of peak hour vehicle trips estimated to be generated by the previously land use was estimated based on vehicle trip generation rates contained in ITE *Trip Generation Manual* and are summarized in **Table 4**. As can be seen from Table 3, the proposed development is projected to generate approximately 1.6 times more trips during the weekday morning peak hour, approximately 25 percent more trips during the evening peak hour, and 45 percent more trips during the Saturday midday peak hour than the previous land use.

Table 2

PROJECTED COFFEE SHOP TRAFFIC VOLUMES

ITE Land -Use Code	Type/Size	Weekday Morning Peak Hour			Weekday Evening Peak Hour			Saturday Midday Peak Hour		
		In	Out	Total	In	Out	Total	In	Out	Total
937	Coffee Shop with Drive-Through (2,893 s.f.)	126	122	248	57	56	113	105	110	215

Table 3

PROJECTED VACANCY TRAFFIC VOLUMES

ITE Land -Use Code	Type/Size	Weekday Morning Peak Hour			Weekday Evening Peak Hour			Saturday Midday Peak Hour		
		In	Out	Total	In	Out	Total	In	Out	Total
850	Supermarket (43,000 s.f.)	75	52	127	193	192	385	228	227	455
822	Strip Retail Plaza (34,710 s.f.)	75	61	136	89	89	178	117	113	230
932	High Turn Over Restaurant (1,440 s.f.)	7	6	13	8	5	13	8	8	16
221	Multi-Family Housing Mid-Rise (212 Units)	19	62	81	51	28	79	39	37	76
932	First Watch (4,000 s.f.)	20	16	36	22	15	37	79	65	144
Total Trips		<u>196</u>	<u>197</u>	<u>393</u>	<u>363</u>	<u>329</u>	<u>692</u>	<u>471</u>	<u>450</u>	<u>921</u>

Table 4

TRIP GENERATION COMPARISON

ITE Land- Use Code	Type/Size	Weekday Morning Peak Hour			Weekday Evening Peak Hour			Saturday Midday Peak Hour		
		In	Out	Total	In	Out	Total	In	Out	Total
937	Coffee Shop with Drive-Through (2,893 s.f.)	126	122	248	57	56	113	105	110	215
934	Fast-Food with Drive-Through (2,893 s.f.)	49	47	96	48	44	92	75	72	147
Difference		+77	+75	+152	+9	+12	+21	+30	+38	+68

4. Projected Traffic Conditions

The total projected traffic volumes include the existing traffic volumes, increase in background traffic due to growth, and the traffic estimated to be generated by the proposed subject coffee shop.

Coffee Shop Traffic Assignment

The estimated weekday morning, weekday evening, and Saturday midday peak hour traffic volumes that will be generated by the proposed coffee shop were assigned to the roadway system in accordance with the previously described directional distribution (Figure 5). The traffic assignment for the coffee shop is illustrated in **Figure 6**.

Background Traffic Conditions

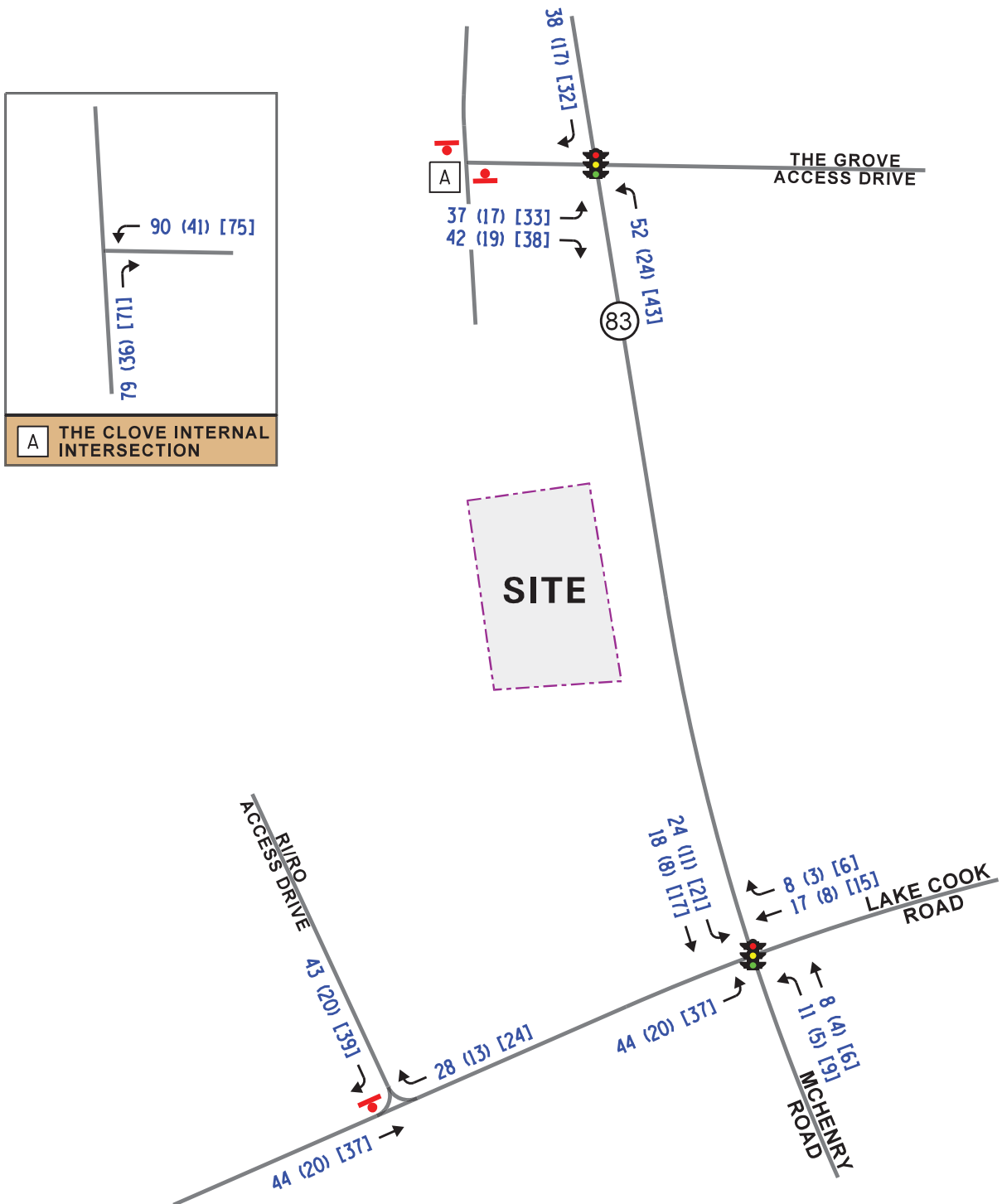
The existing traffic volumes (Figure 4) were increased by a regional growth factor to account for the increase in existing traffic related to regional growth in the area (i.e., not attributable to any particular planned development). Based on AADT projections provided by the Chicago Metropolitan Agency for Planning (CMAP) in a letter, the existing traffic volumes are projected to increase by a compound annual growth rate of 0.43 percent per year. As such, traffic volumes were increased by approximately three percent total to represent Year 2031 conditions (one-year buildout plus five years). A copy of the CMAP projections letter is included in the Appendix. The Year 2031 no-build traffic volumes, which include the existing traffic volumes increased by the regional growth factor and traffic volumes estimated to be generated by the existing vacancies within The Clove business center, are illustrated in **Figure 7**.

Total Projected Traffic Volumes

The development-generated traffic was added to the existing traffic volumes accounting for background growth to determine the Year 2031 total projected traffic volumes, as shown in **Figure 8**.

LEGEND

- 00 - WEEKDAY AM PEAK HOUR (7:00-8:00 AM)
- (00) - WEEKDAY PM PEAK HOUR (4:30-5:30 PM)
- [00] - SATURDAY MIDDAY PEAK HOUR (12:00-1:00 PM)

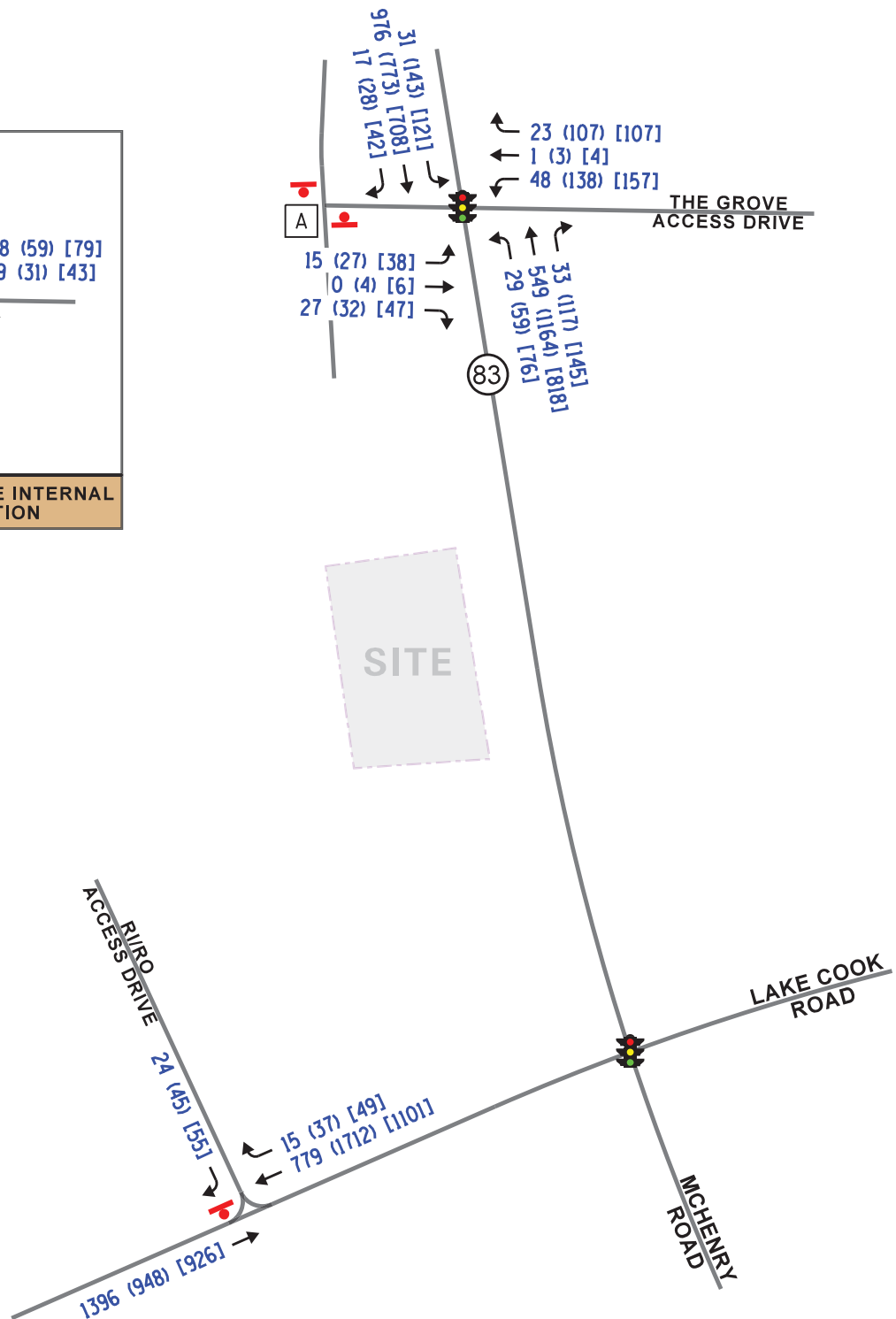
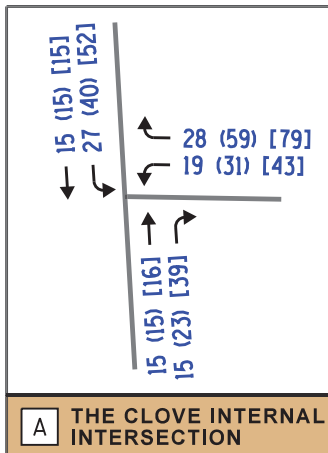


Dutch Bros
Buffalo Grove, Illinois

Site-Generated Traffic Volumes

LEGEND

- 00 - WEEKDAY AM PEAK HOUR (7:00-8:00 AM)
- (00) - WEEKDAY PM PEAK HOUR (4:30-5:30 PM)
- [00] - SATURDAY MIDDAY PEAK HOUR (12:00-1:00 PM)

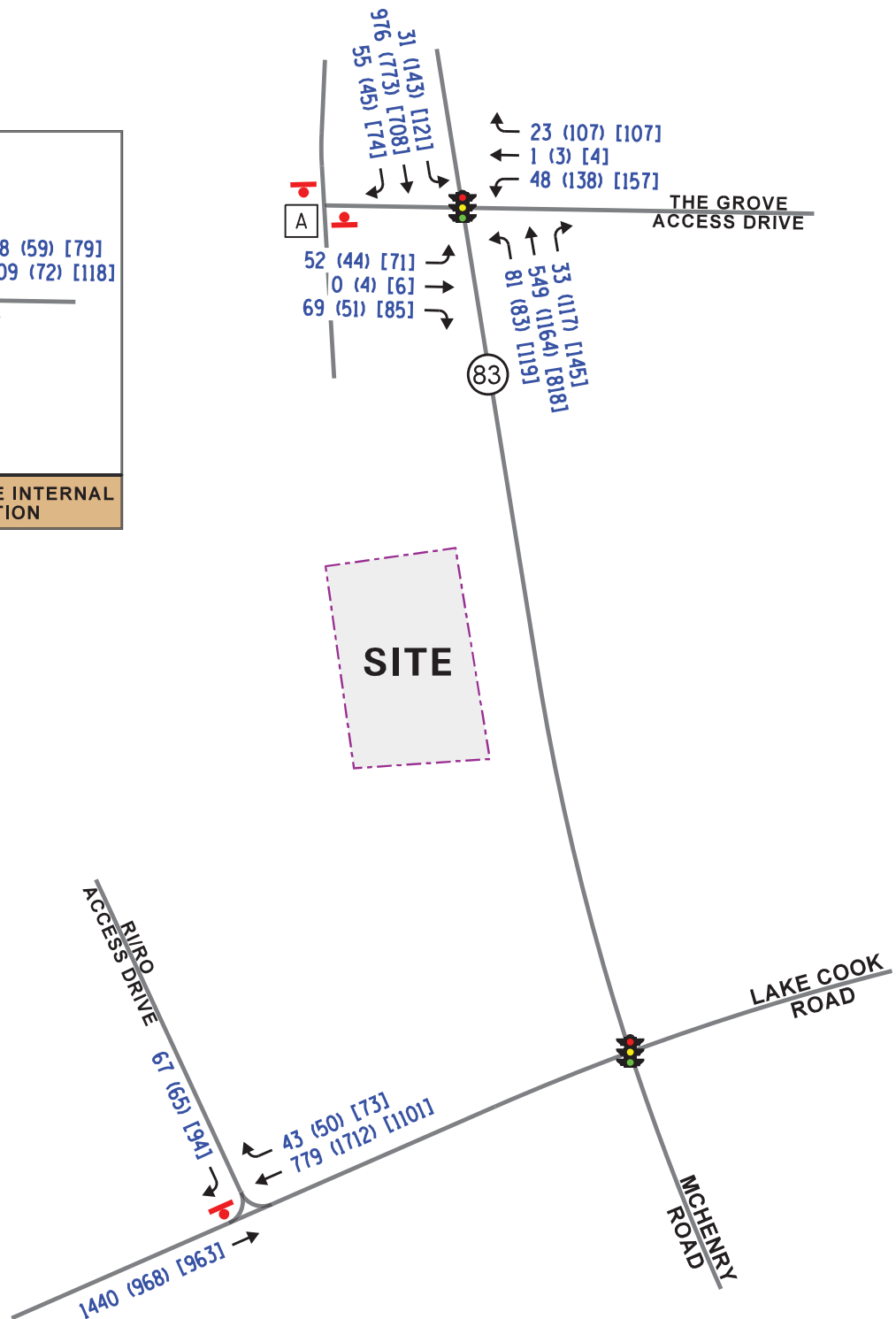
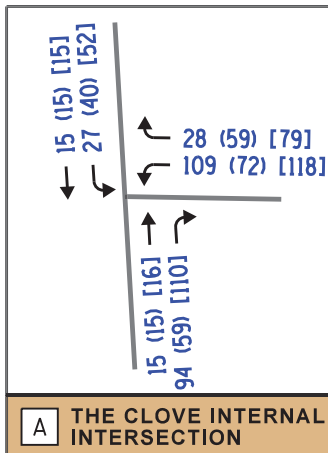


Dutch Bros
Buffalo Grove, Illinois

Year 2031 No-Build Traffic Volumes

LEGEND

- 00 - WEEKDAY AM PEAK HOUR (7:00-8:00 AM)
- (00) - WEEKDAY PM PEAK HOUR (4:30-5:30 PM)
- [00] - SATURDAY MIDDAY PEAK HOUR (12:00-1:00 PM)



Dutch Bros
Buffalo Grove, Illinois

Year 2031 Total Traffic Volumes

5. Traffic Analysis and Recommendations

The following provides an evaluation conducted for the weekday morning, weekday evening, and Saturday midday peak hours. The analysis includes conducting capacity analyses to determine how well the roadway system and access drives are projected to operate and whether any roadway improvements or modifications are required.

Traffic Analyses

Roadway and adjacent or nearby intersection analyses were performed for the weekday morning, evening, and Saturday midday peak hours for the existing, Year 2031 no-build, and Year 2031 total projected traffic volumes.

The traffic analyses were performed using the methodologies outlined in the Transportation Research Board's *Highway Capacity Manual (HCM)*, 7th Edition and analyzed using Synchro/SimTraffic 12 software. The analysis for the traffic-signal controlled intersections were accomplished using actual cycle lengths and phasings to determine the average overall vehicle delay and levels of service.

The analyses for the unsignalized intersections determine the average control delay to vehicles at an intersection. Control delay is the elapsed time from a vehicle joining the queue at a stop sign (includes the time required to decelerate to a stop) until its departure from the stop sign and resumption of free flow speed. The methodology analyzes each intersection approach controlled by a stop sign and considers traffic volumes on all approaches and lane characteristics.

The ability of an intersection to accommodate traffic flow is expressed in terms of level of service, which is assigned a letter from A to F based on the average control delay experienced by vehicles passing through the intersection. The *Highway Capacity Manual* definitions for levels of service and the corresponding control delay for signalized intersections and unsignalized intersections are included in the Appendix of this report.

Summaries of the traffic analysis results showing the level of service and overall intersection delay (measured in seconds) for the existing, Year 2031 no-build, and Year 2031 total projected conditions are presented in **Tables 5** through **7**. A discussion of each intersection follows. Summary sheets for the capacity analyses are included in the Appendix.

Table 5

CAPACITY ANALYSIS RESULTS – MCHENRY ROAD WITH THE CLOVE/THE GROVE ACCESS DRIVES – SIGNALIZED

	Peak Hour	Eastbound		Westbound		Northbound			Southbound			Overall
		L	T/R	L	T/R	L	T	R	L	T	R	
Existing Conditions	Weekday Morning	D 54.0	A 0.1	E 64.5	E 67.7	A 2.8	A 4.8	A 1.6	A 2.1	A 3.9	A 1.0	A 7.1
		A – 5.0		E – 65.6		A – 4.6			A – 3.8			
	Weekday Evening	D 44.5	D 40.2	E 65.4	E 68.2	A 5.1	B 12.6	A 3.4	A 7.3	A 8.0	A 5.3	B 16.7
		D – 40.9		E – 66.6		B – 11.5			A – 7.9			
No-Build Conditions	Saturday Midday	D 39.8	D 36.9	E 56.3	E 63.4	A 6.0	B 11.0	A 3.0	A 6.0	A 8.8	A 6.2	B 17.0
		D – 37.5		E – 59.2		A – 9.4			A – 8.3			
	Weekday Morning	D 50.4	A 0.6	E 57.5	E 66.8	A 4.1	A 6.8	A 2.7	A 2.6	A 6.0	A 1.8	A 8.6
		B – 18.3		E – 60.6		A – 6.5			A – 5.8			
Projected Conditions	Weekday Evening	D 42.8	C 23.5	D 54.9	E 72.2	A 7.1	B 18.7	A 5.8	B 11.1	B 12.2	A 6.2	B 19.9
		C – 31.8		E – 62.6		B – 17.1			B – 11.9			
	Saturday Midday	D 39.4	C 22.1	D 50.9	E 66.0	A 7.1	B 14.5	A 5.0	A 7.8	B 12.5	A 6.4	B 18.2
		C – 29.4		E – 57.1		B – 12.6			B – 11.6			
Projected Conditions	Weekday Morning	D 51.6	A 1.8	D 54.9	E 68.6	A 5.9	A 8.4	A 3.4	A 3.3	A 9.1	A 2.1	B 11.2
		C – 23.1		E – 59.5		A – 7.9			A – 8.6			
	Weekday Evening	D 43.4	B 19.5	D 53.3	E 72.9	A 7.7	B 19.5	A 6.2	B 11.8	B 13.6	A 6.4	C 20.5
		C – 31.2		E – 62.0		B – 17.6			B – 13.0			
Projected Conditions	Saturday Midday	D 40.2	B 18.3	D 47.8	E 68.0	A 8.2	B 16.0	A 5.6	A 8.6	B 14.8	A 6.5	B 19.2
		C – 27.9		E – 56.1		B – 13.7			B – 13.3			
	Letter denotes Level of Service											
	Delay is measured in seconds.											
L – Left Turn R – Right Turn												
T – Through												

Letter denotes Level of Service
Delay is measured in seconds.

Table 6

CAPACITY ANALYSIS RESULTS – LAKE COOK ROAD WITH RIGHT-IN/RIGHT-OUT ACCESS DRIVE – UNSIGNALIZED

Intersection	Weekday Morning Peak Hour		Weekday Evening Peak Hour		Saturday Midday Peak Hour	
	LOS	Delay	LOS	Delay	LOS	Delay
Existing Conditions						
• Southbound Approach	B	10.0	A	9.9	A	9.6
Year 2031 No-Build Conditions						
• Southbound Approach	B	10.0	B	10.3	B	10.3
Year 2031 Total Projected Conditions						
• Southbound Approach	B	10.5	B	10.4	B	10.8
LOS = Level of Service Delay is measured in seconds.						

Table 7

CAPACITY ANALYSIS RESULTS – INTERNAL INTERSECTION– UNSIGNALIZED

Intersection	Weekday Morning Peak Hour		Weekday Evening Peak Hour		Saturday Midday Peak Hour	
	LOS	Capacity Usage	LOS	Capacity Usage	LOS	Capacity Usage
Existing Conditions						
• ICU Level of Service	A	15.0%	A	14.2%	A	15.0%
Year 2031 No-Build Conditions						
• ICU Level of Service	A	19.0%	A	21.7%	A	24.2%
Year 2031 Total Projected Conditions						
• ICU Level of Service	A	23.4%	A	23.9%	A	32.7%
LOS = Level of Service Note: The operation of this intersection is based on a critical volume to saturation flow (v/s) evaluation also known as the Intersection Capacity Utilization (ICU) method.						

Discussion and Recommendations

The following summarizes how the intersections are projected to operate and identifies any roadway and traffic control improvements necessary to accommodate the coffee shop-generated traffic.

McHenry Road with The Clove Access Drive/The Grove Access Drive

The results of the capacity analysis indicate that overall, this signalized intersection currently operates at Level of Service (LOS) A during the weekday morning and LOS B during the weekday evening and Saturday midday peak hours. The northbound and southbound approaches operate at LOS B or better while the eastbound and westbound approaches operate at LOS E or better during the peak hours. The lower level of service E is due to the long cycle of the signal and the fact that most of the green time is allocated to McHenry Road (north-south approaches).

Under Year 2031 no-build conditions, the intersection is projected to continue operating at the same existing levels of service during all three peak hours. The eastbound and westbound approaches are projected to operate at LOS E or better while the northbound and southbound approaches are projected to continue operating at LOS B or better during the peak hours.

Under Year 2031 total projected conditions, overall this intersection is projected to operate at LOS B during the weekday morning and Saturday midday peak hour and LOS C during the weekday evening peak hours. The northbound and southbound approaches are projected to operate at LOS B or better during all three peak hours. The eastbound and westbound approaches are projected to continue operating at LOS E or better during the peak hours. The maximum 95th percentile queue for the northbound left-turn movement is projected to be approximately 55 feet during the Saturday midday peak hour which will be accommodated within the existing left-turn lane. The maximum 95th percentile queue for the eastbound left-turn movement is projected to be approximately 80 feet during the Saturday midday peak hour and will extend back to the location of the internal access drive. However, a review of the traffic simulation indicated that the queue would clear the intersection within the green phase of the signal. It is recommended to put up a “Do Not Block the Intersection” sign at this intersection. As such, this intersection has adequate reserve capacity to accommodate the traffic estimated to be generated by the proposed coffee shop and no roadway improvements or traffic control adjustments will be required.

Lake Cook Road with Right-In/Right-Out Access Drive

The results of the capacity analysis indicate that the southbound approach currently operates at LOS B during the weekday morning peak hour and LOS A during the weekday evening and Saturday midday peak hours.

Under Year 2031 no-build and total projected conditions, the southbound approach is projected to operate at LOS B during all three peak hours. As such, this intersection has sufficient reserve capacity to accommodate the traffic projected to be generated by the coffee shop and no roadway improvements or traffic control modifications are required.

Internal Intersection

Because of the traffic control configuration of this intersection where the westbound approach traffic is free flow and the other four approaches are under stop sign control, the intersection could not be analyzed using HCM procedures. Given this traffic control configuration and the limitations of the HCM procedures, the intersection was analyzed using the intersection capacity utilization (ICU) level of service. The ICU indicates how much reserve capacity is available or how much an intersection is over capacity.

Based on the ICU analysis, the intersection currently utilizes approximately 15 percent of the capacity of the intersection during all three peak hours.

Under future conditions it is projected that the intersection will utilize between 23 to 33 percent of the capacity of the intersection. As a result, the intersection will continue to operate efficiently and with minimal delays.

Overall Site Circulation and Drive-Through Operation

A review of the site plan indicated that the internal circulation of the proposed coffee shop will support efficient and safe movement for vehicles. The parking spaces located to the west of the site will be served via two-way north-south drive aisles. The entrance of the drive-through lane is located in the southwest corner of the site. After entering the drive-through lane, vehicles should continue east to the dual ordering boards and make a left-turn to drive north towards the pick-up window which will be located in the northeast corner of the building. Additionally, a bypass lane will be provided along the east side of the building.

It should be noted that the proposed coffee shop will have dual ordering boards and staff on site will be taking orders and delivering completed orders to customers in line before reaching the pick-up window. In addition, staff will ensure the proposed bypass lane is used to minimize service time and also direct traffic in and out of location, preventing vehicles from blocking critical drives or otherwise restricting traffic flow on site.

In order to provide efficient and orderly internal traffic flow, the following is recommended:

- Wayfinding signs should be provided within the site directing traffic to the entrance of the drive-through lane.
- A “Do Not Enter” sign facing east should be posted at the exit of the drive-through lane.

Based on the stacking layout, approximately 14 vehicles can stack within the drive-through lane. Additional stacking can happen on the parking lot east-west drive-aisle without blocking the diagonal parking spaces.

7. Conclusion

Based on the preceding analyses and recommendations, the following conclusions have been made:

- The traffic projected to be generated by the proposed coffee shop will be reduced due to the volume of pass-by trips.
- All intersections within the study area have sufficient reserve capacity to accommodate the coffee shop-generated traffic.
- The proposed coffee shop will replace a former Burger King drive through restaurant and as such not all trips generated will be new.
- The location of the coffee shop within The Clove will allow for internal capture and provide the site with flexible access.
- The access system will be adequate in accommodating the traffic projected to be generated by the proposed coffee shop as well as the full occupancy of The Clove with limited impact on the external roadway system.
- The proposed stacking of 14 vehicles within the drive-through lane along with the additional stacking out of the drive-through lane will be sufficient to meet the average and peak queue and will not impact the internal flow of traffic.

Appendix

Traffic Count Summary Sheets
Site Plan
ITE Trip Generation Summary Sheets
CMAP 2050 Projections Letter
Level of Service Criteria
Capacity Analysis Summary Sheets

Full Appendix can be found within the Plan Set prepared as for the [Public Hearing for the PZC on November 19, 2025.](#)



PLANNED UNIT DEVELOPMENT STANDARDS

In addition to the special use standards, all planned unit developments shall meet the following general standards:

1. Have the minimum areas as set forth in [Section 17.16.060](#).

Response: The proposed use is believed to be in conformance with the B-5 Zoning District and the amendment to the Planned Unit Development Ordinance for the subject property (Ordinance 98-77).

2. The uses permitted in such development are not of such a nature or so located as to exercise an undue detrimental influence or effect upon the surrounding neighborhood;

Response: The uses of other properties in the immediate vicinity of the subject property are commercial in nature, and inasmuch, the proposed use will further improve and benefit the existing retail center. The proposed use will not be injurious to the uses and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood in which the property is located.

3. The plan effectively treats the developmental possibilities of the subject property, making appropriate provisions for the preservation of streams, wooded areas, scenic views, floodplain areas, and similar physical features;

Response: Given the redevelopment nature of the property and the surrounding developed shopping center, existing environmental features, such as the nearby retention pond will be preserved. Onsite landscaping improvements are proposed and will benefit the aesthetics of the property.

4. All requirements pertaining to commercial, residential, institutional or other uses established in the planned unit development conform to the requirements for each individual classification as established elsewhere in this Title, except as may be specifically varied for the proper planning of the planned unit development;

Response: The proposed use is believed to comply with Chapter 17.44.060.D. of the Buffalo Grove Code of Ordinances.

5. The Planning and Zoning Commission shall determine that the area and width of the lot shall be sufficient for the proposed use, and that the development of the property in the proposed manner creates no outlots which will be difficult to develop in an appropriate manner.



Response: The proposed use will be developed within the existing lot.

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Special Use Standards

During the Public Hearing, you will need to present your case for the Special Use being requested. In doing so, please address the six (6) Special Use Standards listed below:

1. The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

Response: A drive-thru use would serve the public convenience as opposed to a fully walk-in facility. Directional and traffic control signage as well as Dutch Bros employees assisting with traffic management and drive-thru ordering will benefit the customer experience. The approval of the special use will be compatible with existing (drive-thru) restaurant uses within the Buffalo Grove Town Center, and will not be detrimental to, nor endanger the public health, safety, morals, comfort or general welfare.

2. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with said special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate, orderly development of the district in which it is located;

Response: The proposed drive-thru complements a modern-day coffee & beverage establishment to serve customers in search of a quick and convenient experience. A drive-thru facility will also allow customers with pre-orders the option to receive their orders without leaving their vehicle. And given the redevelopment nature, it is believed the proposed use generally reflects the previous use and will continue to complement surrounding restaurant & commuter-centric uses by offering products that are unlike others in the existing shopping center. Per conclusions of the project traffic study, the proposed facility is not expected to be a detriment to public roadways.

3. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations with the neighborhood;

Response: Other drive-thru establishments exist within the shopping center and are not located in such close proximity to create conflicts with the proposed use. The proposed use will not be injurious to the surrounding uses and enjoyment of other properties in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood in which the property is located.

4. The nature, location and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie;

Response: The proposed development is to re-use the existing building and is not believed to hinder or discourage development of the adjacent land use. The proposed use will not be injurious to the surrounding uses and enjoyment of other properties in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood in which the property is located.

5. Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided;

Response: Adequate utilities, access roads, drainage and other necessary facilities have been provided to service the drive-thru facility and are expected to be re-used to the extent possible. Improvements to the existing building, landscaping and lighting improvements, proposed public sidewalk connection, and proposed outdoor dining are all believed to benefit the property and are appropriate for the district.

6. Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance and minimize traffic congestion in the public streets.

Response: Off-site parking will be provided in the adjacent Buffalo Grove Town Center parking lot. Proposed vehicular access points and drive aisles are believed to be sufficient to serve the subject property. Wayfinding signage will be included to accommodate the drive-thru area. The subject property is removed from public streets and does not connect directly to any public rights-of-way; and therefore, congestion is not expected to occur within the rights-of-way as a result of the proposed drive-thru facility. A traffic study has concluded that the proposed use will not adversely impact the cross-traffic of the shopping center.

During your testimony at the Public Hearing, you need to testify and present your case for the variance by addressing the three (3) Variation Standards listed below:

Criteria for Zoning Variation.

- A. The regulations of this Title shall not be varied unless findings of fact are made based upon evidence presented at the hearing that:
1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the zoning district in which it is located except in the case of residential zoning districts;

Response:

The subject property currently contains no parking spaces and is generally suited for land lease deals such as the proposed use. Per Kensington (landlord), parking in the adjacent shopping center parcel is shared amongst tenants. The proposed use is expected to be less parking intensive than the previous use. A traffic study has been provided that concludes the proposed drive-thru use will not impact the internal flow of cross-traffic.

2. The plight of the owner is due to unique circumstances;

Response:

The subject property currently contains no parking spaces and is generally suited for land lease deals such as the proposed use. The subject property is physically not large enough to accommodate 29 parking spaces as required by code.

3. The proposed variation will not alter the essential character of the neighborhood

Response:

The proposed variation allowing off-site parking to serve the subject property and proposed use will be similar in character to other restaurant uses in the shopping center. Parking in the shopping center is shared parking and can accommodate the expected parking of the proposed use.

VILLAGE OF BUFFALO GROVE

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Sign Variation Standards

During your testimony at the Public Hearing you need to testify and present your case for the variance by addressing the six (6) standards listed below:

The Planning & Zoning Commission is authorized to grant variations to the regulations of the Sign Code (Chapter 14.40) based upon findings of fact which are made based upon evidence presented at the hearing that:

1. The literal interpretation and strict application of the provisions and requirements of this Title would cause undue and unnecessary hardships to the sign user because of unique or unusual conditions pertaining to the specific building, parcel or property in question; and
Response: *The request for two wall signs on the building directly supports the Dutch Bros business model. Similar to the menu boards for the drive-thru, the wall-mounted signs are key to ensuring safe, efficient, and proactive operations, which benefit both Dutch Bros and its customers. These signs help inform customers about current promotions and product availability. Without this additional signage, Dutch Bros customers may not be fully aware of all the products offered at the time of their order.*
2. The granting of the requested variance would not be materially detrimental to the property owners in the vicinity; and
Response: *The request for two wall signs would not be materially detrimental to property owners in the vicinity for several reasons. First, the addition of these wall signs supports an efficient and organized drive-thru process, which reduces traffic congestion, idling times, and confusion within the site. This efficiency minimizes the potential for traffic backup onto surrounding streets or adjacent properties. Second, the wall signs are modest in scale, thoughtfully placed on the exterior of the building in the drive-thru lane, and designed to match the overall architecture and aesthetics of the Dutch Bros building. As such, they do not introduce visual clutter or detract from the character of the surrounding area. Finally, by improving site functionality and maintaining a clean, consistent design, the proposed wall signs help preserve property values and protect the overall experience for neighboring businesses and residents. No excessive noise, lighting, or visual impacts are expected as a result of their installation.*
3. The unusual conditions applying to the specific property do not apply generally to other properties in the Village; and
Response: *The existing building, prior to its conversion, was already equipped with two drive-thru windows and a dual-lane drive-thru configuration. Integrating the Dutch Bros ordering system within this already-established layout allows for a smooth, efficient flow of traffic, minimizes patron wait times, and prevents potential traffic*

to allow more than two wall signs on the building;

bottlenecks. Additionally, adapting the site to the Dutch Bros model ensures cohesive branding and a consistent customer experience.

4. The granting of the variance will not be contrary to the purpose of this Title pursuant to Section 14.04.020.

Response: *The proposed plan does not pose any risk to the health, safety, or general welfare of the community. The addition of the requested walls signs will not impact traffic visibility or sightlines for vehicles entering or exiting adjacent communal areas.*

Each wall sign is under 12 square feet in visual area and will be constructed of durable metal materials. They will feature the Dutch Bros signature blue color scheme, ensuring visual consistency with the building's design. Importantly, all proposed wall signs are static and do not include any speaker or audio components, further minimizing any potential disturbance to the surrounding area.

B. Where there is insufficient evidence, in the opinion of the Planning & Zoning Commission, to support a finding under subsection (A), but some hardship does exist, the Planning & Zoning Commission may consider the requirement fulfilled if:

1. The proposed signage is of particularly good design and in particularly good taste; and

Response: *The proposed signage reflects a particularly good design and is in exceptionally good taste, contributing to both the visual appeal and functional efficiency of the site. The addition of the wall signs will not only support the successful launch of a new business in the area but will also help create a safe, organized, and welcoming environment for Dutch Bros patrons.*

Each wall sign is thoughtfully designed to complement the architecture and color scheme of the Dutch Bros building, ensuring a cohesive and professional brand presentation throughout the site. The signage supports a streamlined customer experience by providing current menu information earlier in the drive-thru queue, allowing patrons to make informed selections in advance. This results in a faster, more efficient ordering process that benefits both customers and surrounding traffic flow.

Overall, the signage enhances the site with tasteful, functional elements that support a positive and efficient customer experience while maintaining harmony with the surrounding community.

2. The entire site has been or will be particularly well landscaped.

Response: *Dutch Bros is a nationally recognized, publicly traded company with a proven record of exceptional year-over-year growth. This success is rooted in the company's unwavering commitment to delivering a high-quality experience at every location—an experience that begins with the appearance and upkeep of each site.*

Dutch Bros takes great pride in the presentation and maintenance of its properties, which includes well-planned, attractive landscaping designed to enhance both the customer experience and the surrounding environment. This attention to detail is a consistent standard across all Dutch Bros locations nationwide and will be reflected in the proposed site. The landscaping will be thoughtfully designed to complement the building architecture, soften site lines, and create a welcoming atmosphere for patrons and the community alike.

to allow more than one Menu Board Sign

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Sign Variation Standards

During your testimony at the Public Hearing you need to testify and present your case for the variance by addressing the six (6) standards listed below:

The Planning & Zoning Commission is authorized to grant variations to the regulations of the Sign Code (Chapter 14.40) based upon findings of fact which are made based upon evidence presented at the hearing that:

1. The literal interpretation and strict application of the provisions and requirements of this Title would cause undue and unnecessary hardships to the sign user because of unique or unusual conditions pertaining to the specific building, parcel or property in question; and
Response: *The request for four (4) drive-thru menu boards aligns directly with the Dutch Bros business model. Safe, efficient, and proactive drive-thru operations are essential to both Dutch Bros and its customers. Without early access to the menu while in the drive-thru queue, patrons are unable to make ordering decisions in advance, which slows down the ordering process at the window or with an Dutch Bros employee. This leads to longer wait times, increased vehicle idling, and backup in the drive-thru lanes. Such delays create a hardship not only for Dutch Bros, by reducing throughput and customer satisfaction, but also for nearby businesses and the surrounding village infrastructure. Congested traffic patterns can obstruct access to adjacent properties, increase the risk of accidents, and contribute to frustration among local drivers and pedestrians. Providing multiple menu boards early in the queue helps mitigate these issues by streamlining the ordering process and maintaining consistent traffic flow throughout the site.*
2. The granting of the requested variance would not be materially detrimental to the property owners in the vicinity; and
Response: *The request for four (4) drive-thru menu boards would not be materially detrimental to property owners in the vicinity for several reasons. First, the addition of these menu boards supports an efficient and organized drive-thru process, which reduces traffic congestion, idling times, and confusion within the site. This efficiency minimizes the potential for traffic backup onto surrounding streets or adjacent properties. Second, the menu boards are modest in scale, thoughtfully placed within the interior of the site, and designed to match the overall architecture and aesthetics of the Dutch Bros building. As such, they do not introduce visual clutter or detract from the character of the surrounding area. Finally, by improving site functionality and maintaining a clean, consistent design, the proposed menu boards help preserve property values and protect the overall experience for neighboring businesses and residents. No excessive noise, lighting, or visual impacts are expected as a result of their installation.*

to allow more than one Menu Board Sign

3. The unusual conditions applying to the specific property do not apply generally to other properties in the Village; and

Response: *The existing building, prior to its conversion, was already equipped with two drive-thru windows and a dual-lane drive-thru configuration.*

Integrating the Dutch Bros ordering system within this already-established layout allows for a smooth, efficient flow of traffic, minimizes patron wait times, and prevents potential traffic bottlenecks. Additionally, adapting the site to the Dutch Bros model ensures cohesive branding and a consistent customer experience.

4. The granting of the variance will not be contrary to the purpose of this Title pursuant to Section 14.04.020.

Response: *The proposed plan does not pose any risk to the health, safety, or general welfare of the community. The addition of the requested menu boards will not impact traffic visibility or sightlines for vehicles entering or exiting adjacent communal areas.*

Each menu board is under 12 square feet per side in visual area and will be constructed of durable metal materials. They will feature the Dutch Bros signature blue color scheme, ensuring visual consistency with the building's design. Importantly, all proposed menu boards are static and do not include any speaker or audio components, further minimizing any potential disturbance to the surrounding area.

B. Where there is insufficient evidence, in the opinion of the Planning & Zoning Commission, to support a finding under subsection (A), but some hardship does exist, the Planning & Zoning Commission may consider the requirement fulfilled if:

1. The proposed signage is of particularly good design and in particularly good taste; and

Response: *The proposed signage reflects a particularly good design and is in exceptionally good taste, contributing to both the visual appeal and functional efficiency of the site. The addition of four (4) well-designed menu boards will not only support the successful launch of a new business in the area but will also help create a safe, organized, and welcoming environment for Dutch Bros patrons.*

Each menu board is thoughtfully designed to complement the architecture and color scheme of the Dutch Bros building, ensuring a cohesive and professional brand presentation throughout the site. The signage supports a streamlined customer experience by providing current menu information earlier in the drive-thru queue, allowing patrons to make informed selections in advance. This results in a faster, more efficient ordering process that benefits both customers and surrounding traffic flow.

Overall, the signage enhances the site with tasteful, functional elements that support a positive and efficient customer experience while maintaining harmony with the surrounding community.

2. The entire site has been or will be particularly well landscaped.

Response: *Dutch Bros is a nationally recognized, publicly traded company with a proven record of exceptional year-over-year growth. This success is rooted in the company's unwavering commitment to delivering a high-quality experience at every location—an experience that begins with the appearance and upkeep of each site.*

Dutch Bros takes great pride in the presentation and maintenance of its properties, which includes well-planned, attractive landscaping designed to enhance both the customer

experience and the surrounding environment. This attention to detail is a consistent standard across all Dutch Bros locations nationwide and will be reflected in the proposed site. The landscaping will be thoughtfully designed to complement the building architecture, soften site lines, and create a welcoming atmosphere for patrons and the community alike.

to allow more than one Menu Board Sign



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1. The literal interpretation and strict application of the provisions and requirements of this Title would cause undue and unnecessary hardships to the sign user because of unique or unusual conditions pertaining to the specific building, parcel or property in question; and
Response: *The request for the official Dutch Bros signage package on the building's exterior directly supports the company's business model, ensures brand consistency across all locations, and reinforces the brand recognition that Dutch Bros customers expect when they see, pass by, or visit a Dutch Bros location. The signage—its color, size, graphics, and placement—is consistent with the established design used at Dutch Bros sites nationwide.*
2. The granting of the requested variance would not be materially detrimental to the property owners in the vicinity; and
Response: *The request for approval of the building signage will have no materially detrimental impact on surrounding property owners. All exterior signage on Dutch Bros locations is thoughtfully designed and positioned to complement the surrounding environment and nearby properties while maintaining consistency with the company's established national branding. Adequate business signage not only supports the success of this new location but also benefits patrons by providing clear visual cues that facilitate safe and efficient entry and exit from the property.*
3. The unusual conditions applying to the specific property do not apply generally to other properties in the Village; and
Response: *A review of the surrounding businesses near the proposed Dutch Bros site indicates that several nearby establishments display signage on multiple sides of their buildings, many of which are visually comparable to or larger than what is permitted by code. Although this review is based on available mapping data, the proposed signage remains consistent with the character and scale of nearby businesses. The signage will effectively guide patrons approaching from multiple directions and provide sufficient visibility to allow for safe and efficient entry and exit from the shopping area.*
4. The granting of the variance will not be contrary to the purpose of this Title pursuant to Section 14.04.020.
Response: *The proposed plan presents no risk to the health, safety, or general welfare of the community. The addition of Dutch Bros exterior signage will not obstruct traffic visibility or*

to allow wall signage that exceeds the maximum height permitted;

sightlines for vehicles entering or exiting adjacent areas. The signage will feature Dutch Bros' signature blue color palette, ensuring visual harmony with the building's architectural design. Its size, color scheme, and placement have been thoughtfully selected to maintain consistency with Dutch Bros' national branding while complementing the surrounding businesses and overall aesthetic of the site.

B. Where there is insufficient evidence, in the opinion of the Planning & Zoning Commission, to support a finding under subsection (A), but some hardship does exist, the Planning & Zoning Commission may consider the requirement fulfilled if:

1. The proposed signage is of particularly good design and in particularly good taste; and
Response: *The proposed signage demonstrates a high level of design quality and aesthetic consideration, enhancing both the visual appeal and functional efficiency of the site. Approval of the building signage will not only contribute to the successful establishment of a new business in the area but will also promote a safe, organized, and welcoming environment for Dutch Bros patrons.*

Each sign has been thoughtfully designed to complement the architecture and color palette of the Dutch Bros building, ensuring a cohesive and professional brand presentation across the site. The signage layout supports a streamlined customer experience, providing clear visual guidance for safe and efficient access to the business.

Overall, the proposed signage enhances the property with tasteful, well-integrated design elements that improve functionality and maintain harmony with the surrounding community.

2. The entire site has been or will be particularly well landscaped.

Response: *Dutch Bros is a nationally recognized, publicly traded company with a proven record of exceptional year-over-year growth. This success is rooted in the company's unwavering commitment to delivering a high-quality experience at every location—an experience that begins with the appearance and upkeep of each site.*

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Response: *The request for approval of the building signage will have no materially detrimental impact on surrounding property owners. All exterior signage on Dutch Bros locations is thoughtfully designed and positioned to complement the surrounding environment and nearby properties while maintaining consistency with the company's established national branding. Adequate business signage not only supports the success of this new location but also benefits patrons by providing clear visual cues that facilitate safe and efficient entry and exit from the property.*
3. The unusual conditions applying to the specific property do not apply generally to other properties in the Village; and
Response: *A review of the surrounding businesses near the proposed Dutch Bros site indicates that several nearby establishments display signage on multiple sides of their buildings, many of which are visually comparable to or larger than what is permitted by code. Although this review is based on available mapping data, the proposed signage remains consistent with the character and scale of nearby businesses. The signage will effectively guide patrons approaching from multiple directions and provide sufficient visibility to allow for safe and efficient entry and exit from the shopping area.*
4. The granting of the variance will not be contrary to the purpose of this Title pursuant to Section 14.04.020.
Response: *The proposed plan presents no risk to the health, safety, or general welfare of the community. The addition of Dutch Bros exterior signage will not obstruct traffic visibility or*

to allow wall signage that exceeds the maximum length permitted;

sightlines for vehicles entering or exiting adjacent areas. The signage will feature Dutch Bros' signature blue color palette, ensuring visual harmony with the building's architectural design. Its size, color scheme, and placement have been thoughtfully selected to maintain consistency with Dutch Bros' national branding while complementing the surrounding businesses and overall aesthetic of the site.

B. Where there is insufficient evidence, in the opinion of the Planning & Zoning Commission, to support a finding under subsection (A), but some hardship does exist, the Planning & Zoning Commission may consider the requirement fulfilled if:

1. The proposed signage is of particularly good design and in particularly good taste; and
Response: *The proposed signage demonstrates a high level of design quality and aesthetic consideration, enhancing both the visual appeal and functional efficiency of the site. Approval of the building signage will not only contribute to the successful establishment of a new business in the area but will also promote a safe, organized, and welcoming environment for Dutch Bros patrons.*

Each sign has been thoughtfully designed to complement the architecture and color palette of the Dutch Bros building, ensuring a cohesive and professional brand presentation across the site. The signage layout supports a streamlined customer experience, providing clear visual guidance for safe and efficient access to the business.

Overall, the proposed signage enhances the property with tasteful, well-integrated design elements that improve functionality and maintain harmony with the surrounding community.

2. The entire site has been or will be particularly well landscaped.

Response: *Dutch Bros is a nationally recognized, publicly traded company with a proven record of exceptional year-over-year growth. This success is rooted in the company's unwavering commitment to delivering a high-quality experience at every location—an experience that begins with the appearance and upkeep of each site.*

Dutch Bros takes great pride in the presentation and maintenance of its properties, which includes well-planned, attractive landscaping designed to enhance both the customer experience and the surrounding environment. This attention to detail is a consistent standard across all Dutch Bros locations nationwide and will be reflected in the proposed site. The landscaping will be thoughtfully designed to complement the building architecture, soften site lines, and create a welcoming atmosphere for patrons and the community alike.



To allow a wall sign on the North, South and West Elevations that does not face a public right-of-way;



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Response: *The request for approval of the building signage will have no materially detrimental impact on surrounding property owners. All exterior signage on Dutch Bros locations is thoughtfully designed and positioned to complement the surrounding environment and nearby properties while maintaining consistency with the company's established national branding. Adequate business signage not only supports the success of this new location but also benefits patrons by providing clear visual cues that facilitate safe and efficient entry and exit from the property.*
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Response: *A review of the surrounding businesses near the proposed Dutch Bros site indicates that several nearby establishments display signage on multiple sides of their buildings, many of which are visually comparable to or larger than what is permitted by code. Although this review is based on available mapping data, the proposed signage remains consistent with the character and scale of nearby businesses. The signage will effectively guide patrons approaching from multiple directions and provide sufficient visibility to allow for safe and efficient entry and exit from the shopping area.*
4. The granting of the variance will not be contrary to the purpose of this Title pursuant to Section 14.04.020.
Response: *The proposed plan presents no risk to the health, safety, or general welfare of the community. The addition of Dutch Bros exterior signage will not obstruct traffic visibility or*

sightlines for vehicles entering or exiting adjacent areas. The signage will feature Dutch Bros' signature blue color palette, ensuring visual harmony with the building's architectural design. Its size, color scheme, and placement have been thoughtfully selected to maintain consistency with Dutch Bros' national branding while complementing the surrounding businesses and overall aesthetic of the site.

B. Where there is insufficient evidence, in the opinion of the Planning & Zoning Commission, to support a finding under subsection (A), but some hardship does exist, the Planning & Zoning Commission may consider the requirement fulfilled if:

1. The proposed signage is of particularly good design and in particularly good taste; and
Response: *The proposed signage demonstrates a high level of design quality and aesthetic consideration, enhancing both the visual appeal and functional efficiency of the site. Approval of the building signage will not only contribute to the successful establishment of a new business in the area but will also promote a safe, organized, and welcoming environment for Dutch Bros patrons.*

Each sign has been thoughtfully designed to complement the architecture and color palette of the Dutch Bros building, ensuring a cohesive and professional brand presentation across the site. The signage layout supports a streamlined customer experience, providing clear visual guidance for safe and efficient access to the business.

Overall, the proposed signage enhances the property with tasteful, well-integrated design elements that improve functionality and maintain harmony with the surrounding community.

2. The entire site has been or will be particularly well landscaped.

Response: *Dutch Bros is a nationally recognized, publicly traded company with a proven record of exceptional year-over-year growth. This success is rooted in the company's unwavering commitment to delivering a high-quality experience at every location—an experience that begins with the appearance and upkeep of each site.*

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To allow a wall sign on the North, South and West Elevations that does not face a public right-of-way;

**MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION HELD
AT JEFFREY S. BRAIMAN COUNCIL CHAMBERS
FIFTY RAUPP BLVD, BUFFALO GROVE, IL 60089, WEDNESDAY, NOVEMBER 19, 2025**

[IGNORE_INDENT]

CALL TO ORDER

Chairperson Weinstein called the meeting to order at 7:30 PM.

Roll call indicated the following were present: PZC Chairperson Weinstein, PZC Commissioner Au, PZC Commissioner Moodhe, PZC Commissioner Worlikar, PZC Commissioner Spunt, PZC Commissioner Davis, PZC Commissioner Saxena, PZC Commissioner Gregory.

Also present were: Trustee Liaison Bocek, Village Attorney Patric Brankin, Deputy Director of Community Development Kelly Purvis, Associate Planner Andrew Binder, Village Engineer Briget Schwab, and Civil Engineer Daniel Hoscilo.

PUBLIC HEARINGS/ITEMS FOR CONSIDERATION

A. Consideration of an amendment to the Special Use and Preliminary Plan under Ordinance No. 2018-002, as amended by Ord. 2024-058, to allow an 8-stall parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road

Associate Planner Binder provided a brief overview of the project noting staff's support for the amendment to the Special Use and Preliminary Plan.

Don Andrews of Gawalt Hamilton and Andrew Phelps of STR Partners, LLC were sworn in on behalf of D214.

Phelps mentioned that area that is going to be used for parking was previously used for staging during construction and was heavily disturbed.

Andrews also mentioned that stormwater management facilities were upgraded as part of phase one and two of development on the site, and that the new limited amount of impervious surfaces added for the parking lot expansion would not have a negative impact.

Chairperson Weinstein asked for confirmation on the overall number of parking stalls.

Phelps confirmed.

Chairperson Weinstein asked about a note in the staff report referring to the fence code.

Binder indicated that it was an error in the report.

Com. Moodhe asked if the space might be needed for equipment storage.

Phelps indicated that he did not think it would be needed again.

Com. Moodhe asked if the turn angle could be reduced.

Andrews noted that the road itself is not being altered and that the alterations are limited to the parking lot itself. He noted they could take a look at the angle.

Com. Worlikar noted that there is landscaping along the west side of the lot and asked about plans to refresh the overall parking lot. He further indicated that signage could be better.

Andrews indicated that the turn in is not ideal, but as with most things they are trying to be efficient with the space and parking. They don't have plans at this time to revisit doing the whole parking lot.

Com Au asked for clarification regarding the amount of space being removed for only 8 parking spaces.

Andrews noted that the area was already being disturbed and that they felt that the 8 spaces would be worthwhile.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis moved to make a positive recommendation to the Village Board to allow an amendment to the Special Use and Preliminary Plan under Ordinance No. 2018-002, as amended by Ord. 2024-058, to allow an 8-stall parking lot expansion at Buffalo Grove High School at 1100 W Dundee Road, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.
4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.

Seconded by Com. Moodhe

Com. Moodhe noted that the angle of the parking stalls pretty much means nothing to the students; they generally park how they want. He also noted that parking is needed at the school, however small the amount. He noted he is in support of the project.

Com. Worlikar noted that he is in favor of the project but unenthusiastic as he thinks that the signage, and circulation could be better.

Moved by Jason Davis, seconded by Adam Moodhe to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 8 Mitchell Weinstein, Amy Au, Adam Moodhe, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

B. Consideration of an Amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, and a Special Use for a drive-through facility, as well as parking and sign variations for Dutch Bros. Coffee at 80 McHenry Road

Com. Moodhe noted that he has direct business contact with Dutch Bros. Coffee and that he would be recusing himself from the discussion related to this item. He stepped out of the Council Chambers for this discussion.

Associate Planner Binder provided a brief overview of the project noting staff's support for the amendment to the PUD and Preliminary Plan with a Special Use for a drive through, zoning and sign variations.

Ben Siembida of Bohler Engineering, and Elizabeth Kivland with Chipman Design were sworn in on behalf of Dutch Bros Coffee.

Siembida complemented Binder's presentation noting that he did a nice job of covering the requests. He indicated that Village staff were in support of the plan and indicated they are here to answer any questions.

Com. Worlikar asked about the sign variations as they relate to their corporate standards.

Kivland indicated that they are trying to maximize signage and that the standard for Dutch Bros is to have the two signs on each elevation.

Com. Worlikar asked about the brightness of the signs.

Binder indicated that we don't have anything in our code that limits the brightness of signs.

Com. Gregory asked about the second drive through.

Siembida noted that Dutch Bros has a robust ordering system and walked through the layout of the drive through and by-pass lane.

Com. Au asked if there is more signage on this building for Dutch Bros or for the

prior Burger King.

Binder pulled up an image and walked through the signage on the Burger King, noting that there was a similar amount.

Com. Spunt asked about the interior improvements.

Kivland provided an overview of the improvements noting that there will be interior seating in this model.

Com. Spunt asked for clarification regarding the double drive through.

Siembida noted that the by-pass lane would allow people to get out of the drive through once they have their orders.

Chairperson Weinstein asked if there were any variances being requested that are not consistent with their corporate standards.

Kivland noted that is correct.

Chairperson Weinstein asked if they have adjusted their corporate standards to adhere to other communities' sign codes.

Kivland indicated that they have, and that they have also requested variations from some.

Com. Gregory asked about other plans to open additional Dutch Bros in Illinois.

Kivland confirmed that they will.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis made a motion to make a positive recommendation to the Village Board to allow an amendment to the Planned Development and Preliminary Plan approved by Ordinance No. 1998-077, for a Special Use for a drive-through facility, as well as Parking, and Sign Variations for Dutch Bros. Coffee at 80 McHenry Road, subject to the following conditions:

1. The proposed development shall be constructed in substantial conformance with the plans attached and in accordance with Section 16.20.070 of the Development Ordinance.
2. Final Engineering plans shall be revised in a manner acceptable to the Village.
3. Any directional or incidental signage added to the sign package shall be reviewed administratively by staff.

4. The landscaping on the site shall be maintained in compliance with the approved landscape plan in perpetuity.

Seconded by Com. Worlikar

Com. Davis spoke in favor of the development. He noted that there can be long lines, so he appreciated that they are adding a double drive through.

Com. Gregory noted that this is a best case scenario for the area. He indicated that he doesn't typically want to see drive throughs for the Clove but this use is good for the space.

Chairperson Weinstien spoke in favor of the motion, noting that while there are a lot of sign variations being requested, the location and size of the signs are not over the top.

Moved by Jason Davis, seconded by Neil Worlikar to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 7 Mitchell Weinstein, Amy Au, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

C. Consideration of approval of a Special Use for outdoor storage in the Industrial District at 1051 Commerce Ct.

Associate Planner Binder provided a brief overview of the project, noting staff's support for the Special Use for outside storage on the property.

Neil Sander of Independence Engineering was sworn in on behalf of Heritage Pool Supply.

Sander indicated that this is a simple application as they are not proposing any site changes.

He acknowledged that this is a special use and noted that he believes that they meet the special use criteria.

Sander further noted that they have been in touch with the Village of Lake Zurich about the placement of outside storage in relation to the easement on the property.

Com. Saxena asked about Lake Zurich's position related to the outside storage.

Attorney Brankin responded that these kinds of requests for agreements are common as it relates to property and easement rights.

Com. Au asked how the prior business was able to store items outside and if they

had permission from Lake Zurich.

Binder responded that he could not find record of a special use for outside storage for the prior business.

Com. Moodhe asked how often the easement would need to be accessed.

Schwab indicated that the sanitary sewer has had issues and that the Village is working to reline it. She noted that a portion of it collapsed in another location, so it is important that the Village be able to access the line in an emergency.

Com. Moodhe asked about who would be likely to be the first to respond in an emergency.

Schwab noted it would likely be the Village of Buffalo Grove.

Chairperson Weinstein asked the petitioner to confirm that the outside storage would not exceed the 8-foot height of the surrounding fence.

Sander confirmed that the storage would not exceed the fence height.

The Village Staff report was entered as Exhibit 1.

The public hearing was closed.

Com. Davis made a motion to make a positive recommendation to the Village Board to allow a Special Use in the Industrial District (I) for outdoor storage at 1051 Commerce Court, subject to the following conditions:

1. The outdoor storage for Heritage Pool Supply, Inc. shall be operated in substantial compliance with the business description and plans provided as part of this petition.
2. The Special Use is granted to Heritage Pool Supply, Inc. to allow outdoor storage at 1051 Commerce Court, which shall not run with the land.
3. The Special Use for outside storage granted to Heritage Pool Supply, Inc. is assignable to subsequent petitioners seeking assignment of this Special Use as follows:
 - a. Upon application of a petitioner seeking assignment of this Special Use, the Corporate Authorities, in their sole discretion, may refer said application of assignment to the appropriate commission(s) for a public hearing or may hold a public hearing at the Village Board.
 - b. Such assignment shall be valid only upon the adoption of a proper, valid and binding ordinance by the Corporate Authorities granting said assignment, which may be granted or denied for any reason.
4. The outdoor storage will be located within the enclosed area south of the building, the exact location of which will require coordination with Lake Zurich. The final location will be approved by the Village of Buffalo Grove prior to issuance of a racking permit for the outside storage.

5. An access easement agreement shall be made between the petitioner/property owner and the Village of Lake Zurich prior to the issuance of a racking permit for the outside storage.
6. Any incidental or directional signage for the site will be reviewed and administratively approved by Village staff.
7. The fence and parking lot screening shall be maintained by the property owner or tenant in perpetuity.

Seconded by Com. Gregory.

Com. Worlikar noted he is in favor and that he is appreciative that the pool chemicals would be stored inside rather than outside.

Chairperson Weinstein commented on the standards being addressed by the petitioner.

Moved by Jason Davis, seconded by Chad Gregory to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 8 Mitchell Weinstein, Amy Au, Adam Moodhe, Neil Worlikar, Marc Spunt, Jason Davis, Sujat Saxena, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

REGULAR MEETING

A. Other Matters for Discussion

B. Approval of Minutes

1. October 22, 2025 - Draft Planning and Zoning Commission Meeting

Moved by Adam Moodhe, seconded by Marc Spunt to approve. Upon roll call, Commissioners voted as follows:

AYES: 6 Mitchell Weinstein, Amy Au, Adam Moodhe, Marc Spunt, Jason Davis, Chad Gregory

NAYS: 0 None

ABSENT: 1 Don Schwartz

Motion declared Passed.

C. Chairperson's Report

None

D. Committee and Liaison Reports

Com. Moodhe indicated that the Village Board approved the annexation and entitlements for the Prairie View Towns project presented by Pulte Homes at the 11/3/25 Village Board meeting.

E. Staff Report/Future Agenda Schedule

Deputy Director Purvis noted that there will be 2 cases coming before the Commission on December 3rd and likely 2 cases on December 17th. She noted two additional staff members were at the staff table for the evening.

Village Engineer Schwab introduced the Village's newest addition to the Engineering Division, Daniel Hoscilo.

F. Public Comments and Questions

All comments will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business and not on the regular agenda for discussion.

ADJOURNMENT

The meeting was adjourned at 8:37pm.

DRAFT



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 8.x. O-2025-140

Ordinance Authorizing Execution of a Supplemental Statement of Work with Municipal GIS Partners

Contacts

Liaison: Trustee Richards

Staff: Tyler Grace

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an ordinance authorizing the Village Manager to execute a supplemental statement of work with Municipal GIS Partners in an amount not to exceed \$88,800.

Summary

Background

The Village of Buffalo Grove implemented Microsoft Office 365 in 2021. Office 365 offers a cloud-based suite of products that, if properly developed, can streamline and automate numerous municipal processes.

Municipal GIS Partners (MGP) was formed as a shared business model specifically to provide shared GIS services to its partner municipalities. Since its initial conception, MGP has expanded to incorporate developers and business analysts who focus on designing and improving municipal information systems such as Office 365 products. The Village of Buffalo Grove has previously engaged MGP for services relating to business process improvement and customer relations software (CRM) development.

Analysis

The proposed agreement would allow the Village to continue accessing shared development resources for its Microsoft 365 environment through MGP. In 2025, this shared services model has advanced a data-driven culture by promoting collaboration, centralizing data for improved accessibility and decision-making, and supporting the use of organizational analytics for actionable insights. Notable outcomes include the creation of an employment lifecycle management application, support for the community contact information initiative, and the launch of a frontline police GIS dashboard that integrates key data within the Microsoft environment.

Looking ahead, anticipated 2026 projects include technical support for the CRM implementation, development of a special events application, creation of fire department data visualizations, and the design of a document management system.

Financial Impact

If authorized, the fee for the staffing allocation set forth within the supplemental statement of work is \$7,400 per month. The total contract value for the agreement period is \$88,800.

Next Steps

Staff recommends approval of an Ordinance authorizing the execution of the supplemental statement of work with Municipal GIS Partners.

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. DRAFT Ordinance - Authorizing SSOW
2. Agreement - MGP SSOW





ORDINANCE 2025-xxx

AN ORDINANCE AUTHORIZING THE EXECUTION OF A SUPPLEMENTAL STATEMENT OF WORK WITH MUNICIPAL GIS PARTNERS

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the Village of Buffalo Grove seeks to improve its business processes; and

WHEREAS the Village negotiated with the vendor to achieve favorable pricing.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to enter into an agreement with Municipal GIS Partners for supplemental services specific to business application configuration, development, and maintenance at a price not to exceed \$88,800.00, pending review and approval of the agreement by the Village Attorney.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall [not?] be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



Supplemental Statement of Work

Pursuant to and in accordance with Sections 1.2 of that certain GIS Consortium Service Provider Contract dated January 1, 2026 (the “Contract”) between the Village of Buffalo Grove, an Illinois municipal corporation (the “Municipality”) and Municipal GIS Partners, Incorporated (the “Consultant”), the parties hereby agree to the following SUPPLEMENTAL STATEMENT OF WORK, effective January 1, 2026 (“SSOW”):

In consideration of the mutual covenants and agreements hereinafter set forth the Municipality and the Consultant agree to:

General Purpose

The Consultant will perform all or part of the Village of Buffalo Grove (the Municipality) Microsoft™ business application configuration, development, and maintenance as directed by the Municipality. In addition to supporting the business applications, the Consultant will identify opportunities for business process improvement.

Terms

Agreement Period

January 1, 2026, through December 31, 2026

Fees

The fee for the staffing allocation set forth above is \$7,400.00 per month. The total contract value for the agreement period is \$88,800.00. Such fee does not include taxes or any reimbursable out-of-pocket expenses that may be incurred by the Consultant.

Included Services

This section identifies the outcomes and business structures included in this service agreement. The Municipality is responsible for identifying and prioritizing the aspects of the services that are most important. The Consultant is responsible for implementing those priorities and communicating progress.

Services consist of the following:

1. Staffing
2. Quarterly goals and reporting
3. Training and support

Staffing

The Consultant provides all the requisite staffing and skillsets required to manage the Municipality Microsoft™ business applications including:

- Business Analysts that consult and improve business processes.
- Technical professionals that develop, maintain, and support process improvements.

Team Access During Normal Working Hours

The Consultant typically works Monday through Friday 8:00AM to 5:00PM. The Municipality has direct access to the staff assigned to the Municipality. Alternatively, the Municipality can call the Consultant's general telephone number or submit an email to Consultant's service desk for service.

Municipality Representative

The Municipality agrees to designate a Representative who will serve as the primary point of contact. The Representative shall be part of the administration function and possess influence and visibility of all organization operations.

Quarterly goals and reporting

The Consultant agrees to set, deliver, and report on quarterly goals during the term of this Agreement. Each quarter will focus on enhancing the Municipality's business processes and supporting these enhancements within the Microsoft 365 environment as prioritized by the Municipality.

Quarterly Goal Planning

At the start of each quarter, the Consultant and the Municipality will agree on a set of measurable outcomes aimed at improving specific business processes. The outcomes will include:

- Identified business process enhancements.
- Configurations or customizations required in Microsoft 365 to support these enhancements.
- Delivery and implementation deadlines.
- Training and documentation.

Quarterly Goal Execution

During the quarter, the Consultant will:

- Analyze the business process identified in the outcome plan.
- Develop and configure Microsoft 365 features to support the business process enhancement.
- Test and deploy the configurations within the Municipality's Microsoft 365 environment.
- Provide necessary training to personnel to use the new features effectively.
- Report progress as directed by the Municipality.

Quarterly Goal Review

At the end of each quarter:

- The Consultant will present a report summarizing the accomplishments, including business process improvements and the corresponding Microsoft 365 enhancements.
- The Municipality will review the work and accept delivery based on identified measurable outcomes.

Training and Support

Training will occur when significant changes are made to the Microsoft 365 environment or when new functionalities are introduced. The Consultant will provide ongoing support as needed.

Training

Upon completion of each quarterly outcome, the Consultant will provide training and support materials to the Municipality.

Support

The Consultant will remain current and to the best of their ability prevent issues or bugs with Microsoft™ business applications.

Additional Out-of-Scope Services

MGP can provide services that are beyond the scope of this agreement as requested by the Municipality. Add-on services include but are not limited to:

Data Management

- The Consultant will not migrate, create, or manage data intended for the business applications.

Full System Development

- The Consultant will deliver a separate Supplemental Statement of Work for a full system design, development, and implementation.

MGP will provide a scope of services including cost proposal based on the work requested.

Additional Services Rate: \$185.00 per hour

SIGNATURE PAGE FOLLOWS

Signature Page to Supplemental Statement of Work

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of _____, _____.

ATTEST:

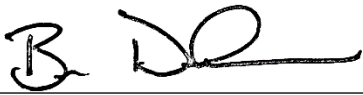
VILLAGE OF BUFFALO GROVE

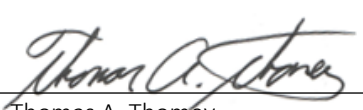
By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

ATTEST:

CONSULTANT: MUNICIPAL GIS PARTNERS,
INCORPORATED

By: 
Name: Brian Dieker
Its: Business Operations Manager

By: 
Name: Thomas A. Thomey
Its: President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.a. O-2025-141

Ordinance Amending Municipal Code Title 10 to add Regulation of Micromobility and Other Vehicles

Contacts

Liaison: Trustee Richards

Staff: Tara Anderson

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve the ordinance amending Municipal Code, Title 10 — Vehicles and Traffic, to include a new chapter titled "Micromobility and Other Vehicles", and updates to Appendix A, fines and fees, subject to the final review and approval by the Village Attorney.

Summary

Please see the attached memorandum.

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Principle 6: Engages Our Residents

Principle 7: Builds Our Community

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

File Attachments

1. Staff Recommendation Title 10 - Vehicles and Traffic Ordinance Amendment
2. Micromobility Ordinance final



MEMORANDUM

DATE: November 18, 2025

TO: Dane C. Bragg, Village Manager

FROM: Tara Anderson, Deputy Chief of Police

SUBJECT: Proposed Amendments to Municipal Code Title 10: Regulation of Micromobility and Other Vehicles

STAFF RECOMMENDATION

Staff recommends approval of amendments to Municipal Code, Title 10 – Vehicles and Traffic, to include a new chapter titled *“Micromobility and Other Vehicles”*, and updates to Appendix A, fines and fees. The proposed amendments are recommended to responsibly integrate new mobility options into our community’s transportation network.

The Village has worked cooperatively with the Park District to craft the proposed regulations in a manner that ensures consistent and predictable rules of conduct regardless of the ownership of a specific trail or path. The Park District plans to adopt similar regulations on December 8.

BACKGROUND

In recent years, e-bikes, e-motos, e-scooters, and similar devices have grown in popularity as inexpensive, environmentally friendly, and practical alternatives to traditional motor vehicles. These micromobility options are used for recreation, leisure, and as a vital transportation solution for individuals who cannot drive. However, the rapid growth of the industry has outpaced the development of common-sense state and local regulations. In response, the Village seeks to address rising concerns regarding safety and the protection of public spaces while maintaining accessibility for riders. The Village remains committed to a practical, balanced approach that responsibly integrates emerging mobility modes into the community.

ANALYSIS

The proposed Municipal Code chapter promotes public safety and the orderly use of Village streets, sidewalks, bike paths, parks, and other public property by regulating the operation of motor driven vehicles, non-highway vehicles, low-speed electric scooters, low-speed electric bicycles, and other conveyances. This ordinance will establish definitions, operating restrictions, parental responsibilities, and exemptions applicable to such vehicles, consistent with the Illinois Vehicle Code and the Village’s authority to protect residents and property. The proposed regulations are intended to ensure safe travel, reduce hazards to pedestrians and motorists, and provide clear guidance regarding the lawful operation of these devices within the Village.

PROPOSED MUNICIPAL CODE AMENDMENTS

Title 10 – VEHICLES AND TRAFFIC

CHAPTER: Micromobility and Other Vehicles

CHAPTER: Micromobility and Other Vehicles

Definitions

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

A. *“Motor driven vehicle”* is defined as any vehicle for which the State of Illinois does not issue a title document, does not issue license plates or registration documents, and is a wheeled vehicle powered by electric or gas motor, motor driven cycle, or other similar vehicle, regardless of whether the vehicle is operated by pedals with a chain or throttle assist. Motor driven vehicles include all Low-Speed Electric Scooters.

B. *“Non-highway vehicle”* is a motor vehicle not specially designed to be used on a public highway including, an all-terrain vehicle, a golf cart, an off-highway motorcycle or a recreational off-highway vehicle all as defined in the Illinois Vehicle Code. (Reference 625 ILCS 5/11-1426.1 (a)(b)).

C. *“Personal mobility device”* includes any self-propelled vehicle, including a three-wheeled vehicle, designed for and used by a person with disabilities, that is incapable of a speed in excess of eight miles per hour on level ground.

D. *“Toy Vehicle”* includes any battery-powered ride on toy that is designed to not exceed 10 miles per hour; that includes any number of wheels, handlebars, steering wheel, seat, or platform; and is designed for children (including Razor® kick start scooters and Power Wheels™).

E. *“Low-Speed Electric Bicycle”* means a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts that meets the requirements of one of the following classes, as defined in 625 ILCS 5/1-140.10: Class 1 low-speed electric bicycle, Class 2 low-speed electric bicycle, or Class 3 low-speed electric bicycle. A "low-speed electric bicycle" is not a moped or a motor driven cycle.

- (a) "Class 1 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour.
- (b) "Class 2 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that may be used exclusively to propel the bicycle and that is not capable of providing assistance when the bicycle reaches a speed of 20 miles per hour.
- (c) "Class 3 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 28 miles per hour.

F. *“Low-Speed Electric Scooter”* as defined in 625 ILCS 5/1-140.11, a device weighing less than 100 pounds, with 2 or 3 wheels, handlebars, and a floorboard that can be stood upon while riding, that is

solely powered by an electric motor and human power, and whose maximum speed, with or without human propulsion, is no more than 10 miles per hour.

G. “*Parent*” means the lawful mother or father of an unemancipated minor, whether by birth or adoption.

H. “*Legal Guardian*” includes a person appointed guardian or given custody of a minor by any court of record, but does not include a person appointed or given custody of a minor under the Illinois Juvenile Court Act.

Acts designated—Prohibited.

(1) Motor Driven Vehicles:

- (a) No person under the age of 16 years, or who does not possess a valid driver's license, shall operate a motor driven vehicle upon any public street within the Village.
- (b) No person shall operate a motor driven vehicle, other than a low-speed electric scooter on public sidewalks, Village-owned bike paths, Village-owned parks, and Village-owned parking lots.
- (c) No more than one person may ride on a motor driven vehicle at a time unless it is designed to carry multiple passengers and is operated in accordance with the manufacturer’s specifications.
- (d) No person shall operate a motor driven vehicle in the Village that has been altered from its original manufactured design to modify speed, method of propulsion, braking, or other operational characteristics, such as by removing pedals, chains, or adding a throttle.
- (e) No person shall operate a motor driven vehicle in violation of any regulation set forth in Chapter 11 (Rules of the Road), Article XV (Bicycles) of the Illinois Vehicle Code (625 ILCS 5/11-1501 through 11-1518, inclusive, and as amended from time to time) and all additional regulations and restrictions provided in this Section.

(2) Non-Highway Vehicles: No person shall operate a non-highway vehicle anywhere within the Village except upon private property with the permission of the owner.

(3) Low-Speed Electric Scooters:

- (a) No person under the age of 18 years shall operate a low-speed electric scooter upon any public street within the Village.
- (b) No person shall operate a low-speed electric scooter in a manner that violates any provision of (1) of this section or at a speed in excess of 10 miles per hour.

(4) Low-Speed Electric Bicycles:

- (a) No person shall operate a low-speed electric bicycle on a public sidewalk.
- (b) No person shall operate a Class 2 or Class 3 low-speed electric bicycle on Village-owned bike paths or Village-owned parks.
- (c) No person shall operate a low-speed electric bicycle in violation of State Law regarding electric bicycle operating regulations and restrictions (Reference: 625 ILCS 5/11-1517).

(5) Parental Responsibility: No parent or legal guardian of a minor under the age of 16 shall permit that minor to violate any provisions of this Section.

(6) A person who is not prohibited by this Section from operating a motor driven vehicle on Village property, including its streets, shall not constitute an intended or permitted user of such property, shall operate any such vehicle at such person's own risk, and shall be deemed to have waived any claim such person may have against the Village, its officers, or its employees for any injury arising from or related to the condition of said property, including, but not limited to, traffic signaling and signage, intersection design, or maintenance.

Exceptions.

The following shall be exempt from the prohibitions contained in this Chapter:

(1) Any motor driven vehicle operated by an employee of a governmental unit, including a school district, while in the performance of such employee's official duties and not as transportation to or from the place of employment;

(2) Personal mobility devices;

(3) Toy Vehicles: Toy vehicles may be operated on sidewalks or paths within the Village, or when driven across a public street within a designated crosswalk under the supervision of the child's parent or guardian.

Violation – Penalty.

Any person who violates any provisions of this Chapter shall be subject to a fine for each offense as provided in Chapter 1.08 of this Code. If a minor under 16 violates this Section and a parent or guardian violates subsection (5), both the minor and the parent or guardian may be fined.

Amendment to Appendix A (Fines)

Amend Appendix A, Table A-2, to include the following penalties for violations of the Micromobility and Other Vehicles Chapter:

Minimum Fine/Fine Paid Before Hearing	\$100.00
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NEXT STEPS

These code amendments will be placed on the December 1 Village Board agenda for consideration.



ORDINANCE 2025-xxx

AN ORDINANCE AMENDING TITLE 10 -VEHICLES AND TRAFFIC

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS micromobility devices such as e-bikes, e-motos, and e-scooters have rapidly increased in popularity and the growth of the industry has outpaced the development of state and local regulations needed to maintain public safety and protect public spaces; and

WHEREAS the Village has worked cooperatively with the Buffalo Grove Park District to develop consistent and practical regulations applicable to Village streets, sidewalks, bike paths, parks, and public property in order to responsibly integrate emerging mobility options into the community's transportation network;

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. Title 10 of the Municipal Code is hereby amended to add a new Chapter titled "Micromobility and Other Vehicles," as

CHAPTER: Micromobility and Other Vehicles **Definitions**

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

A. "*Motor driven vehicle*" is defined as any vehicle for which the State of Illinois does not issue a title document, does not issue license plates or registration documents, and is a wheeled vehicle powered by electric or gas motor, motor driven cycle, or other similar vehicle, regardless of whether the vehicle is operated by pedals with a chain or throttle assist. Motor driven vehicles include all Low-Speed Electric Scooters.

B. "*Non-highway vehicle*" is a motor vehicle not specially designed to be used on a public highway including, an all-terrain vehicle, a golf cart, an off-highway motorcycle or a recreational off-highway vehicle all as defined in the Illinois Vehicle Code. (Reference 625 ILCS 5/11-1426.1 (a)(b)).

C. "*Personal mobility device*" includes any self-propelled vehicle, including a three-wheeled vehicle, designed for and used by a person with disabilities, that is incapable of a speed in excess of eight miles per hour on level ground.

D. "*Toy Vehicle*" includes any battery-powered ride on toy that is designed to not exceed 10 miles per

hour; that includes any number of wheels, handlebars, steering wheel, seat, or platform; and is designed for children (including Razor® kick start scooters and Power Wheels™).

E. “*Low-Speed Electric Bicycle*” means a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts that meets the requirements of one of the following classes, as defined in 625 ILCS 5/1-140.10: Class 1 low-speed electric bicycle, Class 2 low-speed electric bicycle, or Class 3 low-speed electric bicycle. A “low-speed electric bicycle” is not a moped or a motor driven cycle.

- (a) “Class 1 low-speed electric bicycle” means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour.
- (b) “Class 2 low-speed electric bicycle” means a low-speed electric bicycle equipped with a motor that may be used exclusively to propel the bicycle and that is not capable of providing assistance when the bicycle reaches a speed of 20 miles per hour.
- (c) “Class 3 low-speed electric bicycle” means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 28 miles per hour.

F. “*Low-Speed Electric Scooter*” as defined in 625 ILCS 5/1-140.11, a device weighing less than 100 pounds, with 2 or 3 wheels, handlebars, and a floorboard that can be stood upon while riding, that is solely powered by an electric motor and human power, and whose maximum speed, with or without human propulsion, is no more than 10 miles per hour.

G. “*Parent*” means the lawful mother or father of an unemancipated minor, whether by birth or adoption.

H. “*Legal Guardian*” includes a person appointed guardian or given custody of a minor by any court of record, but does not include a person appointed or given custody of a minor under the Illinois Juvenile Court Act.

Acts designated—Prohibited.

(1) Motor Driven Vehicles:

- (a) No person under the age of 16 years, or who does not possess a valid driver's license, shall operate a motor driven vehicle upon any public street within the Village.
- (b) No person shall operate a motor driven vehicle, other than a low-speed electric scooter on public sidewalks, Village-owned bike paths, Village-owned parks, and Village-owned parking lots.
- (c) No more than one person may ride on a motor driven vehicle at a time unless it is designed to carry multiple passengers and is operated in accordance with the manufacturer's specifications.
- (d) No person shall operate a motor driven vehicle in the Village that has been altered from its original manufactured design to modify speed, method of propulsion, braking, or other operational characteristics, such as by removing pedals, chains, or adding a

throttle.

(e) No person shall operate a motor driven vehicle in violation of any regulation set forth in Chapter 11 (Rules of the Road), Article XV (Bicycles) of the Illinois Vehicle Code (625 ILCS 5/11-1501 through 11-1518, inclusive, and as amended from time to time) and all additional regulations and restrictions provided in this Section.

(2) Non-Highway Vehicles: No person shall operate a non-highway vehicle anywhere within the Village except upon private property with the permission of the owner.

(3) Low-Speed Electric Scooters:

(a) No person under the age of 18 years shall operate a low-speed electric scooter upon any public street within the Village.

(b) No person shall operate a low-speed electric scooter in a manner that violates any provision of (1) of this section or at a speed in excess of 10 miles per hour.

(4) Low-Speed Electric Bicycles:

(a) No person shall operate a low-speed electric bicycle on a public sidewalk.

(b) No person shall operate a Class 2 or Class 3 low-speed electric bicycle on Village-owned bike paths or Village-owned parks.

(c) No person shall operate a low-speed electric bicycle in violation of State Law regarding electric bicycle operating regulations and restrictions (Reference: 625 ILCS 5/11-1517).

(5) Parental Responsibility: No parent or legal guardian of a minor under the age of 16 shall permit that minor to violate any provisions of this Section.

(6) A person who is not prohibited by this Section from operating a motor driven vehicle on Village property, including its streets, shall not constitute an intended or permitted user of such property, shall operate any such vehicle at such person's own risk, and shall be deemed to have waived any claim such person may have against the Village, its officers, or its employees for any injury arising from or related to the condition of said property, including, but not limited to, traffic signaling and signage, intersection design, or maintenance.

Exceptions.

The following shall be exempt from the prohibitions contained in this Chapter:

(1) Any motor driven vehicle operated by an employee of a governmental unit, including a school district, while in the performance of such employee's official duties and not as transportation to or from the place of employment;

(2) Personal mobility devices;

(3) Toy Vehicles: Toy vehicles may be operated on sidewalks or paths within the Village, or when driven across a public street within a designated crosswalk under the supervision of the child's parent or guardian.

Violation – Penalty.

Any person who violates any provisions of this Chapter shall be subject to a fine for each offense as provided in Chapter 1.08 of this Code. If a minor under 16 violates this Section and a parent or guardian violates subsection (5), both the minor and the parent or guardian may be fined.

SECTION 2. Amendment to Appendix A (Fines)

Appendix A, Table A-2, is amended to include the following penalties for violations of the Micromobility and Other Vehicles Chapter:

Minimum Fine/Fine Paid Before Hearing	\$100.00
---------------------------------------	----------

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.b. R-2025-28

Resolution Approving the Adoption of Amendments to the Personnel Manual

Contacts

Liaison: Trustee Bocek

Staff: Kathryn Golbach

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a resolution approving the adoption of amendments to the Personnel Manual for Village of Buffalo Grove Employees.

Summary

Background

As part of an ongoing review and modernization of the Village's Personnel Manual, the Human Resources Department has identified two new policies to align with organizational needs and equity among employee groups.

Analysis

The proposed stipend policy establishes a clear framework for awarding temporary additional compensation when non-represented employees are assigned duties beyond their regular responsibilities. This policy enhances the Village's ability to respond to organizational needs while ensuring thoughtful and consistent compensation decisions.

The addition of the paid parental leave benefit for non-represented employees supports the Village's broader efforts to modernize its personnel practices. Paid parental leave has also begun to emerge in the public sector, enhancing workforce competitiveness in the labor market. Additionally, earlier this year, the Village awarded a similar benefit to its represented employees within its Fire Department, bringing consistency between the employee groups.

Next Steps

Pending Village Board Approval, the Human Resources Department will communicate the 2026 Personnel Manual changes to all employees of the Village for acknowledgment.

Strategic Alignment

Guiding Principle

Principle 4: High Performing Village Team

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. DRAFT 2025 Resolution Personnel Manual
2. 2026 Personnel Manual - redlined





RESOLUTION 2025-xx

A RESOLUTION APPROVING THE ADOPTION OF
AMENDMENTS TO THE PERSONNEL MANUAL

WHEREAS on June 18, 1984, the Buffalo Grove Board of Trustees adopted personnel policies and procedures by Resolution No. 84-43 and amended same in 1988, 1990, 1993, 1994, 1996, 1998, 2000, 2001, 2003, 2005, 2006, 2007, 2009, 2011, 2012, 2013, 2018, 2023, July 2025; and

WHEREAS in order to reflect current trends in human resources administration, occasional amendments to the Personnel Manual are necessary; and

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Resolution as if fully set forth herein.

SECTION 2. The Village of Buffalo Grove does hereby approve the adoption of amendments to the personnel manual revised January 1, 2026 for Village of Buffalo Grove employees (attached).

SECTION 3. This Resolution shall be in full force and effect from and after its passage and approval.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

BUFFALO GROVE PERSONNEL MANUAL

~~July 17, 2025~~ January 1, 2026

VILLAGE OF BUFFALO GROVE

50 Raupp Boulevard.
Buffalo Grove, Illinois 60089-2196

Dane C. Bragg Village Manager
847-459-2525

To: The Employees of the Village of Buffalo Grove

The Village strives to provide a comfortable and respectful workplace for all employees. To that end, it is necessary and prudent to provide for personnel policies, regulations and customs that support the appropriate work environment. The Village's reputation for its employees and others who perform services for the Village.

The foregoing personnel manual ("Manual") has been developed with an eye toward providing modern and competitive benefit programs, policies and standards for the Village of Buffalo Grove workplace. This Manual should be used as the primary basis for guiding employees, Supervisors and directors when formulating policy, directing day-to-day business operations and, when necessary, implement disciplinary measures to encourage compliance with these important policies. While the Manual provides a great deal of insight on many personnel matters, its content cannot exhaust the realm of possible personnel matters that will arise in the conduct of a municipal government. In those instances where the Manual does not provide adequate guidance, or where interpretation of the policy is needed, please refer said matters to the Director of Human Resources for further clarification or assistance.

Finally, this Manual does not constitute an employment contract or promise specific terms and conditions of employment. The Village reserves the right to amend this Manual from time to time due to changes in the law, operational reasons and for the betterment of the organization. You are encouraged to stay abreast of developments in the Village's personnel policies and to know your rights as an employee.

We hope that our employees will continue to find the human resources practices and benefits compatible with effective employee performance. It is the Village's intent to ensure that a professional environment is maintained so that our employees will have the capability and desire to continue their excellent work.

Sincerely,



Dane C. Bragg, Village Manager

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Introduction

This Manual serves as a reference guide to employees detailing many personnel policies, rules, benefits and practices. It includes a summary of the basic policies and rules that are applicable to employees, as well as the benefits available to you as an employee of the Village of Buffalo Grove. Guidelines for the employment of full-time, part-time and temporary/seasonal staff are outlined in this Manual.

The personnel policies within the Manual are compiled in accordance with the policies and guidelines adopted from time to time by the Corporate Authorities. Once adopted, the personnel policies prescribed herein supersede and cancel any prior written or oral policies, practices and agreements. The Corporate Authorities reserve the right to unilaterally revise, supplement or discontinue any of the policies, statements, guidelines or benefits described in this Manual, at any time, with or without prior notice. You will be duly notified of any such revisions, supplements or other changes.

Each employee should review this Manual and become familiar with its contents. If you have any comments, suggestions or questions about any aspect of your employment, you are encouraged to discuss them with your Department/Division Director or the Director of Human Resources. He/she will listen to your concerns, take appropriate action if necessary, and/or provide you with the information you need or direct you to someone who can help to provide you with that information.

The Village Manager (or designee) has authority for overseeing the enforcement of the policies contained within this document, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this document, or any other personnel policy, the decision of the Village Manager (or designee) will be final.

Please note that, neither the existence of the Manual, nor anything contained in the Manual nor any written or oral statement interpreting, explaining or clarifying the policies contained in this Manual, is intended to create a promise, nor shall it create an employment contract or contractual commitment, either expressed or implied. Additionally, if there is a conflict between the terms of any benefit plan and a statement in this Manual, the actual terms of the benefit plan will govern in all cases.

Neither this Manual nor any other Village document confers any contractual right, either express or implied, to remain in the Village's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated with or without cause and without prior notice by the Village (except as provided in any applicable collective bargaining agreement), or you may resign for any reason at any time. No Supervisor or other representative of the Village, other than the Village Manager (or designee), with the approval of the Corporate Authorities, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Chapter 1.00 – General Provisions

- 1.01 - Purpose of Manual
- 1.02 - Positions Covered by the Manual
- 1.03 - Administration of the Rules
- 1.04 - Board of Fire and Police Commissioners
- 1.05 - Department Regulations
- 1.06 - Collective Bargaining Agreements
- 1.07 - Employment Categories

1.01 - Purpose of Manual

It is the purpose of this Manual to set forth many of the principles and procedures, which will normally be followed by the Village of Buffalo Grove in the administration of its personnel programs. They are intended to help ensure an efficient, equitable, and functional system of personnel administration based on merit and other appropriate principles, which govern matters including appointment, compensation, promotion, transfer, layoff, dismissal, discipline, and other conditions of employment. This Manual does not imply nor express a promise or contractual relationship between the Village and its employees.

1.02 - Positions Covered by the Manual

Not all the terms of this Manual shall apply to all employees of the Village. For example, the Manual does not apply to the Corporate Authorities, or other persons appointed, commissioned, or contracted by the Corporate Authorities, unless otherwise indicated and/or as required by law.

1.03 - Administration of the Rules

The Village Manager (or designee) shall be charged with the overall responsibility for the administration of the contents of this Manual.

1.04 - Board of Fire and Police Commissioners

The rules and regulations of the Board of Fire and Police Commissioners shall apply to all sworn employees of the police and fire departments in positions not otherwise exempted by Village ordinance. Where the provisions of this Manual conflict with those of the Board of Fire and Police Commissioners, the latter shall prevail, to the extent consistent with state law.

1.05 - Department Regulations

This Manual governs the conduct and performance of employees. Departments may have other rules, practices and regulations adopted or enforced by Department Directors that also govern the conduct and performance of employees. Departmental rules and regulations shall not conflict with the provisions of these rules, or the rules and regulations of the Board of Fire and Police Commissioners. Such rules, practices and regulations, when approved, published, and distributed as herein provided, shall have the

force and effect of rules of that Department and disciplinary action may be taken as deemed appropriate based upon breach of any such rules, practices and/or regulations. Departmental rules and regulations or similar guidelines do not imply nor express a contractual relationship between the Village and its employees. Should any such departmental rules and/or regulations conflict with the provisions of this Manual, this Manual shall prevail, unless otherwise approved by the Village Manager (or designee) and/or if required by law.

1.06 - Collective Bargaining Agreements

This Manual shall apply to all employees covered by a collective bargaining agreement. Where the provisions of the Manual conflict with those of a collective bargaining agreement, the latter shall prevail in all cases except as provided by law.

1.07 - Employment Categories

The Village classifies positions into three primary categories: (a) Full-time, (b) Part-time, and (c) Seasonal or Temporary. Although there may be additional categories of employees created based on the business needs or activities of a particular Department (when approved by the Village Manager or designee), the following are the distinctions among these categories:

- 1 *Full-Time:* Employees who are regularly scheduled to work a minimum workweek of 40 hours per work week. Full-time employees who have successfully completed their Probationary Period are eligible to receive the paid time off benefits as summarized in this Manual subject to any remaining terms and conditions of the applicable benefit plan documents (if applicable). For health insurance purpose a full-time employee must work a minimum of 30 hours per work week as measured over a 12- month period.
- 2 *Part-Time:* Employees who are regularly scheduled to work less than 30 hours a week. Part-time employees are eligible for all legally mandated benefits, including deductions for the Illinois Municipal Retirement Fund (IMRF) after working 1,000 hours with the Village, subject to the terms of those benefit programs.

Chapter 2.00 – Definitions

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- 2.02 - Appointing Authority
- 2.03 - Appointment
- 2.04 - Board of Fire and Police Commissioners
- 2.05 - Class/Job Title
- 2.06 - Classification
- 2.07 - Class Series
- 2.08 - Class Specification/Job Description
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- 2.31 - Special Leave
- 2.32 - Transfer
- 2.33 - Vacancy
- 2.34 - Village Manager

2.01 - Anniversary Date

The initial anniversary of an employee's date of hire shall constitute an employee's "anniversary date" for longevity pay. Thereafter, the effective date of demotion, promotion, or return from a leave without pay longer than ninety (90) days shall constitute the new anniversary date for merit pay and other benefit purposes. When a part-time employee is promoted to a full-time position, longevity shall be calculated based on the date of their promotion to the full-time position.

2.02 - Appointing Authority

The officer, employee, or board having the power of appointment and removal of subordinate positions in any office, department, or division, or any person or group of persons having the power by virtue of ordinance or other lawfully delegated authority to make appointments to positions in the municipal service.

2.03 - Appointment

The designation to a position in the municipal service of a person who has met the qualifications for employment through an appropriate selection process.

2.04 - Board of Fire and Police Commissioners

The Board of Fire and Police Commissioners of the Village of Buffalo Grove, Illinois.

2.05 - Class/Job Title

One (1) or more positions substantially similar in respect to assigned essential work duties and responsibilities that the same class title may be reasonably used to designate each position allocated to the class, that the same minimum education and work experience qualifications may be required, and the same salary range may apply.

2.06 - Classification

The original assignment of a position to an appropriate class on the basis of the skill level, experience, job content, and responsibility of work to be performed.

2.07 - Class Series

The arrangement in sequence of classes that are alike in kind of work and responsibility, but are not at the same level of assigned work and responsibility.

2.08 - Class Specification/Job Description

A written statement that may include many of the characteristic duties, responsibilities, and qualification requirements that distinguish a specific class from other classes. Duties, responsibilities, job content and qualifications listed on a class specification/job description are not intended to be construed as all inclusive.

2.09 - Collective Bargaining Agreement

A duly authorized contract between the Corporate Authorities and a labor union authorized to represent any covered employees concerning such issues as wages, hours and conditions of employment.

2.10 - Controlled Substances

The phrase “controlled substances” includes, without limitation, any substance as defined and included in the schedules of Article II of the “Illinois Controlled Substances Act,” cannabis as defined in the “Illinois Cannabis Control Act,” and U.S. Department of Transportation Commercial Driver’s License “drug list.” This phrase also includes any lawful substance used contrary to its intended purposes.

2.11 - Corporate Authorities

The President and Board of Trustees of the Village of Buffalo Grove, Illinois.

2.12 - Day

The twenty-four (24)-hour period of time established for work which begins at 12:00 a.m. of each day.

2.13 - Demotion

The movement of an employee from a position in one class to a position in another class having a lower job grade and/or classification.

2.14 - Department

Any of the departments of the Village of Buffalo Grove, now or as hereafter established.

2.15 - Department Director

The officially appointed director of any department and/or his/her authorized designee.

2.16 - Division

Any of the divisions of the Village of Buffalo Grove, now or as hereafter established.

2.17 - Division Director

The officially appointed director of any departmental division and/or his/her authorized designee.

2.18 - Emergency

A sudden and/or unforeseen happening, act of God, weather condition or circumstance that requires the unscheduled services of an employee for reasons including, the protection of the health, welfare, and safety of the community.

2.19 - Examination

The appraisal of persons by the use of measurements which includes the possession of competencies, knowledge, skills, abilities (with or without reasonable accommodation if individual is disabled), and/or general suitability for the position for which they are being

evaluated. Such examinations also may measure factors such as work performance, attendance (as appropriate) and overall attitude.

2.20 - Exempt/Non-Exempt Status

An exempt employee is one who is exempt from overtime pay and paid on a salaried basis as defined by the Fair Labor Standards Act of 1938, as amended, and the Illinois Minimum Wage and Overtime Law. A non-exempt employee is one who is eligible for overtime pay as defined by the Fair Labor Standards Act of 1938, as amended, and the Illinois Minimum Wage and Overtime Law.

2.21 - Grievance

A "grievance," as used in this Manual, includes a disagreement or question relating to working conditions, personnel rules and regulations, and working conditions or relationships between an employee and his Supervisor or other employees. It is understood that the phrase "grievance," as used in this Manual, excludes any disagreement or issue arising under or concerning the provisions of any labor agreement as the terms of the labor agreement will govern such dispute(s).

2.22 - Immediate Family

For purposes of this Manual, the phrase "immediate family", includes only: husband, wife, civil union partner, son, son in law, daughter, daughter in law, step child, foster child, mother, mother in law, step mother, father, father in law, step father, brother, brother in law, sister, or sister in law of the employee, grandparents of the employee or his/her legal spouse (or civil union partner), aunt and uncle of the employee or his/her legal spouse (or civil union partner), niece and nephew of the employee or his/her legal spouse (or civil union partner).

2.23 - Layoff

The separation of an employee based upon lack of work, or funds or other business reasons which are generally not related to fault, delinquency or misconduct on the part of the employee.

2.24 - Original Employment Date

The date an employee first reports to work following appointment to a position in the municipal service.

2.25 - Pay Plan

A list of job titles and corresponding minimum and maximum rates of pay that may be adopted from time to time by the Corporate Authorities.

2.26 - Position

A group of current duties and responsibilities assigned or delegated, requiring the full-time, part-time, and/or temporary employment of one person.

2.27 - Position Classification Plan

An outline of positions that may be arranged in similar occupational groups.

2.28 - Probationary Period

A trial period served as part of the selection process of regular employees (including designated extensions thereto). See Section 6.02 for details of a normal probationary period.

2.29 - Promotion

The movement of an employee from one job classification and/or title to another job classification and/or title having a higher maximum salary rate having been so qualified by an appropriate selection process.

2.30 - Reclassification

The determination by the Village Manager (or designee) that a position be assigned to a class different from the one to which it was previously classified.

2.31 - Special Leave

Special Leaves are the forms of leave which an employee may apply in accordance with the guidelines set forth in Chapter 14.00 of this Manual. In addition to the guidelines and policies within Chapter 14.00 of this Manual, the Village offers a flexible leave policy for disabled employees where it constitutes a reasonable accommodation to assist the employee in the performance of his/her essential job functions.

2.32 - Transfer

The movement of an employee from one department, division, or unit of the municipal government to another, from one position to another position of the same class, and/or to another class having the same maximum salary rate, involving the performance of similar duties and requiring essentially the same basic job qualifications.

2.33 - Vacancy

A duly created position which is not occupied and which the Village Manager (or designee) has the discretion to decide whether or not to fill.

2.34 - Village Manager

The Chief Administrative Officer of the Village of Buffalo Grove, Illinois, or his designee, as established in Chapter 2.08 of the Village of Buffalo Grove Municipal Code.

Chapter 3.00 – Employment Philosophies

- 3.01 - Equal Employment Opportunities (EEO)
- 3.02 - Harassment in the Workplace
- 3.03 - Sexual Harassment Deserves Special Attention
- 3.04 - Complaint Reporting Procedure
- 3.05 - Harassment Allegations Against Non-Employees/Third Parties
- 3.06 - These Policies Apply Even Outside the Workplace
- 3.07 - The Investigation Process
- 3.08 - Responsive Remedial Action
- 3.09 - False or Frivolous Complaints
- 3.10 - Outside Reporting Rights
- 3.11 - Retaliation is Strictly Prohibited
- 3.12 - Diversity, Equity and Inclusion Commitment
- Anti-Harassment Policy Acknowledgement Form

3.01 - Equal Employment Opportunities (EEO)

The Village of Buffalo Grove is firmly committed to providing equal employment opportunities to all applicants and employees. This commitment applies to all aspects of employment, training, compensation, promotion, discipline, discharge and other terms and conditions of employment without regard to any legally protected category including (without limitation) an individual's actual or perceived: race, color, religion, sex, sexual preference or sexual orientation, gender, gender identity or expression, national origin, citizenship status, ancestry, age, marital status, civil union status, order of protection status, military status, disability, genetic history, or unfavorable discharge from military service (except where provided by federal, state or local law), pregnancy (or a medical condition related to pregnancy or childbirth) or any other category protected by applicable law or ordinance.

This EEO Policy extends to all of the Village's personnel policies, procedures and decisions related to hiring, promotions, transfers, layoffs, rates of pay, discipline, discharge and other terms and conditions of employment. All of those personnel decisions are made and administered without regard to an individual's actual or perceived Legally Protected Categories (as defined earlier). The Village is also committed to providing reasonable accommodations when necessary for all employees and applicants who are disabled (including medical conditions related to pregnancy or childbirth) provided the individual is otherwise qualified to perform the essential functions of the job. (See the Village's Reasonable Accommodations Policies summarized below in Section ____ of this Manual).

If an employee is aware of any violation of this EEO Policy or if an employee feels they have been the victim of a Policy violation, that employee is encouraged to alert their immediate supervisor, Department Director and/or a representative from the Human Resources Office of the relevant information without delay. All complaints will be promptly investigated and remedied. Any individual who violates this Policy is subject to disciplinary action that may include termination of the offenders involved. Be assured that no retaliation will be taken or tolerated against any person who reports a possible violation of our EEO Policy and/or those who participate as a witness in any investigation.

3.02 - Harassment in the Workplace

The Village of Buffalo Grove is committed to providing its employees, vendors, and others who perform services for the Village with a productive and comfortable working environment which is free of harassment, whether based on race, color, religion, sex, sexual preference or sexual orientation, gender, gender identity or expression, national origin, citizenship status, ancestry, age, marital status, order of protection status, civil union status, military status, disability, genetic history, pregnancy, childbirth, or a medical condition related to pregnancy or child birth, or any other category protected by law. Harassment is a violation of federal, state, and local laws. The Village will not tolerate harassment or retaliation of any kind in the workplace based on any legally protected status. Even if a situation does not rise to the level of unlawful harassment or retaliation, the offender may be subject to disciplinary action under this policy if the conduct is deemed to be unprofessional or inappropriate.

Harassment consists of (not all inclusive) unwelcome, physical, visual or spoken conduct regarding any person's race, color, religion, sex, sexual preference or sexual orientation, gender, gender identity or expression, national origin, citizenship status, ancestry, age, marital status, Civil Union status, military status, disability, genetic history, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other category protected by law. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, epithets, slurs, derogatory remarks, negative stereotyping, jokes, kidding, and teasing directed at a person based on his or her protected status, or posting, displaying, or circulating written or graphic material that denigrates or shows hostility or aversion to an individual because of such status.

All employees must continue to act responsibly to help maintain a comfortable working environment free from harassment and intimidation. Any Village employee who violates this policy will be subject to disciplinary action, that may include immediate termination when appropriate to remedy the situation.

3.03 - Sexual Harassment Deserves Special Attention

As used in this Policy, the phrase "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of Village services; or
2. Submission to or rejection of such conduct by an individual is used as the basis of any employment or service decision affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with the work performance of an employee or creating an intimidating, hostile or offensive environment for employees, vendors or visitors.

No manager, director, Supervisor, or other employee has the authority to engage in such conduct or to alter another employee's terms or conditions of employment based on the employee's refusal to submit to such conduct. The Village strictly prohibits its manager, directors, Supervisors and other employees from implying or suggesting that an applicant or employee's submission to or refusal to submit to sexual advances or participation in such sexual conduct is a condition of continued employment or receipt of any

job benefit (including job assignment, compensation advancement, career development, or any other term or condition of employment).

Some examples of Sexual Harassment include (but not by way of limitation):

1. Pressure for sexual activity (subtle or overt);
2. Unwelcome touching or intimacy, including pinching, patting or hugging;
3. Insulting, degrading or obscene sexual remarks, innuendoes, jokes or conduct;
4. Posting or display of sexually offensive or degrading materials in the workplace such as pictures or cartoons;
5. Epithets, slurs, derogatory remarks or negative stereotyping based on gender;
6. Comments about sex life or body parts; and
7. Repeatedly asking out for a date someone who has refused.

All complaints of Harassment are considered serious. Thorough and appropriate investigations of complaints will be conducted promptly in all cases. Appropriate measures will be taken to keep the complaint allegations confidential when requested but this is not always possible as it may conflict with a thorough investigation. There will be no retaliation or reprisals of any kind against any person for having made an inquiry, complaint or report of sexual harassment or discrimination, or for participating in an investigation of sexual harassment or discrimination (regardless of the outcome). Further, under the Illinois Human Rights Act (775 ILCS 5/6), the Illinois Whistleblower Act (740 ILCS 174/5), and the State Employee Ethics Act (5 ILCS 430) it is a crime to retaliate, or to conspire to retaliate, against an employee because the employee has opposed an action that the employee reasonably believes to be unlawful discrimination or harassment or because the employee has participated in an investigation of harassment or discrimination. However, an employee who knowingly makes a false report of harassment will be subject to discipline including immediate termination for a first offense if deemed warranted to remedy the situation.

3.04 - Complaint Reporting Procedure

The Village strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This Policy applies to all full-time, part-time, temporary, and seasonal employees as well as other non-employees who perform services for the Village including contractors and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. While the Village has not established a fixed deadline for reporting possible policy violations period, it strongly urges the prompt reporting of complaints or concerns, so the Village can take prompt remedial action if warranted.

If an employee experiences or witness harassment, discrimination or retaliation of any kind involving another person, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to their Department Director, the Human Resources Department and/or the Deputy Village Manager. The employee should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident) when practical. Written records such as letters, notes, memos, texts, social media postings, tweets, emails and telephone messages can strengthen documentation. Any employee, even when the discrimination, harassment or retaliation is not directed at them, can and should make a complaint without fear of retaliation for doing so. The following is our recommended policy for addressing these issues:

1. Direct Communication with the Offender:
 - a. If there is harassing, discriminatory or retaliatory behavior in the workplace, and if the employee feels comfortable doing so, they should directly and clearly express the objection to the offending person(s) regardless of whether the behavior is directed at the employee witnessing the behavior. If the employee is the harassed individual, and if the employee feels comfortable doing so, they should also clearly state the conduct is unwelcome and the offending behavior must stop. However, an employee is not required to confront the person directly who is the source of the report, question, or complaint before notifying any of those individuals listed below. The Village does not require an employee to confront the person who is the source of the report, question, or complaint directly, if they feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made to help preserve the relevant information for investigation purposes.
2. Report to Supervisory and Administrative Personnel:
 - a. At the same time (or promptly after) direct communication is undertaken, or in the event the employee witnessing or experiencing the behavior feels threatened, intimidated by or uncomfortable by the offending person, the employee should promptly report the offending behavior to their immediate supervisor or Department Director. If the employee feels uncomfortable doing so, or if the immediate supervisor and/or Department Director is the source of the problem or ignores the problem, please report the conduct directly to a representative of the Human Resources Office. If the Village Manager is the source of the problem or concern or is believed to have condoned the problem, the individual should immediately report the incident(s) in writing directly to the [outside counsel to the Village.]
3. Report to Village Manager:
 - a. An individual may also report incidents of harassment, discrimination, or retaliation directly to the Village Manager for handling. The Village Manager may designate an outside investigator who is selected by the Village to investigate complaints in appropriate situations where deemed appropriate based on the circumstances involved.
4. Complaint Against an Elected Official:
 - a. If someone makes a complaint about alleged discrimination, harassment, or retaliation by an elected official of the Village, they should also report the Village Manager who will normally refer the matter to outside counsel or an independent investigator to review the facts and evidence involved.

3.05 - Harassment Allegations Against Non-Employees/Third Parties

If an employee makes a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer, elected official and/or other persons using Village programs or facilities, the Village will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Village will take reasonable steps to remediate the situation, including (but not limited to) evaluating interim steps warranted while the Village investigates the allegations if deemed to be necessary under the circumstances involved.

Any non-employee who performs services for the Village is also protected against Sexual Harassment by employees of the Village. Those non-employees are encouraged to use the same Complaint Reporting Procedure referenced above to report any possible Policy violation. All such complaints will be promptly investigated and remedied as appropriate. The Village will not tolerate any retaliation against individuals who utilize the Internal Complaint Procedure, those who participate in an internal investigation and/or those who report a complaint through another available source. In the end, all employees and all individuals who perform services for the Village are entitled to a comfortable working environment that is free of unlawful Sexual Harassment.

3.06 - These Policies Apply Even Outside the Workplace

Conduct prohibited by these Policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events, and any other location where the Village has assigned the individual to perform their job duties.

3.07 - The Investigation Process

The Village will investigate any reported allegations of harassment, discrimination, or retaliation promptly. The Village will make appropriate reasonable efforts to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the Village must be able to investigate fully and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Village reserves the right and hereby provides notice that it may use third parties to investigate claims of harassment, discrimination, or retaliation. Employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including dismissal from employment.

3.08 - Responsive Remedial Action

After investigation, the Village will determine whether the evidence substantiates a complaint of harassment, discrimination, or retaliation after reviewing the facts and circumstances of each situation. The Village will deal with misconduct constituting a violation of this Policy (such as engaging in harassment, discrimination, or retaliation) appropriately to remedy the situation. Appropriate remedial action for a substantiated complaint may include, by way of example only: re-training, referral to counseling and/or disciplinary action. In appropriate cases, individuals who violate this Policy will be subject to disciplinary action that may include immediate termination if deemed appropriate based on the outcome of the investigation.

3.09 - False or Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination or retaliation, the Village considers complaints made in bad faith or otherwise false and frivolous charges severe misconduct and may result in disciplinary action, up to and including dismissal. A complaint allegation that is unfounded or cannot be proven will not alone be viewed as evidence of bad

faith. In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor.

3.10 - Outside Reporting Rights

While the Village hopes to be able to resolve any complaints of discrimination, harassment, or retaliation within the Village, it acknowledges each employee's right to contact the Illinois Department of Health at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. The IDHR also has a reporting hotline that includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment: 877.236.7703. If the IDHR determines there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (IHRC), located at the same address on the fifth floor.

3.11 - Retaliation is Strictly Prohibited

The Village prohibits retaliation against any individual, because the employee or other individual who performs services for the Village reports discrimination, harassment, or retaliation; participates in an investigation of such reports; and/or files a charge of discrimination, harassment, or retaliation with an outside agency. Any individual who violates this Policy against retaliation will be subject to disciplinary action, up to and including dismissal and/or other remedial action as warranted for even a first offense.

3.12 - Diversity, Equity and Inclusion Commitment

The Village believes in treating all employees and others who perform services for the Village (and/or who use the Village resources) with respect and dignity. We recognize that our employees bring their own unique abilities/experiences to their work. We value such diversity at all levels of our organization. Our goal is to create and foster an environment in which all individuals realize their maximum potential and realize the value their differences bring to the Village.

The Village's commitment to diversity encompasses similarities and differences in ethnicity, gender, language, age, sexual orientation, religions, socio-economic status, physical and mental ability, experience, and education and all other Legally Protected Categories (as defined earlier in the EEO Policy) too. We believe that the wide variety of perspectives that results from such diversity promotes innovation and business success, and our goal is to provide an inclusive working environment that encourages these values. By valuing differences, we demonstrate our commitment to treating everyone with fairness and respect and to providing a positive working environment of learning, innovation, flexibility, opportunity and growth. Our goal will always be to make diversity, equity and inclusion integral parts of the Village's business operations.

Anti-Harassment Policy Acknowledgement Form

I hereby acknowledge receipt of the Village of Buffalo Grove Anti-Harassment Policy. I agree and represent that I have read this Policy in its entirety.

I understand and will comply with the Village of Buffalo Grove Anti-Harassment Policy, including the anti-retaliation provisions set forth in the Policy.

Signature

Date

Print Name

Department

Chapter 4.00 – Our Reasonable Accommodation Policies

- 4.01 - Reasonable Accommodations for Individuals with Disabilities
- 4.02 - Reasonable Accommodations for Pregnancy Related Conditions
- 4.03 - Procedure for Requesting a Reasonable Accommodation
- 4.04 - Reasonable Accommodations for Providing Urgent Maternal Protection for Nursing Mothers Act (PUMP)
- 4.05 - Reasonable Accommodations for Religious Beliefs

4.01 - Reasonable Accommodations for Individuals with Disabilities

As detailed in the prior chapter of this manual, the Village does not tolerate discrimination against any applicant or employee with an actual or perceived mental or physical disability. The Village also will not tolerate discrimination against any individual who has a history of being disabled and/or an employee who is associated with an individual who is disabled. Consistent with these philosophies, the Village is committed to providing reasonable accommodations to all qualified individuals who are disabled in order to assist them in the performance of their essential job functions.

This commitment of providing reasonable accommodation also extends to individuals who are pregnant and those who have a medical condition related to pregnancy and/or childbirth as set forth in the Policy that follows. Requests for reasonable accommodations are addressed on a case-by-case basis. All requests for reasonable accommodation will be considered provided the requested accommodation does not result in an undue hardship to the Village's business operations.

4.02 - Reasonable Accommodations for Pregnancy Related Conditions

The Village will treat any employee who is pregnant or has a disability or medical condition related to pregnancy or childcare in the same way as other employees are treated who have a medical condition that rises to the level of a disability. Requests for reasonable accommodation under this Policy should be addressed in the same manner as any other medical condition.

Some examples of the types of reasonable accommodation that are available include (without limitation): the ability to sit or drink water, as needed, receive closer parking to the entrance to our buildings, granting flexible hours, receiving appropriately sized uniforms or safety apparel as applicable and necessary, receiving additional break time to use the bathroom, to eat, and to rest, to take leave or time off to recover from childbirth, and to be excused from strenuous activities and/or activities that could involve exposure to circumstances that are not safe for pregnancy. These issues are addressed on a case-by-case basis. No employees will be required to accept a reasonable accommodation that is not medically necessary.

4.03 - Procedure for Requesting a Reasonable Accommodation

Any employees who have a medical need for a reasonable accommodation to perform the essential job functions of their position should notify their Department Director or the Human Resources Office. After receipt of an accommodation request, the Department Director or representative from the Human Resources Office normally will schedule a meeting with the employee involved to discuss the requested

accommodation(s) and the manner in which the accommodation(s) may assist the employee in the performance of their essential job functions. Employees are urged to actively participate in this interactive discussion to attempt to identify the available options that do not pose an undue hardship to the Village's business operations. Employees who request a reasonable accommodation will not be subject to retaliation for doing so.

The employee may be required to provide certification from their health care provider concerning their need for a reasonable accommodation to the same extent such a certification is required for other disabling condition. The medical certification should normally include:

1. medical justification for the requested accommodation(s);
2. a description of the reasonable accommodation(s) medically advisable;
3. the date the accommodation(s) became advisable; and
4. the probable duration of the reasonable accommodation(s).

If any employee feels they were denied a reasonable accommodation for this purpose, they are encouraged to report the matter pursuant to the Village's internal complaint procedures and without fear of retaliation.

4.04 - Reasonable Accommodations for Providing Urgent Maternal Protection for Nursing Mothers Act (PUMP)

The Village is also committed to provide nursing employees with reasonable paid break periods to express breast milk for an infant child, unless the break time unduly disrupts the Village operations. The break time will run, if possible, concurrently with any break time already provided to the employee. Additionally, the Village will make reasonable efforts to provide nursing employees a private room or other location, in close proximity to the work area, to express milk privately. The private room will not be a bathroom and/or toilet stall. Employees with any questions concerning this Policy should contact Human Resources. Paid time off for this purpose is available within one year of the birth of the child and/or as otherwise provided by law.

4.05 - Reasonable Accommodations for Religious Beliefs

The Village also provides reasonable accommodations to employees when necessary due to a religious observance or belief. For example, as referenced in our Floating Holidays Section of this Manual, the Village will grant requests for employees to take time away from work for religious holidays that are not celebrated by the Village provided it does not pose an undue hardship to our business operations. Employees may submit requests for reasonable accommodations for religious purposes or beliefs to their Department Director or a representative from the Human Resources Office. Prior notice should be provided when the need for the requested accommodation is foreseeable. Requests pursuant to this Policy will be addressed on a case-by-case basis.

Chapter 5.00 – Applications and Applicants

5.01 - Recruitment

5.02 - Application Forms

5.03 - Disqualification

5.04 - Disqualification by Reason of Conviction (which is not expunged or sealed)

5.05 - Examinations

5.01 - Recruitment

The selection process shall be conducted in accordance with both Village-wide and departmental policies and practices. Notice of employment opportunities in the municipal service are normally published by posting announcements on official bulletin boards, and/or in such other places as the Village Manager (or designee) deems advisable. Notice of all examinations for promotion shall be published by posting and other appropriate methods, but need not be published in any newspaper. The announcements normally will specify the class title and salary range of the class for which the examination is announced; the nature of the work to be performed; the minimum qualifications required for the performance of the work of the class; the time, place, and manner of making application, the closing date for receiving applications; and other pertinent information. Exceptions to this policy on recruitment will be made for legitimate business reasons where appropriate with the approval of the Department Director and the Village Manager (or designee).

5.02 - Application Forms

All applications shall be made on forms prescribed by the Village Manager (or designee) and shall be submitted on, or prior, to the closing date specified in the announcement. Applications shall require information concerning education, experience, and other pertinent job related information. All applications shall be signed and the truth of the statements contained therein certified by such signature. The appointing authority may require proof of education, experience, and other information as may be appropriate. Falsification of any information contained in an Application Form (no matter when discovered) will be grounds for disciplinary action which may include immediate termination for even the first offense.

5.03 - Disqualification

Except as provided by law, the Village Manager (or designee) may refuse to examine an applicant, or, after examination, may disqualify such applicant, or may remove such person already hired and/or appointed if the individual (list is not all inclusive):

1. Does not meet the preliminary requirements established for the pertinent class in the position applied for and/or does not otherwise demonstrate the qualifications for the job (either with or without a reasonable accommodation if applicable).
2. Is currently engaged in the illegal use of a controlled substance, the illegal use of a legally prescribed drug, or the excessive and untreated abuse use of alcohol. (Note: We

3. provide reasonable accommodations to employees with disabilities but an after the fact request for assistance will not excuse a policy violation).
4. Has made a false statement or omission of fact in his/her application form or resume.
5. Has used or attempted to use political pressure or bribery to secure an advantage in the selection process.
6. Has directly or indirectly obtained information regarding the examination to which, as an applicant, he was not entitled.
7. Has failed to submit his fully completed Application Form correctly and/or within the prescribed time limits.
8. Fails to cooperate in any part of the application or selection process.
9. Has established an unsatisfactory employment or personnel record as evidenced by a reference check of such a nature as to demonstrate actual or potential unsuitability for employment.
10. Has taken for another or allowed another to take for him all or part of any examination, or has been found cheating or engaged in other inappropriate acts or omissions in any other way on an examination.
11. Has otherwise violated the provisions of this Manual and/or engaged in any other act or omission deemed harmful to the Village's residents and/or property.
12. Whenever an applicant is rejected or disqualified, notice of such rejection or disqualification may be provided to the applicant if deemed appropriate. Applications, whether accepted or rejected, shall not be returned.

5.04 - Disqualification by Reason of Conviction (which is not expunged or sealed)

After an applicant has been selected for an interview, a background check will be completed. All applicants who have been convicted of a crime involving matters such as, but not limited to, violent, offensive and/or disgraceful conduct, or moral turpitude will have their applications subject to further review considering all related factors such as the nature of the duties involved, the length of time since the conviction was served, etc. We reserve the right to reject a candidate following this analysis which will be conducted on a case-by-case basis. Applicants applying for positions within the Village park district, child care facilities, school district, mental health facilities, or secure residential youth care facilities will be screened as part of the initial evaluation process, as permitted by law. This policy does not apply to any conviction that has been expunged or sealed (which will not be the basis of a rejection of a candidate, except as required by law).

Applications for employment within the State must contain specific language that states that the applicant is not obligated to disclose expunged juvenile records of adjudication or arrest. Employers may not ask, in any format or context, if an applicant has had a juvenile record

expunged. Information about an expunged record obtained by a potential employer, even inadvertently, from an employment application that does not contain specific language that states that the applicant is not obligated to disclose expunged juvenile records of adjudication or arrest, shall be treated as dissemination of an expunged record by the employer.

5.05 - Examinations

Examinations shall relate to those matters which fairly test the aptitude, and qualifications of applicants and employees for a position. Examinations may include written, oral, or work simulation tests; ratings of experience and training; fingerprinting and background investigation; polygraph test (only if permitted by law); post offer physical examinations; post-offer alcohol/drug screen; post-offer psychological evaluation; any combination of these; or any other tests deemed necessary and permitted by law. All medical examinations will be job related and based on business need. Disabled employees and applicants will be afforded reasonable accommodations during this examination process if required by law.

Chapter 6.00 – Appointments

6.01 - Appointments

6.02 - Transfer

6.03 - Appointment Forms

6.01 - Appointments

1. Full-time, Part-time, and Temporary/Seasonal Positions:
 - a. Appointments to fill vacancies in full-time, part-time, and temporary/seasonal positions shall be made in accordance with Chapter 5.00 of this Manual. Upon being notified of a promotion, the relinquishing department may delay the promotion until the beginning of a pay period but generally not to exceed three (3) weeks.
2. Emergency Appointments:
 - a. In the case of an emergency including, but not limited to a flood, tornado, or blizzard, which requires the immediate employment of one or more persons to prevent actual or potential impairment of the public business and for which it is not practicable or otherwise appropriate to secure the needed person or persons in accordance with Chapter 4.00 of this Manual in time to meet the emergency, an appointing authority may appoint any qualified person during such emergency for a period generally not to exceed thirty (30) working days. The Village Manager (or designee) shall determine whether an emergency actually exists, and his decision shall be final.

Exceptions to the guidelines in this Chapter will be subject to approval of the Village Manager (or designee) and may be required to be submitted in writing upon request.

6.02 - Transfer

A position may be filled by transferring an employee from a position of the same class or similar class with essentially the same basic qualifications and having the same maximum salary rate. Inter departmental transfers, where practical, may be approved by the requisitioning department, and employee concerned. At the direction of the Village Manager (or designee), the relinquishing department may delay the transfer until the beginning of a pay period, but generally not for a period in excess of three (3) weeks.

6.03 - Appointment Forms

No duly appointed employee shall be placed on the payroll until Advice of Status and other required forms have been properly completed and approved by the Village Manager (or designee).

Chapter 7.00 – Probationary Period

- 7.01 - Purpose
- 7.02 - Documentation
- 7.03 - Duration
- 7.04 - Rating of Probationary Period
- 7.05 - Termination During Probationary Period
- 7.06 - Demotion During Probationary Period
- 7.07 - Extension

7.01 - Purpose

The probationary period shall be an integral part of the examination process and shall be utilized as an opportunity to observe an employee's work performance, attitude and habits, to train and aid the employee in adjustment to his position, and/or to reject any employee whose work performance fails to meet the expectations of the Village.

7.02 - Documentation

At the beginning of employees' probationary period, they will be asked to fill out all forms required of new employees, if and to the extent they have not yet completed them already (W-4, I-9, etc.). These forms are required under government rules and relate to such matters as tax reporting, immigration law compliance, etc.

7.03 - Duration

All original and promotional appointments shall be tentative and subject to an initial probationary period of at least one (1) year from the date of appointment. Original sworn appointees to the Fire and Police Departments shall be on probation for a minimum period of eighteen (18) months or as established by a collective bargaining agreement or Illinois law. Extensions may be appropriate as determined by the Village Manager (or designee) or pursuant to the terms of a collective bargaining agreement.

7.04 - Rating of Probationary Period

Supervisors shall periodically observe and document the employee's work performance and shall counsel (if and as appropriate) a probationary employee whose work performance is marginal, inadequate or below standards expected of similarly situated employees performing comparable work. Prior to the expiration of the employee's one year probationary period, the appointing authority shall notify the Village Manager (or designee) if the employee will NOT continue in the position.

7.05 - Termination During Probationary Period

During the probationary period, the employee may be dismissed if the appointing authority determines that the employee has failed to demonstrate the ability, qualifications and inadequate overall

contributions necessary to furnish satisfactory service or is otherwise unsuitable for continued employment. Dismissal during the probationary period may be with or without cause and shall not be a subject of the grievance procedure described in this Manual. Nothing in this Section 6.04 creates a term of employment either during or after the Probation Period expires.

7.06 - Demotion During Probationary Period

Promotional appointees who exhibit inadequate performance and overall contributions during the probationary period may be demoted to a position in the class held prior to the promotional appointment. The Department Director shall notify the Village Manager (or designee) of his/her intention to demote an employee as provided in this section. If approved by the Village Manager (or designee), the employee shall be notified in writing generally not less than five (5) working days prior to the effective date of demotion.

7.07 - Extension

Where legally permissible and with the approval of the Village Manager (or designee), an appointing authority may extend the probationary period for a period generally not to exceed a maximum of eighteen (18) months. During any extension of a probationary period, the remaining provisions of this Chapter of the Manual will apply. Upon expiration and/or satisfactory completion of a probationary period (regardless of length), an employee may be subject to counseling, disciplinary action or other appropriate action as deemed appropriate by the appointing authority. In some case, counseling, disciplinary action and/or other action is not appropriate due to the circumstances involved and immediate termination may occur if warranted.

Chapter 8.00 – Position Classification

- 8.01 - The Classification Plan
- 8.02 - Purposes of the Classification Plan
- 8.03 - Administration of the Classification Plan
- 8.04 - Classification of Positions
- 8.05 - Effect of Classification Changes on Incumbent
- 8.06 - Class Specifications/Job Descriptions
- 8.07 - Use in Selection Process
- 8.08 - Use of Class/Position/Position Titles

8.01 - The Classification Plan

A position classification plan, based upon factors including, but not limited to, competencies of position, grade nature of work, principal duties and responsibilities, knowledge, abilities, and skills required by the work, may be developed and maintained by the Director of Human Resources. With the approval of the Corporate Authorities, classes may be established, combined, or abolished. The position classification plan may include (not all inclusive):

1. An outline of classes of positions in the municipal service arranged in appropriate occupational groups;
2. Class specifications/Job Descriptions in such form as prescribed by the Village Manager (or designee); and
3. Other factors deemed appropriate by the Village Manager (or designee).

8.02 - Purposes of the Classification Plan

1. To provide like pay for substantially similar/like work.
2. To establish educational and work experience qualifications for recruiting, testing, and other selection purposes.
3. To provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority, and other relevant relationships between individual and groups of positions.
4. To assist appointing authorities in determining personnel service costs and projections for annual budget requirements.
5. To provide a basis for developing standards of work performance, including competencies.
6. To establish lines of promotional opportunity.

7. To indicate employee training needs and development potentials.
8. To provide uniform and meaningful titles for all positions.
9. To provide the fundamental basis of the compensation program and other aspects of the personnel program.

8.03 - Administration of the Classification Plan

The Village Manager (or designee) may periodically require position classification studies at such times as he/she deems necessary to ensure the proper classification of existing or proposed positions in the municipal service. If the Village Manager (or designee) determines that classes should be established, combined or abolished, he/she may so amend the classification plan subject to approval of the Corporate Authorities. Revisions of class specifications required to accurately reflect the nature of work or principal duties and responsibilities of classes may be made without approval of the Corporate Authorities, provided, however, that such revisions generally will not change the number of classes or the maximum rate of pay of a class.

8.04 - Classification of Positions

Each position in the municipal service, except those personnel exempted from this Manual, shall be classified at the direction of the Village Manager (or designee). Positions may be assigned to a specific class when (not all inclusive):

1. The same descriptive title may be used to designate each position in the class; and
2. The same kinds and levels of education, experience, knowledge, ability, skill and other qualifications may be required of incumbents; and
3. Similar tests of fitness may be used to examine applicants; and
4. The same range of compensation will apply equally under substantially the same or similar employment conditions.
5. All classes of positions involving the same character of work but differing as to level of difficulty and responsibility may be assembled into a class series of two (2) or more levels.
6. Compensation or present pay range generally will not be a factor in determining the classification of any position or the standing of any incumbent.

In allocating any position to a class, the specification for the class shall be considered as a whole. Consideration shall be given to appropriate factors including, but not by way of limitation, the general duties, specific tasks, responsibilities, required educational and experience qualifications for such positions, and the relationship thereof to other classes. The examples of duties set forth in such class specification shall not be construed as all-inclusive or restrictive, and an example of a typical task or a

combination of two (2) or more examples of work performed shall not be taken, without relation to all parts of the specification, as determining that a position should be included within a class.

Normally, no employee whose position has been allocated to its appropriate class shall be assigned or required to perform duties generally performed by persons holding positions in other classes, except in case of emergency or training, or for other limited periods of time. Generally, the time period shall not exceed four (4) consecutive weeks without specific authorization by the Village Manager (or designee). The clause in each class specification "performs related work as required" shall be liberally construed.

Department Directors and Division Directors shall report any organization or program changes that will significantly alter or effect changes in existing classes or classes proposed to be established to the Village Manager (or designee). When any Department Director or Division Director requests the establishment of new or additional classes, or a change in the classification of an existing position, the request shall be submitted in writing along with a statement of essential work duties, essential responsibilities, and qualifications of the position and such other documentation as may be necessary to evaluate the request.

8.05 - Effect of Classification Changes on Incumbent

Whenever the title of a class is changed without a change in duties and responsibilities, the incumbent normally will have the same status in the new class as he/she had in the former class.

When a position is reclassified to a class with a higher maximum salary rate, the Village Manager (or designee) may provide the incumbent of the position the same status in the new class as he/she had in the former class, only if he/she finds:

1. That the reason for the reclassification of the position is the accretion of new duties and responsibilities over a period of six (6) months or more immediately preceding the effective date of said reclassification; and that such accretion of duties has taken place during the incumbency of the present incumbent in said position; and
2. That the added duties and responsibilities upon which the reclassification is based could not reasonably have been assigned to any other position; and
3. That the employee occupying a position which has been reclassified shall continue in the position only if he possesses the qualifications of training and experience required for such classification.

Whenever a position is reclassified from one class to a higher class and the conditions above are not met, the incumbent shall not continue in the position and may be placed in a lower classified position or removed from his/her employment with the Village (if warranted in the determination of the Village Manager or designee).

When a position is assigned to a class different from the one to which it was previously classified, the pay status of the incumbent may be changed in accordance with the provisions of these rules governing transfers, promotions, and demotions.

8.06 - Class Specifications/Job Descriptions

1. Official Position Classification Plan:
 - a. The Village Manager (or designee) shall maintain a master set of approved class specifications which is updated from time to time. Such class specifications shall constitute the official position classification plan. The Village Manager (or designee) shall provide each Department Director and Division Director and appointing authority with a current position classification plan. The position classification plan shall be open for inspection by employees, interested individuals, and the public under reasonable conditions during regular business hours.
2. Nature of Specifications:
 - a. Class specifications are descriptive and not restrictive. They are intended to indicate the kinds of positions that are to be assigned to the respective classes as determined by their duties and responsibilities and shall not be held to exclude those duties and responsibilities which are not specifically mentioned, but are similar as to kind and level.
3. Implied Qualifications:
 - a. Qualifications commonly required of all incumbents of positions of different classes, such as (not all inclusive list): honesty, cooperation, sobriety, and industry, shall be deemed to be implied as qualification requirements for each class, even though they are not specifically mentioned in the class specification.
4. Interpretation of Class Specifications:
 - a. In determining the class to which any position shall be assigned, the class specification for each class shall be considered as a whole. The class specifications are intended to indicate the kinds of positions that are assigned to the classes, as determined by their relative assigned duties, responsibilities, and specific tasks, and are not to be construed as declaring what the duties or responsibilities of any position may be or as limiting or modifying the power of any Department Director to assign, direct, and control the work of employees under his supervision. All class specifications/job descriptions shall be construed in compliance with the Americans with Disabilities Act ("ADA"). As to the particular parts of the class specifications the following principles shall apply:
5. Class/Job/Job Title:
 - a. The class title is a brief and descriptive designation of the type of work performed. When there is more than one (1) class in an occupational series, numerals are used in the title to designate the level of the class. The Roman Numeral I is always indicative of the entry position in a class series.
6. Nature of Work:
 - a. This section is a general description of the essential job functions with emphasis on those basic factors which distinguish the class from other classes. Included are such factors as supervision received and exercised, responsibility and difficulty, hazards, and the way in which the work is assigned and results are reviewed. Because this section evaluates the class in terms of relative difficulty and responsibility and thereby establishes the level of

the class, it is the section which is most important in determining the class in which a particular position belongs.

7. Illustrative Examples of Work:

- a. This section is intended to enable the reader to obtain a more complete concept of the actual essential job functions performed in positions assigned to this class. The list is descriptive, but not limiting. It is not intended to describe all work performed in all positions in the class, nor do all examples apply to all positions assigned to the class. It is conceivable in the more populated classes, that only one (1) portion of one (1) work example would apply to a given position. The performance of one (1) or several duties listed as examples of work for a particular class should not be considered as conclusive evidence that the position belongs in the class. A position is assigned to a class only when it meets the criteria defined and set out by the specification as a whole.

8. Requirements of Work:

- a. This section includes a statement of knowledge, abilities, and skills considered as requisite to successful performance of the essential job functions of the class, and the education and experience which ordinarily would be expected to provide an employee with the required knowledge, abilities, and skills. It should be noted that the statement of education and experience is generally intended to include any equivalent combination of training and experience as determined by the appointing authority in order to allow admission of all qualified applicants to the selection process.

9. Necessary Special Requirements:

- a. This section is used in a few classes where requirements limit practice of a profession or occupation to persons who possess a specific license or certificate issued by an agency of licensure. It also is used to enumerate other practical requirements or specific prerequisites which must be met by applicants before otherwise qualifying for positions in the class.

Reasonable Accommodations, as defined by the Americans With Disabilities Act (ADA), are available for disabled employees who are otherwise qualified to perform the essential functions of the available work for positions in the class.

8.07 - Use in Selection Process

The specification for any class as interpreted herein, shall constitute the primary basis and source of authority for the recruitment and for the tests to be included in examination for the class and for the evaluation of the qualifications of candidates. Exceptions to this section may be made only if approved by the Village Manager (or designee).

8.08 - Use of Class/Position/Position Titles

The class/position title shall be the official title of every position assigned to the class for the purpose of personnel actions and shall be used on all payrolls, budget estimates, and official records. Administrative

titles or other working titles authorized by a department or Division Director may be used to designate any position for purposes of internal communication and/or in oral or written contacts with the public.

Chapter 9.00 – Compensation

- 9.01 - Authority to Establish Salaries
- 9.02 - Compensation Plan
- 9.03 - Compensation Plan Design
- 9.04 - Annual Evaluation
- 9.05 - Compensation Plan Maintenance
- 9.06 - Amendment of the Compensation Plan
- 9.07 - Total Remuneration
- 9.08 - Dual Employment Prohibited
- 9.09 - Equivalent Compensation
- 9.10 - Beginning Salary
- 9.11 - Salary Increases
- 9.12 - Pay Rate Adjustments
- 9.13 - Temporary Assignment to Higher Level Position
- 9.139.14 - Stipends for Special Projects
- 9.149.15 - Call Back Pay
- 9.159.16 - Pay Periods/Pay Days
- 9.169.17 - Payroll Errors
- 9.179.18 - Direct Deposit of Pay Checks
- 9.189.19 - Longevity Pay

9.01 - Authority to Establish Salaries

The Corporate Authorities shall establish pay ranges for employees under the jurisdiction of the Village Manager (or designee).

9.02 - Compensation Plan

The Village of Buffalo Grove has created this compensation policy to develop and implement a performance management program that creates a direct relationship between the performance of an employee and the employee's compensation. The policy is intended to measure outcomes, enhance accountability and emphasize Village-wide priorities, strategic planning and critical job success factors.

9.03 - Compensation Plan Design

The design of the compensation plan requires the administration of the following sub-policies, as follows:

1. Goals:
 - a. It shall be the responsibility of the Village Manager (or designee) to annually establish organizational goals, which shall form the foundation of the performance evaluation and compensation cycles. Department Directors shall be responsible to establish departmental goals which reflect the organizational and unit goals for the operation of each department. Each employee shall be provided his/her organizational, departmental, unit and/or individual goals at the beginning of the evaluation cycle. The employee's

performance shall be evaluated at least annually, and more frequently as deemed

appropriate by the employee's supervisor, Department Director and/or Village Manager, consistent with the process outlined in the Annual Evaluation section of this policy.

2. Salary Ranges:

- a. Each year, the Director of Human Resources shall prepare a schedule of pay classifications, inclusive of the minimum, maximum and midpoint salary for each job classification. Pay ranges or bands may be developed to encompass multiple job classifications based upon like performance requirements, skills, competencies, education and experience required to perform the requirements of the position. Where applicable, salary ranges shall be adjusted to reflect cost of living indices then applicable, and shall be applied in equal units to each salary range. The Village shall provide for an objective evaluation of positional responsibilities based upon job analysis questionnaires and assigned rankings within the Village's organization chart.

The Village of Buffalo Grove strives to maintain market competitive salary ranges based on review of comparable salary ranges of like communities, economic factors and sufficient incentives to provide greater compensation to employees assuming greater responsibility. The Village shall triennially conduct a comprehensive survey of comparable municipalities' salary ranges. The comparable communities will generally be the same communities used for represented Police and Fire personnel, except that additional comparable salaries may be incorporated into the analysis where insufficient data exists for like positions of a particular classification, or where the responsibilities associated with a particular classification are unique or extraordinary. To maintain equity between represented and non-represented personnel, the Village shall develop the maximum of each salary range based on the third highest salary range of the comparable communities. Consistent with standard practice and to prevent range compression, range spreads (the difference between the salary range minimum and maximum) will be set at approximately 40 percent, but may be expanded or contracted based upon circumstances unique to a position or class of positions.

Department Directors may request a modification of one or more salary ranges. All requests for modification shall be provided to the Human Resources Director and shall be approved by the Village Manager (or Designee) before becoming effective. Requests for review should provide an objective evaluation of the position considered for a salary range adjustment by compensation and responsibility factors, an analysis of like factors for similar positions in comparable communities, an analysis of the impact of the requested salary range adjustment on other positions within the same salary range or band and any other data pertinent to the consideration of the request.

9.04 - Annual Evaluation

The Village will conduct annual employee evaluations for all Village employees in May and June, or at such other time as may be warranted to meet the business needs of the Village. All employees will be evaluated. The management staff will use the evaluations to determine an employee's annual potential salary adjustment based on a merit schedule established by the Village Manager (or designee) annually during budget preparations and consistent with this policy.

Based on the results of the annual evaluation, the employee will receive a rating of 1("Unacceptable"), 2 ("Needs Improvement"), 3 ("Fully Meets Expectations"), 4 ("Exceeds

Expectations”), or 5 (“Outstanding”). To ensure tested and consistent evaluation standards, staff will employ an evaluation system that will:

1. Track employees’ performance throughout the year, culminating in the annual evaluation.
2. Track an employee’s core competencies for their position.
3. Track progress against his/her annual goals and tasks.
4. Compare employees across the department, classifications, functional units and like positions to ensure a normal distribution of scores and fairness of evaluations administered by different supervisors.
5. Allow for multiple self-evaluations and check-ins throughout the year.

Any employee receiving an overall evaluation score of Unacceptable (1) or Needs Improvement (2) will be placed on a formal Performance Improvement Plan. The Performance Improvement Plan will include a written statement prepared by the evaluator with the performance matters to be addressed by the employee and a specific period in which a Special Evaluation shall occur.

Any employee receiving an Annual Evaluation or Special Evaluation deemed by the employee to be unacceptable, unfair or incomplete may appeal his/her evaluation score to the Director of Human Resources. The Director of Human Resources shall review the appeal, investigate the circumstances of the appeal and provide a recommendation to the Department Director and the Village Manager (or designee) that the evaluation score be 1) sustained, or 2) rejected, or 3) modified. Upon review of the findings of the Director of Human Resources, the Village Manager (or designee) shall make a final determination upon the appeal and the Department Director shall provide the employee with a copy of the final determination.

1. Salary Adjustment – Non-Represented Employees:
 - a. Based on the employee’s performance, a salary adjustment may be recommended by the employee’s supervisor, department director or the Village Manager (or designee). Employees receiving an overall evaluation score within the Fully Meets Expectations (3), Exceeds Expectations (4) or Outstanding (5) rankings shall be eligible for salary adjustment, consistent with the prescribed salary matrix for the applicable evaluation period. Any employee receiving an overall evaluation score of Unacceptable (1) or Needs Improvement (2) shall not be eligible for a salary adjustment at the time of evaluation, but may be recommended for a salary adjustment within the evaluation cycle for sufficient improvement consistent with the Performance Improvement Plan.

Salary adjustments shall be awarded up to the top of the adopted salary range, no adjustment shall be made for an employee whose salary is above the maximum salary of the range. Employees evaluated prior to their 6 month anniversary date of hire will not be eligible for a merit increase. Employees evaluated after 6 to 12 months of service may be eligible for a pro- rated merit increase. Recently promoted employees will follow the same guidelines as the newly hire employees.

Based on the performance matrix, an employee who achieves the fully meets expectations score consistently can expect to achieve the maximum of his/her salary range in 10 years, an employee who consistently performs above average will achieve range maximum in seven years and an exceptional employee will achieve range maximum in five years.

2. Special Adjustment – Non-Represented Employees:
 - a. The Village Manager (or designee) may, from time to time, recommend to the Village Board a special adjustment for an employee or group of employees based upon outstanding performance within the employee's or employees' assigned duties, individual achievements, team accomplishments or unit performance. Any special adjustment awarded shall be considered a one-time benefit and shall not be included in the employee's base compensation.
3. Salary Adjustment –Represented Employees:
 - a. Salary adjustments for represented employees shall be administered consistent with then-current collective bargaining agreements pertaining to the employee's job classification.

9.05 - Compensation Plan Maintenance

The Human Resources Department will be responsible for implementing, maintaining, and updating the base compensation plan, including pay for performance. Responsibilities will include evaluating new/revised classification and jobs; updating the salary range(s); developing performance compensation matrices; performing the salary range survey; and recommending changes to the compensation policy.

The Village Manager (or designee) will be responsible for reviewing and recommending to the Village Board any changes to the salary range(s) and the compensation policy.

9.06 - Amendment of the Compensation Plan

On an annual basis, as well as at other times, the Village Manager (or designee) shall make such comparative salary studies as he/she deems necessary and appropriate, and/or as instructed by the Corporate Authorities to make, concerning factors affecting the levels of salaries in the municipal service. On the basis of the information derived from such salary studies, the Village Manager (or designee) shall recommend to the Corporate Authorities such changes in the pay plan pertinent to the fairness and adequacy of the overall compensation program, if any are appropriate.

Recommendations made by the Village Manager (or designee) for the amendment of the pay plan shall be submitted to the Corporate Authorities for appropriate consideration. When approved by the Corporate Authorities, these amendments shall become part of the pay plan and shall become the official salary schedule applicable to the respective classes of positions as enumerated therein, and shall be used by all departments in connection with all payrolls, budget estimates, and official records and reports relating to positions in the municipal service.

9.07 - Total Remuneration

Any salary or other rate of pay established for an employee shall be the total remuneration for the employee, exclusive of overtime, special duty pay, or other authorized allowances. Except as otherwise provided, no employee shall receive pay from the Village in addition to the salary authorized by the pay

plan for services rendered by him, either in the discharge of his ordinary duties or any additional duties which he may undertake or volunteer to perform.

In any case in which part of the compensation for services in a Village position, exclusive of overtime services, is paid by another department, division, or an outside agency such as the county, state, or the federal government, any such payments shall be deducted from the compensation of the employee concerned (unless otherwise approved by the Village Manager (or designee), to the end that the total compensation paid to any employee from all sources combined for any period, shall not exceed the amount payable at the rate prescribed for the class of position to which the employee is assigned.

9.08 - Dual Employment Prohibited

No full-time employee holding a position in the municipal service shall be eligible for employment in any additional position in the municipal service, unless previously approved by the Village Manager (or designee) in writing and where applicable a valid FLSA "7g" agreement has been completed. A full-time or part-time employee may be employed in an additional part time position if approved in advance by the appointing authorities involved and the Village Manager (or designee), in writing. An "Advice of Status" form (or comparable form) must be completed and approved by the Village Manager (or designee) for all positions that an employee works in for the Village. Violation of this Policy (no matter when discovered) is grounds for disciplinary action, including immediate dismissal for first offense.

9.09 - Equivalent Compensation

Part-time or temporary employees may be compensated on the basis of the equivalent hourly rate paid for full time employment or such alternate amounts deemed appropriate by the Village Manager (or designee). Such employees shall be paid for only those hours actually worked.

9.10 - Beginning Salary

The beginning salary or rate of pay for a class shall be the rate paid upon original appointment. Original appointment above the minimum rate may be approved by the Village Manager (or designee), but only if necessary to fill a vacancy or in recognition of outstanding qualifications.

When any employee previously employed by the Village is reemployed, the Village Manager (or designee) may authorize appointment at a salary step in the range for the class corresponding to that salary step which the employee had been receiving upon termination of his previous service and/or other factors deemed appropriate by the Village Manager (or designee).

9.11 - Salary Increases

General pay increases may be granted by the Corporate Authorities to all employees when the Corporate Authorities determine it is necessary/desirable to compensate for changes in economic conditions. All other salary increases shall be in accordance with the provisions of this Manual or as determined by the Village Manager (or designee).

9.12 - Pay Rate Adjustments

The following personnel actions may affect the pay status of an employee in the manner provided:

1. **Transfer:** When an employee is transferred between departments and/or divisions of the municipal government or between classes with the same maximum salary rate, the salary rate of the employee will remain unchanged unless the employee's current rate is below the minimum pay rate established for the class to which the employee is transferring. The employee's anniversary date for merit pay increases shall remain unchanged.
2. **Promotion:** When an employee is promoted from a position in one class to a position in another class having a higher maximum salary rate, the salary rate of the promoted employee shall be increased to the new minimum or to that step within the new pay range which provides a five percent (5.0%) or ten (10) step increase above the employee's current step, whichever is greater. The employee's anniversary date for merit pay increases shall be changed to the effective date of promotion, unless otherwise approved by Village Manager (or designee).
3. **Demotion - Involuntary:** When an employee is involuntarily demoted for disciplinary reasons or other business reasons from a position in one class to a position in a class having a lower maximum salary rate, the salary rate of the employee shall be reduced to the maximum of the new class or by five percent (5.0%) or ten (10) steps whichever is greater. The employee's anniversary date for merit pay increases shall be changed to the effective date of demotion.
4. **Demotion - Voluntary:** When an employee is voluntarily demoted from a position in one class to a position in a class having a lower maximum salary rate, the employee's salary rate generally will be reduced, if necessary, to place it in the pay range assigned to the lower class. The employee's anniversary date for merit pay increases shall remain unchanged.

9.13 - Temporary Assignment to Higher Level Position

A temporary salary rate increase may be authorized by the Village Manager (or designee) for employees assigned to perform the majority of the distinguishing functions of a position in a class with a higher maximum salary rate where such assignment exceeds four (4) consecutive weeks. Temporary assignments to higher level positions for sworn fire department personnel will be governed by applicable Illinois state statute.

If authorized by the Village Manager (or designee) or his designee, the salary rate of the employee shall be increased to the minimum of the range of the higher class or by five percent (5.0%) or ten (10) steps, whichever is greater, generally effective on the fifth (5th) consecutive week of the temporary assignment. The increase shall not be retroactive and shall expire upon termination of the temporary assignment. If an employee becomes eligible for a merit increase during the temporary assignment, any merit pay increase shall be based on the employee's previous salary rate, exclusive of any temporary salary rate increase authorized under this section.

9.14 – Stipends for Special Projects

To provide a mechanism for temporary additional compensation when an employee is assigned a special project or temporary assignment that extends beyond the normal scope of their position. A stipend is a predetermined amount of money paid for a specific purpose and duration in recognition of these additional responsibilities. The use of stipends is discretionary and may only be authorized when deemed appropriate by the Village Manager (or designee). Stipends are not intended as a substitute for a promotion, reclassification, or other permanent pay adjustments.

Eligibility

This section applies to regular full-time employees who may be assigned and justifiably compensated for additional duties outside the scope of their position classification or job description as part of a special project or assignment. Represented employees are subject to the terms of their collective bargaining agreement.

Assignments qualifying for a stipend must be temporary in nature and clearly defined. Routine workload fluctuations or short-term coverage of duties do not qualify for stipend consideration.

Authorization

Assignments under this provision are initiated and authorized by management, not at the request of the employee. The determination of whether an assignment qualifies for a stipend rest solely with the Village Manager (or designee). Additionally, the Village Manager (or designee), in consultation with the Human Resources Director and Department Director, will determine the appropriateness, amount, and duration of the stipend.

Administration

1. For non-exempt employees, the amount of the stipend will be included in the regular rate of pay for overtime rate calculation, but not in the calculation of merit adjustments.
2. If an employee separates from the Village while receiving a stipend, any payouts will be processed at the employee's regular rate of pay (without the stipend).
3. All stipends will be documented in writing, specifying the purpose, duration, and amount, and retained in the employee's personnel file.
4. Authorization of stipends is at the sole discretion of the Village Manager (or designee) and does not create a right, entitlement, or precedent for future stipend awards.

9.149.15 - Call Back Pay

Compensation for employees called back to work on a regularly scheduled work day, or called in prior to the normal reporting time on a regularly scheduled work day, or called to work on a non- scheduled work day, shall be in accordance with departmental rules and regulations. Where such rules and regulations do not exist, the overtime provisions of these rules shall apply.

9.159.16 - Pay Periods/Pay Days

Unless provided otherwise in an applicable CBA, the normal paydays shall be on a bi-weekly schedule with payday on the Thursday after completion of the pay period. Pay periods shall run from Monday through the second Sunday following.

9.169.17 - Payroll Errors

Adjustments to pay may be made to correct computational errors at any time. Employees will be notified of the error and the date of the correction as soon as practical after the matter is discovered and remedied. It is the employee's responsibility to inform the designated staff in the Finance Department if an error occurs in their paycheck for any reason. Please be assured that no retaliation will be taken or tolerated against any employee who reports an error in payroll records or an improper deduction. Any overpayment or underpayment must be reported pursuant to this Policy.

9.179.18 - Direct Deposit of Pay Checks

Village employees may elect to participate in the Payroll Direct Deposit Program, but they are not required to do so. To participate in this Program, employees will need to designate their full net bi-weekly paycheck for direct deposit. The direct deposit may be made into any savings or checking account at financial institutions that are members of the ACH system. The Village has no liability in this transaction other than the transmittal of the net amount of the paycheck to the designated financial institution. Employees should consult their financial institution regarding participating in the ACH system and their rules for direct deposit. Forms for participation in the Village's Payroll Direct Deposit Program are available from the Finance Department.

9.189.19 - Longevity Pay

Eligible full-time employees, hired prior to May 1, 2013, may receive longevity pay beginning with the fifth (5th) anniversary of their original employment date. Longevity awards will be presented on the employee's anniversary date according to the following schedule. Time spent on an approved Leave of Absence (regardless of the reason) shall be deducted from an employee's longevity calculation. Longevity pay amounts are subject to normal payroll and other legally authorized deductions.

Full-time employees hired on or after May 1, 2013 shall not be eligible for longevity pay.

Completed Years of Award

5 through 9 \$400

10 through 14 \$600

15 through 19 \$800 20 or more \$1000

Important Notes

This benefit program (like all other benefit programs of the Village) is subject to revisions from time to time as determined by the Village Manager (or designee).

Chapter 10.00 – Overtime and Compensatory Time

10.01 - Overtime

10.02 - Compensatory Time

10.01 - Overtime

1. **Eligibility:** All regular, non-exempt, employees shall be eligible for overtime compensation. Compensation for overtime may be in the form of premium pay or compensatory time off. The Village Manager (or designee) shall designate the form of overtime compensation available to each class of work in the municipal service, consistent with the Fair Labor Standards Act of 1938 (“FLSA”), as amended and any applicable state laws.
2. **Overtime Hours:** Overtime hours shall be computed and paid in increments of one quarter (1/4) of an hour. Overtime amounts of seven (7) minutes or less in a fifteen (15) minute period shall not be compensable. Overtime amounts of eight (8) minutes or more in a fifteen (15) minute period shall be counted and paid as fifteen (15) minutes of overtime. All overtime hours must be approved by the Department Director or their designee in advance; failure to obtain approval before working may result in disciplinary action.
3. **Scheduling:** Overtime scheduling in all departments must be approved in writing or verbally by the Department Director or his designee prior to overtime being worked, except in case of emergency in which case Department Director approval may be designated on the following business day.
4. **Premium Pay:** Employees in classes eligible for premium pay shall be compensated at the rate of one and one half (1.5) times the equivalent hourly rate of the employee for all overtime hours actually worked. Hours worked on the date of an actual holiday that is designated by the Village shall be compensated at the rate of two (2) times the equivalent hourly rate of the employee for hours worked, except as otherwise provided by Section 14.02.

10.02 - Compensatory Time

Depending on the nature of the employee’s job responsibilities, some non-exempt employees may be entitled to compensation for their overtime hours worked based on a “compensatory time” arrangement computed at the rate of one- and one-half times the hourly rate of the employee, subject to the caps on compensatory time accrual that are established by each individual Department Director and with the approval of the Village Manager.

Employees promoted from a non-exempt position to an exempt position may choose to use their accrued compensatory time within a twelve (12) month period from the effective date of the promotion. Employees may also have the balance of their accrued compensatory time paid out at their rate of pay prior to the promotion.

Chapter 11.00 – Hours of Work and Attendance

11.01 - Hours of Work

11.02 - Work Schedules

11.03 - Alternative Work Arrangements

11.04 - Reporting to Work

11.05 - Attendance

11.06 - Temporary Light Duty

11.01 - Hours of Work

Regular working hours for full-time employees shall be forty (40) hours of work in seven (7) consecutive days, from Monday through the Sunday following, except as noted below:

1. Regular working hours for fire protection personnel covered by the Fair Labor Standards Act of 1938, as amended, shall be two hundred and twelve (212) hours in a twenty eight (28) day work period, unless otherwise established in a collective bargaining agreement.
2. Regular working hours for law enforcement personnel covered by the Fair Labor Standards Act of 1938, as amended, shall be one hundred seventy-one (171) hours in a twenty eight (28) day work period.
3. With prior notice from a supervisor, employees are permitted to take reasonable breaks or rest periods of five (5) minutes or less for use of the restroom or similar necessary personal reasons. Employees are not entitled to use or request paid time off for smoking purposes or to otherwise engage in non-work-related activities. Violations of this policy are grounds for disciplinary action, including dismissal if warranted.
4. Employees shall receive a lunch break and two rest periods. The unpaid lunch break shall be no less than thirty (30) minutes and no longer than sixty (60) minutes. Lunch breaks must be taken beginning no later than five (5) hours after the start of the work period.
5. Exceptions to the regular working hours will be made based on business needs and other related circumstances. Nothing in this section is intended to create a guarantee or promise of work for any specific number of hours or workweeks in a year.

11.02 - Work Schedules

Work schedules, including those of an emergency or on call nature, shall be determined by Department Directors for employees under their jurisdiction, subject to the approval of the Village Manager (or designee). Department Directors shall arrange work schedules to meet the needs of the municipal service, provided that all work schedules for full-time employees shall comply with the remaining provisions of this Chapter 11.00.

11.03 - Alternative Work Arrangements

The Village recognizes that the nature of how work is performed, including when and where work is performed, continues to evolve for many positions within the organization.

Flexible work arrangements are not an entitlement, nor are they a Village-wide benefit, and in no way change the terms and conditions of employment with the Village.

Full-time employees in non-bargaining unit positions may apply for flexible work arrangements. To qualify, employees must be in good standing with the Village as evidenced through the Village's performance evaluation process; however, the availability of flexible work arrangements may be denied based on individual employee performance and the operational needs of the department or for any reason at the discretion of the Village manager and/or their designee.

To request a flexible work arrangement, the employee must complete the Flexible Work Arrangements Electronic Request Form. The department director and human resources department will review the request to determine whether the employee's request meets the Village's operational needs to maintain continuity of services. Based on the options outlined below, eligible employees may only participate in one alternative work arrangement at any given time.

If an approved employee's performance declines or assignments are not completed in a timely manner, the flexible work arrangement may be terminated at the department director's sole discretion. Additionally, the availability of flexible working arrangements can be discontinued at any time at the discretion of the Village.

Remote Work

The Village Manager, in his/her sole discretion, may determine conditions or situations that warrant remote work. The Village considers requests for remote work on a case-by-case and position-specific basis. This policy is designed to allow employees in good standing the ability to work from home (WFH) or other approved offsite location(s) for an agreed upon portion of regularly scheduled work hours or days. Remote work is a privilege and may be permitted only when the business needs of the Village can be met while accommodating remote work. The granting of remote work privileges does not amend or usurp any terms of the Personnel Policy or any collective bargaining agreement.

Eligibility

Employees who work in an administrative capacity that does not require in-person meetings, inspections, field work, or on-site attendance to perform their job duties may be considered eligible for remote work.

At the discretion of the Village Manager (or designee) employees may be eligible for WFH during emergency situations to give the village the ability to maintain continuity of services when weather, health, or other issues affect our ability to work in village facilities, but continuity of service needs to be maintained. Additionally, remote work may be used in situations to accommodate a time-limited situation, such as a broken leg, as a temporary schedule.

Prohibited Employees

Any employee who is required to regularly perform the following functions are specifically prohibited from remote work without express permission of the Village Manager or his designee:

1. Responding to emergency calls for service, including but not limited to 911 dispatches, police calls, fire calls, and/or emergency medical service calls;
2. Performing on-site inspections of structures, facilities, food/liquor service establishments, health care facilities, etc.;

Minimum Requirements

In order to perform remote work, the employee must provide for a safe, organized and distraction-free environment for the duration of his/her work. The employee's remote work location must provide for reliable online access to allow video, phone, email and all other communications necessary to perform his/her job duties.

The Village will not bear any cost or liability for subscriptions, wireless or wireline services, video/teleconferencing services, equipment, software, or technology beyond what is provided to the employee in the course of his/her regular assignments or job duties.

Technology and Security

When remote work is permitted, the employee is required to utilize Village-provided technology, including equipment, hardware, software and VPN services to perform his/her job duties. Third-party hardware, software and data access will only be permitted on a case-by-case basis, by prior written approval of the Administrative Services Director, and subject to the Village's information technology policies. The employee may not perform remote work using public wireless internet connections. The employee is required to maintain any Village-provided equipment in a safe, secure location and in proper working order at all times.

The employee is required to maintain confidential and/or proprietary information with proper care at all times when working remotely, including the use of passwords, locked files and/or any additional necessary measures promulgated by the Village. All remote work shall be performed using the Village's established networks for file storage, file transfer, encryption and processing. The use of ancillary storage devices outside of the Village's network (thumb drives, external hard drives, DVD's, etc.) is expressly prohibited.

Remote Work Shifts

When remote work is permitted, the following requirements shall apply to all activities:

1. The employee is required to maintain regular office hours, or, if remote work is due to a scheduling conflict, to complete the standard hours of work per day;
2. All non-exempt employees are required to track and record their hours of work each day and to report those hours to their supervisor bi-weekly using the Village's timekeeping system;
3. Employee is expected to treat remote work as a regular work day, including responding to emails, phone calls and/or text messages in a timely manner;
4. Employee is expected to utilize good time-management and organizational skills to maintain productivity during remote work;

5. Employee's remote work area shall be kept clean, professional, and orderly at all times. Employee will be required to attend and appear in videoconference meetings when applicable. Employees are expected to dress appropriately for their job duties when performing remote work.

Criteria for Considering Remote Work

Subject to the approval of the Village Manager, Department Directors may review and recommend remote work assignments for eligible employees, taking into account the following criteria:

1. The employee's request will allow for proper staffing of all on-site services within the department while the employee is performing remote work;
2. The employee will be able to fulfill his/her regular duties while remote work is permitted;
3. If the employee supervises personnel, the employee will be able to provide adequate supervision, direction and coordination of subordinate staff while working remotely;
4. Remote work, if granted, will not force overtime or hire back of other employees;
5. The employee has satisfied all of the eligibility criteria in this policy;
6. Remote work is not being used instead of other benefit time. Remote work is not to be used in place of any time off/leaves of absence as provided for in the Personnel Policy; and
7. Eligible employees may be permitted to work remotely up to four (4) shifts per month, but no more than two (2) shifts in any work week. Remote work shifts shall not accrue or carry from month-to-month.

When considering multiple requests for remote work, the Department Director shall consider the highest priority of the Village's business and operational needs, deferring to on-site services first. Requests for remote work must be provided in writing to the Village Manager and reviewed by the Human Resources Department.

Flexible Work Scheduling

While the Village's normal business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., the Village considers the hours of 10:00 a.m. to 3:00 p.m. to be core hours, during which all employees must work. In the flexible scheduling program, an employee may be granted to adjust their start and end times as agreed upon by the employee and their department director, so long as the employee works during the core hours and works an eight-hour day.

For example, an employee may adjust their start time to 7:00 a.m. and their end time to 3:30 p.m., or an employee may adjust their start time to 9:00 a.m. and their end time to 5:30 p.m.

As part of the flexible work schedule, departments may request a 4/10 schedule during the months of June through August. Requests for a 4/10 schedule must be submitted in writing by the department director to the Village Manager (or designee) and reviewed by the Human Resources Department. Employees holding the position of Director or Deputy/Assistant Director are not eligible.

11.04 - Reporting to Work

All employees are expected to report each workday and be ready to begin work when scheduled to start. Employees who have a compelling need to arrive to work after the scheduled starting time, must notify their supervisor in advance by the start of the workday, but not later than 15 minutes after the assigned starting time. The concept of 'reporting on-time' is not limited to the start of the workday but encompasses returning to work from lunch breaks, meetings, or other work tasks. Employees continuing to report late will face progressive disciplinary action including loss of wages for non-exempt staff. The immediate Supervisor must approve any schedule change to make up lost time.

11.05 - Attendance

Regular and punctual attendance at work shall be required of all employees. Employees who fail to observe attendance requirements and procedures for recording and reporting of attendance, including, failure to report to duty, tardiness and "early leaves," shall be subject to disciplinary action, up to and including dismissal. Exceptions to this section will be considered only as required for approved time off under the Family and Medical Leave Act and/or the state, federal and local laws applicable to employees with disabilities or handicaps.

If employees are unable to come to work or will be more than seven (7) minutes late, they are required to directly contact their Supervisors, and if they are unable to reach their Supervisor, they should leave a message for him/her advising of their inability to come to work or that they will be late. If, because of illness, employees are unable to call personally, they may have a member of their family or a friend call on their behalf. If employees have any questions, their Supervisor will advise them concerning absence reporting. Please note that, although calling in an absence or tardy is required, doing so will not necessarily render the absence or tardy totally excused. Unauthorized, unreported or excessive absenteeism will result in disciplinary action, up to and including termination of employment.

If employees must leave work early because of an illness or personal emergency, employees must make every reasonable effort to promptly advise their immediate Supervisor or if their immediate Supervisor is not available, the Supervisor at the succeeding level of authority in their department.

Employees' notice must include a reasonable explanation for their absence or tardiness, and a statement as to when they expect to arrive at or return to work. Employees may be required to present a doctor's note or other documentation substantiating the length of and reasons for their absence or tardiness.

The foregoing notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject employees to disciplinary action, up to and including termination of employment.

An unreported absence of three or more consecutive days is considered to be a voluntary resignation from the Village. This also applies to employees failing to return to work after an approved leave of absence.

Chapter 12 – Performance Evaluation

12.01 - General Responsibilities

12.02 - Employee Performance Evaluations

12.01 - General Responsibilities

The Village Manager (or designee) shall develop and maintain a performance evaluation program for the purposes of evaluating factors such as an individual's overall work performance, identifying training needs and employee development opportunities, and for improving the efficiency and productivity of the municipal service. Performance evaluation systems and procedures shall be published separately and subject to revision from time to time in accordance with the remaining provisions of this Manual.

When appropriate, a Department Director or Supervisor may conduct or review an evaluation to help ensure the quality, consistency, and equity of the statements provided therein.

No public disclosure of an employee's performance evaluation record shall be made without the permission of the employee and the Village Manager (or designee), except as required or permitted by law. Such record shall be made available upon request to the employee; to an appointing authority when needed in connection with a potential action for promotion, transfer, demotion, discipline or dismissal of the employee; or to other persons when required or permitted by a legal procedure or if requested by a government agency as part of a criminal investigation, grievance, or complaint procedure.

Exceptions to the guidelines in this Chapter must be approved by the affected Department Head and Village Manager (or designee).

12.02 - Employee Performance Evaluations

Probationary Employees

- A. **Original appointees:** Original appointees shall be evaluated generally upon the completion of twelve (12) months of consecutive service, and upon the completion of their probationary period. Original appointees must obtain an evaluation of "Meets Job Standards" or better to be considered for "regular" employee status. Failure to obtain such an evaluation shall result in dismissal or extension of the probationary period as provided in Chapter 6.00. An original appointee shall not be eligible for a merit pay increase until the completion of twelve (12) months of service, unless otherwise authorized by the Village Manager (or designee).
- B. **Promotional appointees:** Promotional appointees generally shall be evaluated:
 - 1. As of the effective date of promotion;
 - 2. Upon the completion of six (6) months of service in the new position;
 - 3. Upon completing twelve (12) months of service in their new position; and
 - 4. Other times as deemed appropriate by the Department Director.

The first evaluation shall be based on the employee's overall performance and contributions in the position held prior to promotion. Any merit pay increase for which the employee may qualify shall be prorated on the basis of one-twelfth (1/12) of the annual merit increase earned times each full month of service in the period of evaluation. Merit pay increases, if authorized, computed under this section shall be rounded upward to the nearest step, and shall be awarded prior to making those pay rate adjustments.

Failure of a promotional appointee to obtain an evaluation of "Meets Job Standards" or better upon the completion of either six (6) or twelve (12) months of service shall result in the demotion of the employee to a position in the class held prior to the promotional appointment (or termination if appropriate). The salary rate of any employee demoted under this section shall be reduced to the salary rate held prior to pay rate adjustments provided in Section 8.10(B). Demotion under this section shall not change the anniversary date resulting from promotion. Depending on all of the circumstances involved, dismissal in lieu of demotion may apply in some cases.

- A. **Full-Time Employees:** The performance of all full-time employees shall be periodically evaluated generally on an annual basis, using the systems and procedures authorized by the Village that are then in effect.
- B. **Part-Time Employees:** The performance of all part-time employees required to maintain regularly scheduled work hours shall be periodically evaluated generally on an annual basis using the systems and procedures authorized by the Village that are then in effect.
- C. **Temporary/Seasonal Employees:** Temporary/seasonal employees are not covered by the Village's formal performance evaluation program. However, the appointing authority will be permitted to conduct periodic counseling or performance reviews of a temporary/seasonal employee.

Annual Evaluation Process

The Village will conduct annual employee evaluations for all Village employees in May and June, or at such other time as may be warranted to meet the business needs of the Village. All employees will be evaluated. The management staff will use the evaluations to determine an employee's annual potential salary adjustment based on a merit schedule established by the Village Manager annually during budget preparations and consistent with this policy.

Based on the results of the annual evaluation, the employee will receive a rating of 1("Unacceptable"), 2 ("Needs Improvement"), 3 ("Fully Meets Expectations"), 4 ("Exceeds Expectations"), or 5 ("Outstanding"). To ensure tested and consistent evaluation standards, staff will employ an evaluation system that will:

1. Track employees' performance throughout the year, culminating in the annual evaluation.
2. Track an employee's core competencies for their position.
3. Track progress against his/her annual goals and tasks.
4. Compare employees across the department, classifications, functional units and like positions to ensure a normal distribution of scores and fairness of evaluations administered by different supervisors.
5. Allow for multiple self-evaluations and check-ins throughout the year.

Any employee receiving an overall evaluation score of under a three (3) will be placed on a formal Performance Improvement Plan. The Performance Improvement Plan will include a written statement prepared by the evaluator with the performance matters to be addressed by the employee and a specific period in which a Special Evaluation shall occur.

Any employee receiving an Annual Evaluation or Special Evaluation deemed by the employee to be unacceptable, unfair or incomplete may appeal his/her evaluation score to the Director of Human Resources. The Director of Human Resources shall review the appeal, investigate the circumstances of the appeal and provide a recommendation to the Department Director and the Village Manager (or designee) that the evaluation score be 1) sustained, or 2) rejected, or 3) modified. Upon review of the findings of the Director of Human Resources, the Village Manager (designee) shall make a final determination upon the appeal and the Department Director shall provide the employee with a copy of the final determination.

Award Bonus

Award bonuses may be given to employees to recognize and reward exceptional performance, significant achievements, or contributions that go above and beyond regular job duties and expectations. Eligible employees include full-time employees up to the director level. Represented employees, part-time employees, and temporary/seasonal employees are not eligible under this policy.

Award Criteria

Awards are to be used to recognize employee contributions that have exceeded expectations. The employee contribution must be for an exceptional action or accomplishment that is beyond the scope of the employee's job responsibilities, activities, and assignments.

Examples of exceptional action include innovation and creativity to solve a complex problem or situation, above and beyond the expected level of customer service, actions that resulted in an impact on the organization's financial success, growth, or strategic objectives, or significant contributions beyond an employee's job description.

The spot award should be tied to a discrete action rather than awarded for a situation of consistently exceptional performance. The latter situation should be addressed using a merit increase or promotion. The award should be presented to the employee promptly, no more than 5 days after the action.

Award Amount

As part of the budget process, a pool of funds will be designated for the spot award bonus program within the Human Resources budget. The amount awarded for the action will be at the discretion of the Village Manager (or designee). All awards are considered taxable income and will be reflected as such on the employees' income earnings statements.

Award Recommendations

Employees with the title of Deputy/Assistant Director and Department Director, or Deputy/Village Manager have the authority to recommend a spot award bonus for their employees. Spot award recommendations must be submitted to the Village Manager (or designee) and will be reviewed by the Human Resources Department.

Chapter 13 – Holidays

13.01 - Holiday Observances

13.02 - Holiday Compensation

13.01 - Holiday Observances

The Village shall observe the following holidays annually:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Two Floating Holidays

When a holiday falls on a Saturday, the preceding Friday generally shall be observed. When a holiday falls on a Sunday, the following Monday generally shall be observed. If Christmas Eve is on a Saturday, employees generally will be given off Friday as well as Monday; if Christmas Eve falls on Sunday, employees generally will be given off Monday and Tuesday.

Two (2) floating holidays will be awarded to each eligible full-time and regular part-time employee to utilize during each calendar year for religious holidays or observances that may not be celebrated by the Village. Floating holidays may be taken as one (1) full day off or two (2) half days off. Floating holidays are non-cumulative and must be observed during the calendar year in which they are awarded. Employees must complete six (6) months of service before being entitled to a floating holiday. Scheduling of a floating holiday shall be at the employees' discretion, subject to approval of the Department Director. Fire and Police department employees governed by collective bargaining agreements will follow terms and conditions set forth within their respective collective bargaining agreement.

Other holidays may be designated at the discretion of the Village Manager (or designee).

Department Directors may approve additional unpaid time off if such additional time off does not present an undue hardship to the Village. For example, we reasonably accommodate our employees who need time off for religious purposes which are not observed by the Village where an employee makes arrangements in advance.

Columbus Day shall be formalized as an in-service day in the Village. Please note that except for any prescheduled/preapproved days off, staff is expected to attend one of training sessions and your employees are expected to work their "normal" schedule, as Columbus Day is not a Village Holiday.

13.02 - Holiday Compensation

- A. **Full-time and Regular Part-time Employees:** All full-time employees and regular part-time employees who are required to maintain regularly scheduled hours shall receive their normal compensation for time off work on Village observed holidays if the employee normally would be scheduled to work on the holiday.

If a regular employee is required to work on a holiday, he/she shall be compensated according to the overtime provisions of this manual, in addition to receiving holiday time off for Village observed holidays.

- B. **Temporary/Seasonal Employees:** Temporary/seasonal employees shall receive time off without pay for Village observed holidays. If a temporary/seasonal employee is required to work on a Village observed holiday, he/she shall be compensated for hours actually worked at his/her normal rate of pay for such hours as the employee who normally have been scheduled to work on that day.
- C. **Fire and Police:** Holiday compensation for fire and police personnel assigned to shift duty shall be in accordance with rules and regulations, and collective bargaining agreements, of the respective departments and such rules and regulations will supersede the statements contained in this Chapter in the event of a conflict.

Chapter 14.00 – Vacation Leave

- 14.01 - Amount
- 14.02 - Accrual
- 14.03 - Scheduling
- 14.04 - Payment on Separation
- 14.05 - Holidays Occurring During Vacation Period
- 14.06 - Vacation Leave for Part-Time Employees
- 14.07 - Compensation in Lieu of Vacation Leave

14.01 - Amount

Each full-time employee shall receive vacation leave credit (accrued on a pro rata basis) according to the following schedule:

First (1st) partial year and first (1st) full calendar year of service:

After 1 month	1.0 day
After 2 months	2.0 days
After 3 months	2.5 days
After 4 months	3.5 days
After 5 months	4.5 days
After 6 months	5.0 days
After 7 months	6.0 days
After 8 months	7.0 days
After 9 months	7.5 days
After 10 months	8.5 days
After 11 months	9.5 days
After 12 months	10.0 days
2nd full calendar year of service:	11.0 days
3rd full calendar year of service:	12.0 days
4th full calendar year of service:	13.0 days
5th full calendar year of service:	14.0 days
6th – 10th full calendar years of service:	15.0 days
11 th -14th full calendar years of service:	17.0 days
15 th -19th full calendar years of service:	20.0 days
20 th -- 22 nd full calendar years of service:	22.0 days
23 rd full calendar years of service:	23.0 days
24 th full calendar years of service:	24.0 days
25 th (and after) full calendar years of service:	25.0 days

Sworn fire personnel assigned to shift duty and not otherwise established by a collective bargaining agreement shall receive vacation leave credit according to the following schedule:

First (1st) partial year and First (1st) full calendar year of completed service:

After 2 months	1 shift
After 4 months	2 shifts
After 6 months	3 shifts
After 9 months	4 shifts
After 12 months	5 shifts
2nd full calendar year of service:	6 shifts
3rd full calendar year of service:	6 shifts
4th full calendar year of service:	7 shifts
5th full calendar year of service:	7 shifts
6 th -10th full calendar years of service:	8 shifts
11 th -14th full calendar years of service:	9 shifts
15 th -19th full calendar years of service:	10 shifts
20 th -24th full calendar years of service:	11 shifts
25 th (and after) full calendar years of service:	12 shifts

Additional Leave/Personal Days

Additional Leave granted in the form of personal days for positions required to attend regular night meetings. The following positions shall be awarded five (5) additional personal days (40 hours) which cannot be carried over from year, used for vacation buy back purposes or paid out upon separation:

- Deputy Village Manager
- Department Directors
- Village Engineer
- Head Golf Professional - Buffalo Grove and Arboretum

The following positions shall be awarded three (3) additional personal days (24 hours) which cannot be carried over from year, used for vacation buy back purposes or paid out upon separation:

- Deputy/Assistant Department Directors
- Buyer/Purchasing Manager
- Assistant to the Village Manager
- Human Resources Manager
- Associate/Village Planner
- Public Works Superintendent
- Fire Battalion Chief
- Police Commander

14.02 - Accrual

Eligible employees shall accrue paid vacation credits on a monthly basis. Vacation leave shall be credited in advance to the employee at the beginning of each calendar year, effective with the second calendar year of service and shall be prorated based upon the number of full months worked by the employee. Employees must complete six (6) months of service before being entitled to take vacation leave, unless otherwise approved by the Village Manager (or designee) and provided a loan agreement/vacation advance agreement is entered into with the employee concerning the repayment of the time once earned.

A maximum equal to of forty hours (40) will be considered for approval by the Department Head or Village Manager. All carry-over hours must be used prior to the end of the calendar year. Carry-over balances beyond these designated “caps” not used prior to the end of the calendar year shall be forfeited. Employees may only be compensated for vacation leave earned but not taken as provided in Sections 12.04 and 12.07. This policy shall apply to all employees of the Village regardless of their date of hire.

Vacation leave shall not be accrued or earned while on leave of absence without pay.

14.03 - Scheduling

Vacation leave schedules shall be approved by Department or Division Directors or their designee consistent with Village business needs. Seniority of employees shall be one relevant factor in considering vacation requests. Accrued vacation time may be used for the purpose of sick leave only in the event that an employee has exhausted all accrued sick time. All time off that qualifies under this Chapter and the FMLA will run concurrently.

14.04 - Payment on Separation

If an employee resigns or is terminated from employment with the Village and the employee has accrued vacation time, the employee shall be compensated for vacation leave earned and unused through the date of termination or resignation.

If an employee was hired by the Village prior to January 1, 2012, and retires from Village employment, the employee shall be compensated for vacation leave earned and unused through the date of retirement.

If an employee was hired by the Village on or after January 1, 2012, and retires from Village employment, the employee is not eligible for a “cash-out” of accrued vacation time upon retirement from Village employment. An employee hired by the Village on or after January 1, 2012 shall be required to and shall have the right to exhaust all vacation leave prior to retirement.

Annual vacation leave entitlements at time of separation or resignation shall be prorated based on the number of full months worked by the employee in the current calendar year. Vacation leave taken in excess of that earned will be deducted from the employee’s final paycheck, subject to the provisions of the Illinois Wage Payment and Collection Act. In the event of separation due to death of the employee, compensation normally will be made to the employee’s beneficiary or estate as provided by law.

14.05 - Holidays Occurring During Vacation Period

Any official holiday (which is observed by the Village) as set forth in these rules which may occur during an employee's scheduled vacation period, shall not be counted as a day of vacation.

14.06 - Vacation Leave for Part-Time, Seasonal, and Temporary Employees

Regular part-time employees who are required to maintain regularly scheduled hours of work shall earn annual vacation leave based on the following schedule.

- 1st - 5th full calendar year of service = 1 week of vacation. (i.e., 5 work days)
- 6th - 10th full calendar year of service = 1 week and 2 days of vacation.
- 11th - 14th full calendar year of service = 1 week and 3 days of vacation.
- 15+ full calendar year of service = 1 week and 4 days of vacation.

Seasonal and Temporary employees shall earn no more than one day of vacation leave during any calendar year (January 1 – December 31) worked. This vacation day cannot be carried over into a subsequent calendar year.

For the purpose of administering this policy, a week is based on an amount equal to the average number of budgeted hours worked by the employee in a week. A day is based on an amount equal to the average number of budgeted hours worked by the employee in a day.

Example: A regular part-time employee with sixteen (16) full calendar years of service who is scheduled to work three (3) eight (8) hour days per week (twenty-four (24) hours), will receive one (1) week (twenty-four (24) hours) and four (4) days (nineteen (19) hours) of vacation, for a total of forty-three (43) hours of vacation a year which can be taken during the calendar year.

Regular part-time employees who are subsequently appointed to full-time positions within the Village will receive vacation leave credit according to the schedule outlined in Section 12.01(A). Calendar years of service are calculated starting from when the employee was appointed as a regular part-time employee with the Village.

Employees who retire from full-time employment with the Village and subsequently become regular part-time employees will not be credited with the years spent as full-time employees for the purpose of this policy, as previously illustrated in this section.

14.07 - Compensation in Lieu of Vacation Leave

Based on the availability of funds and at the sole discretion of the Village Manager (or designee), Full-time employees, hired prior to January 1, 2012, may be eligible to receive, as an option, compensation in lieu of earned vacation leave based upon the following parameters:

1. Full-time employees eligible will be those with fifteen (15) or more full calendar years of service and would therefore earn twenty (20) or more days of vacation leave.

2. The maximum amount of vacation leave that could be converted into compensation would be equal to fifty percent (50%) of the earned vacation leave based upon years of service as noted in Section 12.01, Amount.
3. Compensation paid would be at the regular employee's hourly rate of pay at time of conversion.
4. In order to qualify, vacation leave must have been taken during the calendar year. The amount of vacation leave that can be converted will be equal to the amount of vacation leave taken.

Example: If a full-time employee is eligible for twenty (20) days of vacation leave but only takes six (6) days leave in the calendar year, the employee will only be able to convert six (6) days of unused vacation.

5. Conversion of vacation leave will be in lieu of the ability to carryover vacation except for any balance unused after conversion.

Example: In above example, employee was eligible for twenty (20) days of vacation leave, took six (6) days and converted six (6) days. With the permission of his department/division direction, employee may only carryover eight (8) days into next year.

6. If an employee elects to carryover any unused vacation into the next calendar year that election cannot be reversed so as to convert the time back to compensation in future years.

Example: In that the program is optional, an employee may elect to, with Village Manager or designee approval, carryover forty (40) hours of unused vacation into the next calendar year as permitted in Section 12.02, Accrual. If an employee with twenty (20) days' vacation leave takes ten (10) days and opts to carryover ten (10) days, that decision is irrevocable; the employee cannot then decide to convert the unused time back into paid compensation. If the time is not used, it will be lost.

7. Conversion of vacation leave will only be for current year credit. Conversion will not be allowed for any unused prior year carryover vacation leave.
8. Employees covered by a collective bargaining agreement should consult that document for vacation benefits as this Policy is inapplicable to those employees.

Note: Like all benefit programs, this policy is subject to revision from time to time to meet our business demands and the needs of our residents.

15.00 – Sick Leave

15.01 - Amount

15.02 - When Taken

15.03 - Accrued Sick Leave

15.04 - Medical Certificate

15.05 - Temporary Light Duty

Employees governed by a collective bargaining agreement shall follow the terms and conditions set forth within the collective bargaining agreement in lieu of this Policy.

15.01 - Amount

Each eligible full-time employee in the municipal service shall earn up to ten (10) days of sick leave with pay credit during each calendar year. Sworn fire personnel assigned to shift duty shall earn up to five (5) shifts of sick leave with pay credit during each calendar year.

In the first calendar year of employment, full-time employees shall accrue sick leave at the rate of five sixths ($\frac{5}{6}$) of a day for each full month of employment. Sworn fire personnel assigned to shift duty shall accrue sick leave according to the following schedule: after two (2) months of service, one (1) shift; after four (4) months, two (2) shifts; after six (6) months, three (3) shifts; after nine (9) months, four (4) shifts; after twelve (12) months, five (5) shifts up to a maximum of five (5) shifts per year.

Sick leave shall be credited in advance to the employee at the beginning of each calendar year, effective with the second (2nd) calendar year of employment.

Sick leave shall not be accrued or earned while on leave of absence without pay (regardless of the reason).

15.02 - When Taken

Sick leave with pay will be granted for absence from duty because of actual non-work related personal illness, birth of the employee's child, disability, bodily injury or disease, exposure to contagious disease, to care for an ill or injured member of the employee's family when the employee's presence is required, or to keep a doctor's or dentist's appointment, which cannot be scheduled outside of the employee's working hours. Additional conditions and further discussion about the use of sick leave can be found in Section 13.06 of this Manual under the Village's Family and Medical Leave policy.

Sick leave shall not be granted in cases where regular or disability retirement has been approved, or for absence due to injuries resulting from employment in a position other than that held in the municipal service. Employees injured or sustaining a serious health condition in the course of other employment may be eligible for leave of absence without pay. Any time off under this policy that also is governed by Section 13.06 shall run concurrently.

When an employee finds it necessary to be absent for any of the reasons specified herein, he/she shall report the facts to his/her Supervisor. An employee whose work requires a substitute for a particular shift assignment is required to give such notification at least one (1) full hour in advance of his/her scheduled starting time. All other employees shall notify their Supervisor within at least thirty (30) minutes prior to their scheduled work day or duty tour. Exceptions only if approved by the FMLA or as an approved accommodation under the ADA for disabled employees.

An employee is responsible for making a daily report thereafter for the duration of the illness, injury, or disability, except as provided otherwise under the Village's Family and Medical Leave Act ("FMLA") policy. A medical certificate may be required by the Department Director for any absence and upon return to work. Additionally, the Village reserves the right to seek a second opinion at the Village's expense to determine whether there is a medical need for the employee to be away from work.

Unless prohibited by law, an employee's failure to comply with the provisions of this chapter and/or any misrepresentation or omission relative to the use of sick leave shall result in a denial of sick leave and may result in disciplinary action up to and including dismissal (no matter when discovered). Three (3) consecutive days absence without notice or approval may result in dismissal, as permitted by law.

15.03 - Accrued Sick Leave

Regular employees may accrue sick leave up to a maximum "cap" of two thousand eighty (2,080) hours. Sworn fire personnel assigned to shift duty may accumulate sick leave to a maximum "cap" of one hundred thirty (130) shifts.

Retiring employees are eligible to participate in an employer sponsored Retiree Health Savings ("RHS") Plan in accordance with the terms and eligibility requirements of the RHS Plan. Eligible employees may apply their accrued sick leave based on the following table:

<u>Years of Service and Age at Retirement</u>	<u>Percent of 2, 080 Hours</u>
20 years of service and 41 years of age at retirement	27.5%
20 years of service and 42 years of age at retirement	30.0%
20 years of service and 43 years of age at retirement	32.5%
20 years of service and 44 years of age at retirement	35.0%
20 years of service and 45 years of age at retirement	37.5%
20 years of service and 46 years of age at retirement	40.0%
20 years of service and 47 years of age at retirement	42.5%
20 years of service and 48 years of age at retirement	45.0%
20 years of service and 49 years of age at retirement	47.5%
20 years of service and 50-54 years of age at retirement	50.0%
21 years of service and 50-54 years of age at retirement	55.0%
22 years of service and 50-54 years of age at retirement	60.0%

23 years of service and 50-54 years of age at retirement	65.0%
24 years of service and 50-54 years of age at retirement	70.0%
25 years of service and 50-54 years of age at retirement	75.0%
26 years of service and 50-54 years of age at retirement	80.0%
27 years of service and 50-54 years of age at retirement	85.0%
28 years of service and 50-54 years of age at retirement	90.0%
29 years of service and 50-54 years of age at retirement	95.0%
30 years of service or 55+ years of age at retirement	100.0%

The RHS Plan will be administered by the MissionSquare Retirement Corporation and will allow employees to accumulate assets in order to pay medical and other eligible expenses in retirement. The legal basis for an RHS Plan is currently based on Private Letter Rulings issued by the Internal Revenue Service which allow employers such as the Village to establish such plans. The provisions of this Plan will be governed by documents executed by both the Village and MissionSquare Retirement Corporation. The documents collectively comprise the Retiree Health Savings Plan. By Internal Revenue Service Code, the Village has established separate Plans for the members of the Fire Union and for all other full-time Village employees.

At a minimum, the Village will apply the value of accrued sick leave (Deposit Value) into an employee's RHS Plan account at retirement. Employees must apply the entire value of accrued sick leave to their Plan account based on the following formula: Deposit Value= Number of sick leave hours (shifts) x hourly dollar value.

The dollar value shall be equal to the lowest hourly rate (which includes Performance Bonus) paid to all Village employees eligible to participate in the Plan as of January 1st for the calendar year in which the employee retires. The hourly rate will be applicable only for the year so calculated. The hourly rate value shall be disclosed to all Village employees after it is calculated for the current year.

On an annual basis (January 1 through December 31), employees will be able to convert up to two (2) eight (8) hour days of unused sick time for deposit into their Plan account; providing that they have completed the last calendar year of work without using any sick leave. On an annual basis, employees will be able to convert up to one (1) eight (8) hour day of unused sick time for deposit into their Plan account; providing that they have completed the last calendar year of work without using more than one (1) eight (8) hour day of sick leave.

Days converted for deposit into the Plan account are subtracted from the employee's accrued sick leave balance. Conversion of the unused sick day shall not be into vacation leave or paid directly to the employee. The value of the conversion shall be equal to the employee's daily wage and not limited to the wage assigned to the retirement funding value calculated above.

Employees who leave the employment with the Village due to disability or death will receive the value of their accrued sick leave under this plan as part of the RHS benefit. The RHS Plan and the applicable details are subject to review and potential for change on an annual basis. In all cases, the terms of the then-applicable Plan documents will govern this benefit program in the event of a conflict with the provisions of this Manual.

Note: Like all benefit programs, this policy is subject to revision from time to time to meet our business demands and the needs of our residents.

15.04 - Medical Certificate

A medical certificate when required by a Department Director or Division Director shall consist of a written statement by a qualified physician indicating (if requested and consistent with job requirements):

1. The employee has been examined by the physician during the period of absence;
2. The symptoms observed or measured by the physician;
3. The stated diagnosis and medication and/or treatment prescribed;
4. The dates on which the employee is expected to be physically incapacitated from work; and
5. Any requests for a reasonable accommodation that may be available to assist the employee in returning to work (if applicable).

15.05 - Temporary Light Duty

A full-time employee who is eligible for sick leave or occupational injury leave may be required to and/or may volunteer to return to work for an available temporary light duty assignment if it exists and provided the Village has a business need for the work to be performed at the time. The need and appropriateness of a light duty work assignment shall be determined by the Department Director in consultation with the employee and the employee's physician. An employee on light duty may be assigned to work in any Village department.

A light duty assignment generally shall not exceed sixty (60) calendar days and may be terminated by the Village prior to that time limit; unless mutually agreed upon advice of the employee's physician and a Village assigned and paid physician, in consultation with the Department Director. Temporary light duty may be extended by the Department Director.

Nothing herein shall be construed to require the Village to create or maintain a light duty assignment for an employee. Employees will only be assigned light duty assignments when the Village determines that the need exists and only as long as such need exists.

Chapter 16.00 – FMLA Leave of Absence

16.01 - Policy Summary

16.01 - Policy Summary

Employees that have been employed by the Village of Buffalo Grove (“Village”) for at least twelve (12) months (with no break in service of seven (7) or more years except if related to USERRA covered military obligations) and have worked at least 1,250 hours during the 12-month period preceding the start of the leave (which includes all periods of absence from work due to or necessitated by USERRA-covered service), are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

1. Because of the birth of the employees child and in order to care for such child (within twelve (12) months after the birth of the child);
2. Because of the placement of a child with the employee for adoption or foster care (within twelve (12) months of the placement of the child);
3. In order to care for the employees spouse, child, or parents if they have a “serious health condition;”
4. Because of a “serious health condition” that makes the employee unable to perform the functions of their job; or
5. Because of any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that the employees spouse, child, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces, National Guard or Reserves in support of a contingency operation.

Serious Health Condition

For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:

1. Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
2. Absence Plus Treatment. A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: treatment two (2) or more times (within that same period of incapacity and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health

care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);

3. Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
4. Chronic Conditions Requiring Treatment. A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
5. Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
6. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

Qualifying Exigency Leave

An eligible employee (as defined above), is entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a military member is on covered active duty or called to covered active duty status. The leave described in this paragraph is available during a single twelve (12)-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. Employees will be required to provide a copy of the military member's active duty orders or other documentation issued by the military that indicates that the military member is on covered active duty or call to covered active duty status in support of a contingency operation and the dates of the military member's covered active duty service. Employees may take all twelve (12) weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave and leave for a serious health condition (as defined above).

With respect to a Qualifying Exigency Leave:

1. A "military member" means the employee's spouse, son, daughter, son, or parent who is on covered active duty or called to covered active duty status.
2. A "qualifying exigency" includes the following broad categories:
 - a. short notice deployment;
 - b. military events and related activities;
 - c. childcare and school activities;

- d. parental care;
 - e. financial and legal arrangements;
 - f. counseling;
 - g. rest and recuperation;
 - h. post deployment activities, including reintegration activities, for a period of ninety (90) days following the termination of active duty status; and,
 - i. additional categories that are agreed to by the employer and employee within this phrase.
3. The phrase “son or daughter” is defined as the employee’s biological, adopted, or foster child, stepchild, legal ward, or child for whom the employee stood in loco parentis, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy). If the exigency leave is to arrange for childcare or school activities of a military member’s child, the military member must be the spouse, son, daughter or parent of the employee requesting the leave.
 4. A “parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when he/she was a son or daughter but it does not include “parents in law”.
 5. Parental care – eligible employees may take leave to care for a military member’s parent who is incapable of self-care when the care is necessitated by the military member’s covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.
 6. Rest and Recuperation – eligible employees may take up to fifteen days to spend time with a military member on Rest and Recuperation leave, limited to the actual leave time granted to the military member and supported by the Rest and Recuperation leave orders or other appropriate documentation issued by the military setting forth the dates of the leave.

Military Caregiver Leave

Employees that have been employed by the Village for at least twelve (12) months and have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12)-month period preceding the start of the leave, and are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Service member, as defined below, are entitled to a total of twenty-six (26) workweeks of unpaid leave during a rolling twelve (12)-month period to care for the Covered Service member. The leave described in this paragraph shall only be available during a single twelve (12)-month period beginning as of the date the leave commences and ending twelve (12) months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple injuries or illnesses) up to a combined total of twenty six (26) workweeks in a rolling twelve (12) month period. Nothing in this paragraph shall be construed to limit the availability of leave under paragraphs 1a. through 1e. during any other 12-month period and this twenty six (26) week period of Military Caregiver Leave is in addition to other types of approved FMLA leave. However, an employee’s total available leave time in any rolling twelve

(12)-month period may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason). Employees will be required to timely submit the completed paperwork provided to them and available from the Village's Human Resources Director as a condition of receiving approved Military Caregiver Leave.

With respect to Military Caregiver FMLA Leave:

1. A "Covered Service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy from an injury or illness occurring in the line of covered active duty and/or during covered active duty, who is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, and who was discharged or released under conditions other than dishonorable.¹
2. "Outpatient status" means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
3. "Next of kin" means the nearest blood relative of that individual (regardless of age). An employee is required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.
4. "Serious injury or illness" for a Current Servicemember means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces that may render the Service member medically unfit to perform the duties of the member's office, grade, rank or rating.
5. "Serious injury or illness" for a Covered Veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:
 - a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; OR
 - b. A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of fifty percent (50%) or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR
 - d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Spouses Employed by the Village

If an employee's spouse also works for the Village and both become eligible for a leave under paragraphs 1a. or 1b. above, or for the care of a sick parent under paragraph 1c. above, the two employees together will be limited to a combined total of twelve (12) workweeks of leave in any rolling twelve (12)-month period. In addition, if an employee and their spouse both become eligible for a leave under the Service member Family Leave provision above or under a combination of the Service member Family Leave provision and paragraphs 1a. through 1e. above, the two employees together will be limited to a combined total of twenty-six (26) workweeks of leave in any rolling twelve (12)-month period, but if the leave taken by the employee and their spouse includes leave described in paragraphs 1a. through 1e. above, that leave shall be limited to a combined total of twelve (12) workweeks of leave in any rolling twelve (12)-month period.

Medical Certification. Any request for a leave under paragraphs 1c., 1d. or under the Service member Family Leave provision above must be supported by certification issued by the applicable health care provider. Employees are required to submit this information on the forms provided to them and available from the Director of Human Resources.

Employees will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, employees are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as "lifetime" or "unknown".

At its discretion, the Village may require a second medical opinion and periodic recertification to support the continuation of a leave. If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both the employee and the Village (unless the employee accepts the second opinion as determinative). A second medical opinion generally will not be requested for Military Caregiver Leave, but may be requested if the Certification is completed by a health care provider who is not affiliated with the DOD, VA OR TRICARE.

Intermittent Leave

If certified as medically necessary for the serious health condition of either the employee or their spouse, child or parent (Paragraphs 1c and 1d, above), or to care for a Covered Service member if they are a spouse, child, parent or next of kin to the Covered Service member (Paragraph 3, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if employees qualify for leave because of a qualifying exigency as described in Paragraph 1e, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the Village may require that the employee transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

Light Duty Work Assignments

While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against an employee's twelve (12) week FMLA allotment. In effect, an employee's right to restoration is held in abeyance during the period of time that they are performing in a light duty capacity (or until the end of the applicable twelve (12) month FMLA leave year if longer).

Notification and Reporting Requirements

All requests for leaves of absence must be submitted to an employee's Supervisor or the Director of Human Resources at least thirty (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, the employee must provide notice as soon as "practicable," which generally means either the same day or the next business day that an employee learns of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of the leave. The employee's Supervisor will forward the request to the Director of Human Resources for approval.

An employee must respond to the Village's questions relative to their leave request so that the Village can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If an employee is seeking leave due to an FMLA-qualifying reason for which the Village has previously granted them FMLA-protected leave, the employee must specifically reference the qualifying reason or need for FMLA leave at the time of their request to be away from work. It is not sufficient for an employee to simply "call in sick" without providing additional information which would reasonably cause the Village to believe that their absence/time away from work may qualify as an FMLA qualifying event. In all cases in which an employee is seeking leave under this policy, they shall provide such notice to the Village consistent with the Village's established call-in procedures so long as no unusual circumstances prevent them from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

An employee must make an effort to schedule a leave so as not to disrupt business operations. During the leave, an employee may be required to report periodically on their status and their intention to return to work. Any extension of time for an employee's leave of absence must be requested in writing prior to their scheduled date of return to work, together with written documentation to support the extension. An employee's failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. An employee's maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless the employee is a spouse, child, parent, or next of kin on leave to care for a Covered Service member, in which case the leave may last for up to twenty-six (26) workweeks in a rolling twelve (12) month period.

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of an employee's employment. An employee's original date of employment remains the same for seniority purposes. However, the employee may not accrue any benefits during the period that they are on a leave.

Employee Benefits During Family and Medical Leave of Absence

Employees will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if they had remained actively at work. However, the employee must make arrangements for the continuation of and payment of insurance premiums before they go on leave status. If an employee does not return to work after the leave, or if they fail to pay their portion of the premiums, they will be required, under certain circumstances, to reimburse the Village for the costs and expenses associated with insuring them during the leave.

Return From a Family and Medical Leave

If an employee returns from leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks if they took a leave under the Service member Family Leave provision, they will be restored to the same or to an equivalent position to the one they held when the leave started. Of course, employees have no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the FMLA leave period. In determining whether a position is “equivalent” the Village will look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status. The alternative position should be at the same worksite or a nearby worksite with a similar work schedule. However, the employee does not need to be reinstated in a position with the same job title or in the same physical office or cubicle as the prior position.

If the leave was due to an employee’s own serious health condition, they will be required to submit a fitness-for-duty certification from their health care provider in accordance with the Village’s normal policies and practices applicable to other leaves of absence, certifying that the employee is able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to the employee for compliance with this requirement. If a reasonable job safety concern exists, the employee may also be required to provide a fitness for duty certification up to once every thirty (30) days before returning from an intermittent or reduced schedule FMLA leave related to the employees own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of the Village’s receipt of a valid fitness for duty release.

If an employee fails to return to work at the expiration of their approved Family and Medical Leave, it will be considered to be a resignation of their employment with the Village. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

Key Employees

Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the Village’s operations. A “key” employee is a salaried Employee who is among the highest paid ten percent (10%) of Employees of the Village. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Coordination with Other Policies

An employee must substitute any accrued paid vacation days, personal time, and sick days (if they otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with the employees Family and Medical Leave. If an employee otherwise qualifies for disability pay, they will collect it at the same time that they are on unpaid Family and Medical Leave. The Village and employee MAY agree, where state law permits, to supplement the disability plan benefits with paid leave. For example: where a disability pay plan only provides for a portion of the income replacement, the remaining unpaid portion of the leave may be charged against any earned time off benefits of the employee.

Further, if an employee otherwise qualifies for any other type of leave of absence, they must take that leave at the same time as they are taking their Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward the employees Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, an employee is required to meet the Village's conditions for taking the paid leave (although the Village may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

As used in this Policy, the word "spouse" includes those employees who are in a Civil Union recognized by Illinois law.

Anti-Retaliation Provisions

No retaliation will be taken or tolerated against any employee who exercises his/her rights under the Village's FMLA policy. If an employee feels that they have been the victim of any discrimination or retaliation under this Policy, they are encouraged to contact the Village's Director of Human Resources at (847) 459-2549 so that the matter can be promptly investigated and remedied as appropriate.

Chapter 17.00 – Special Leave

- 17.01 - Approval Authority
- 17.02 - Bereavement Leave
- 17.03 - Family Bereavement Leave
- 17.04 - VESSA Leave
- 17.05 - School Visitation Leave
- 17.06 - Court Leave
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- 17.08 - Military Leave
- 17.09 - Military Training Leave of Absence
- 17.10 - Family Military Leave of Absence
- 17.11 - Leave of Absence Without Pay
- 17.12 - Occupational Injury Leave
- 17.13 - Absence Without Leave
- 17.1317.14 - Paid Parental Leave

17.01 - Approval Authority

A Department Director may approve requests for special leave as defined hereinafter in accordance with procedures established by the Village Manager (or designee). Unless otherwise provided in this Chapter, employees with six (6) months or less of service generally may apply for special leave without pay. Employees with more than six (6) months of service may apply for special leave with pay. Exceptions will be considered only on a case-by-case basis for employees with disabilities.

17.02 - Bereavement Leave

Bereavement leave may be granted for a maximum of three (3) working days to all full-time and part-time employees and for a maximum of one (1) twenty four (24) hour shift to sworn fire personnel assigned to shift duty, in the event of a death in the employee's "immediate family." In extenuating circumstances, the Village Manager (or designee) may approve leave in case of death of others not covered by the definition of "immediate family" on a paid basis. For purposes of this policy, the phrase "immediate family" is defined at Section 2.39 above.

When a death occurs in the immediate family of an employee, the individual department may send flowers, or make a contribution in lieu of flowers, in the name of the Village of Buffalo Grove. Any additional flowers or contributions from the Department or from individuals will be done on the basis of individual contributions and not from budgeted funds.

17.03 - Family Bereavement Leave

If an employee is eligible for leave under the Family and Medical Leave Act ("FMLA") and suffers the death of a child, in addition to the three (3) paid days of bereavement leave, the employee will be eligible to take an additional seven (7) days of additional unpaid bereavement time off work. This family bereavement leave may be used within sixty (60) days following the death of the employee's child to: (1)

attend the funeral or alternative to a funeral of a child; (2) make arrangements necessitated by the death

of the child; or (3) grieve the death of a child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during any twelve-month period. Child Bereavement Leave may not be taken in addition to unpaid leave permitted under the FMLA and may not exceed unpaid leave time allowed under the FMLA. Employees taking unpaid leave due to the death of a child are permitted to take any accrued paid leave concurrently but will not be required to do so.

Unpaid bereavement leave of up to ten (10) working days may be taken to: 1) attend the funeral or alternative to a funeral of a covered family member; 2) make arrangements necessitated by the death of a the covered family member; 3) grieve the death of the covered family member; or 4) be absent from work due to: a) a miscarriage; b) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; c) a failed adoption match or an adoption that is not finalized because it is contested by another party; d) a failed surrogacy agreement; e) a diagnosis that negatively impacts pregnancy or fertility; or f) a stillbirth. "Covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. The unpaid bereavement leave must be completed within sixty (60) days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed within this policy. An employee who wants to take unpaid bereavement leave must provide their supervisor (or designee) and Human Resources with at least forty-eight (48) hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable.

An employee who wants to take unpaid bereavement leave must provide reasonable documentation which may include a published obituary or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under paragraph 4, reasonable documentation includes a form (available on the Illinois Department of Labor website) to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under paragraph 4, or documentation from the adoption or surrogacy organization that the employee worked with related to an event the employee or the employee's spouse or domestic partner has experienced an event listed under paragraph 4. An employee requesting such leave is not required to identify which category of event the leave pertains to as a condition of receiving unpaid bereavement leave.

An employee who has more than one covered family member die in a 12-month period is entitled to up to a total of six (6) weeks of unpaid bereavement during the 12-month period.

17.04 - VESSA Leave

Under the Illinois Victims' Economic Security and Safety Act (VESSA), employees may take up to a total of 12 workweeks of unpaid leave from work during any rolling 12 month period in order to address matters involving domestic or sexual violence as provided for under Illinois law.

Eligibility

Generally, to be eligible for VESSA leave, employees must either be a victim of domestic or sexual violence (as defined in the law) or a family or household member of such a victim. Leave may be taken for the following reasons:

1. To seek medical attention or treatment;
2. To seek psychological or other counseling;
3. To obtain victim services;
4. To participate in safety planning or relocation for safety reasons;
5. To seek legal assistance; and/or
6. To participate in a related court proceeding.

Leave Time

If employees need to take a leave of absence under VESSA or require a reasonable accommodation, they should speak with their Supervisor so that the Village can discuss the employee's request and how the Village can best schedule the employee's work. If employees are applying for VESSA leave for a condition that also qualifies for FMLA leave, the leave time will also count as FMLA leave and will run concurrently with FMLA leave. If employees are entitled to take paid or unpaid leave other than FMLA leave, they may choose to use any period of that paid or unpaid leave while taking VESSA leave, but will not be required to do so. VESSA leave may be taken intermittently or on a reduced work schedule.

Notice Required

Employees must provide their Supervisor with advance notice (at least 48 hours) of their intention to take VESSA leave if they have advance notice of the need for the time off. If such notice is not possible, employees must notify management as soon as is practicable.

Certification Required

If employees are eligible for VESSA leave and seek to use it, they must provide their Supervisor with certification (a sworn statement) that: (a) states that the employee or their family member is a victim of domestic or sexual violence; and, (b) includes the employee's reason(s) for taking the leave. In addition to the sworn statement, employees also must provide corroborating information to support the need for their leave, such as documentation prepared by a victim services organization, attorney, clergy member, medical or other professionals who provided assistance to the victim; police or court records; or other corroborating evidence. The supporting documentation may be submitted as it becomes available. Certification must be provided within a reasonable time (generally no later than 18 days) following the request by a supervisor, manager or Human Resources representative. In addition, while on leave, employees may be required to report periodically on their status and intention to return to work.

Employment and Benefits

Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as “time worked” for the purposes of accruing or earning employment benefits. However, employees will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided had they remained actively at work. If employees fail to return from VESSA leave, for reasons other than the continuation or recurrence of domestic or sexual violence (or other circumstances beyond your control), they are required to repay the premiums that the Village paid on their behalf while the employees were on leave.

Upon employees’ return from VESSA leave, they are generally entitled to restoration to their position of employment or to a substantially equivalent position with substantially equivalent employment benefits, pay, and other terms and conditions of employment. However, please understand that employees will not have any greater rights to their position than if they had been continuously working and not on VESSA Leave.

If employees claim they are unable to return to work because of the continuation, recurrence or onset of domestic or sexual violence or other circumstances beyond their control, they may be required to provide certification (a sworn statement and proper documentation) that they are unable to return to work because of that reason.

Confidentiality

All information that employees provide to the Village under the notice and certification requirements in this policy, as well as the fact that they have requested or obtained leave, will be retained by the Village in the strictest confidence, except to the extent that disclosure is requested or consented to by you in writing, or otherwise required by law.

17.05 - School Visitation Leave

An employee who works in Illinois, who has been employed by the Village for at least six consecutive months and works at least 20 hours per week, may take a total of eight hours of unpaid leave during any school year to attend school conferences and classroom activities of his or her children, if the conference or activity cannot be scheduled during non-working hours. No

more than four hours of leave may be taken in any one day. Employees must exhaust all available paid time off and other available leave (except sick and disability leave) for school visitation before being eligible for unpaid school visitation leave. Before arranging attendance at the conference or activity, an employee must provide the Village with a written request for leave at least seven days in advance of the time it will be taken; however, in emergencies, no more than 24 hours’ notice is required. Employees must consult with their supervisors to schedule the leave so as not to unduly disrupt the Village’s operations. The employee will not be required to make the time up, but it can be agreed upon to do so. As a condition of being granted school visitation leave, employees must provide a verification statement (in accordance with and as defined by applicable Illinois law) from the school within two working days of the school visitation, if requested by the Village.

17.06 - Court Leave

Our nation's judicial system, predicated on judgment by our peers, requires citizens to serve on a jury, grand jury or to be subpoenaed as a witness for a trial or deposition.

Employees may be required to serve on a jury, testify as a witness at the request of the Village, or testify under a summons or a subpoena in their capacity as Village employees.

A full-time employee subpoenaed as a witness in a civil or criminal case (where the employee is not a party), or selected to serve on a jury may be granted paid leave during his/her absence; provided, however, that he/she provides the Department Director with a certificate evidencing that he/she appeared and served as a juror or submit a copy of his subpoena if a witness and shall remit to the Village any juror or witness fees in order to receive pay for such jury service and related travel expenses. All payments provided by a court or party for jury or witness service shall be turned over to the employee's Department Director within two (2) weeks of returning from the leave. The payment shall be transmitted to the Director of Finance for deposit. An employee may not be paid for any such hours if the employee's request for time off relates to any case in which the employee is a party. Once, the employee's testimony is complete, he/she shall return to work for the remainder of his/her work shift unless otherwise instructed by the Department Director or his/her designee.

Employees absent due to personal legal matters (including any case or claim against the Village) or who are required to testify as witnesses in matters unrelated to their Village employment will be required to use any available personal leave accruals. Employees whose presence is required for a personal civil action, must show the immediate supervisor the legal notice of the action.

17.07 - Voting Leave

Full-time employees who live at such distances from the Village or who work such hours as to interfere with the open polling periods for voting in federal, state, or municipal elections may receive up to two (2) hours off work with pay for the purpose of voting. Requests must be submitted to Department Director at least three (3) business days prior to the election. Where practical, leave must occur during the first two (2) hours of the employee's scheduled shift. This policy will be construed pursuant to State law.

17.08 - Military Leave

Eligibility

Employees leaving the service of the Village for the express purpose of entering the active uniformed service or training of the United States armed forces or the Illinois State Militia during a national or state emergency, drafted into such service or employees subject to compulsory service who voluntarily enlist and/or as otherwise permitted by law, shall be granted a military leave of absence without pay in accordance with applicable law.

An employee returning from military leave shall be entitled to re-employment benefits in accordance with applicable law.

The Village complies with all applicable state, federal and local laws regarding military leave, benefits and reinstatement.

17.09 - Military Training Leave of Absence

The Village complies with all applicable state, federal and local laws regarding military leave, benefits, and reinstatement.

17.10 - Family Military Leave of Absence

The Illinois Family Military Leave Act provides for unpaid leave for the families of military personnel. To be eligible, an employee must work for the Village in Illinois, be the spouse or the parent of an individual called to military service of at least 30 days in length by the State of Illinois or the United States, have been employed by the Village for at least 12 months, and have been scheduled to work at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.

Eligible employees will be provided with up to 30 days of protected, unpaid leave. Family Military Leave may also be taken intermittently. The Village may require certification from a proper military authority to verify employees' eligibility for family military leave.

Before taking family military leave, employees must exhaust their earned paid time off such as vacation time and personal days. The Village requires as much foreseeable notice of the leave as possible and reserve the right to schedule the leave so as not to unduly disrupt the Village's operations. If employees' leaves will extend over five (5) or more consecutive work days, the Village requires at least fourteen (14) days' notice of the intended leave.

During a Family Military Leave, employees' health, dental and life insurance benefits will continue under the same conditions that existed prior to the leave provided that the employees continue to pay their premiums on a timely basis during their leave. Employees will be restored to the position they held when the leave commenced or to a position with equivalent terms and conditions of employment.

17.11 - Leave of Absence Without Pay

Full-time employees may be granted leave of absence without pay for personal reasons when recommended by a Department Director and approved by the Village Manager (or designee) for compelling personal circumstances which are deemed reasonable by the Department Director and Village Manager (or designee). The Village Manager (or designee) shall establish the terms and conditions of such leave.

Requests for leave of absence without pay must be submitted in writing and shall specify the reasons for the requested leave. Leave may be extended beyond that originally approved, but in no event shall the original leave and any extensions exceed twelve (12) consecutive calendar months. The only exception is as required by law to reasonably accommodate an individual with a disability or handicap.

Requests for time off, including any extensions, must consider the possibility of part- time employment with the Village during the leave period.

Employees granted a leave of absence without pay may be able to maintain their medical and dental insurance coverage, via COBRA, during their leave by arranging to pay the premiums during the period of their leave. If a benefit is canceled, the rules and regulations of the carrier and any applicable laws shall apply when the employee returns and seeks such coverage.

An employee's anniversary date shall change to the date of when the employee returns from leave.

Employees requesting a leave of absence without pay must be aware that any position may be eliminated or substantially changed. Therefore, absolute assurance of reinstatement cannot be given. However, the Village will consider placing the former employee in a suitable position to be determined by the Village if a position exists for which the employee is qualified upon expiration of a scheduled and approved leave of absence.

Employees returning from a leave of absence without pay generally will return at the same rate of pay held at the time the leave commenced, including any cost of living adjustments if applicable, unless substantial change in the position or placement in another position has occurred.

Failure of an employee to report for duty within three (3) working days of the scheduled expiration of leave shall result in termination due to voluntary job abandonment.

17.12 - Occupational Injury Leave

Any employee who sustains an on the job injury or illness shall report such injury or illness, regardless of severity, to his immediate Supervisor prior to the end of their assigned work day or as soon as is practicable. The immediate Supervisor will prepare required reports of such injuries as soon as practical following notification by the injured employee (and in no event later than the end of the work shift following notification). If the immediate Supervisor is not available, employees should report their injury to the Human Resources Department. The Village will not discipline employees for reporting a workplace injury or illness. No Supervisor, Human Resources Department representative, or member of management may discourage any employee from reporting an injury or illness.

Employees injured on the job are covered by the Illinois State Workers' Compensation laws. This law provides specific benefits. Presently, it is the policy of the Village to provide compensation to an employee injured on the job which, together with workers' compensation payments, equal the full salary of the employee, until the employee becomes eligible for other disability benefits, pursuant to the Illinois Public Employees' Disability Act. If this policy/benefit changes, we will notify the employees promptly.

Supervisors shall be responsible for the investigation of accidents or injuries involving employees assigned to their work unit. Every effort shall be made to determine the causes of accidents or injuries and take preventive measures as appropriate.

Employees who are off of work due to a work related injury are prohibited from working in any other position for any other employer.

Note: Employees on leave under this Policy may not accept employment with any other employer unless the employee obtains prior written approval from management authorizing work during the specific leave period.

17.13 - Absence Without Leave

Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be made grounds for disciplinary action, up to and including dismissal by the Department Director. In the absence of such disciplinary action, any employee who is absent for three (3) or more days without authorized leave shall be deemed to have voluntarily resigned. When extenuating circumstances are found to have existed (as determined by management), leave may be granted retroactively upon recommendation by the Department Director and approval by the Village Manager (or designee) in accordance with the Village's FMLA policy only.

17.14 - Paid Parental Leave

Eligibility

Eligible employees must meet the following criteria:

1. Have been employed with the Village of Buffalo Grove for at least 12 months (the 12 months do not have to be consecutive).
2. Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin
3. Be a full-or part-time, regular employee (temporary/seasonal employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

1. Have given birth to a child.
2. Be a spouse or committed partner of the individual who has given birth to a child.
3. Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

Eligible employees will receive a maximum of two (2) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the two-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than two (2) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. However, the leave is limited to a maximum of two (2) weeks and may not be used or extended beyond that duration.

In the event of an employee has given birth; the two (2) weeks of paid parental leave will commence at the

conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Employees must take paid parental leave in one continuous period of leave, not to be taken intermittently, and must use all paid parental leave during the 12-month rolling period time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon termination of the individual's employment with the Village of Buffalo Grove, they will not be paid for any unused paid parental leave for which they were eligible.

Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month rolling period. All other requirements are provisions under the FMLA that will apply. In no case will the total amount of leave – whether paid or unpaid – granted to the employee under FMLA exceed 12 weeks during the 12-month FMLA period. Please see the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation, and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The Village of Buffalo Grove will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company-paid leave such as paid vacation leave or paid sick leave.

If a Village of Buffalo Grove holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

The employee will provide their supervisor and the human resource department with a notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation required by the HR department to substantiate the request.

As is the case with all Village policies, the Village of Buffalo Grove has the exclusive right to interpret this policy.

Chapter 18.00 – Health, Life Insurance, and Retirement Plans

18.01 - Health and Life Insurance

18.02 - Retirement Plans

18.03 - Continuation of Benefits (COBRA)

18.04 - Continuation of Benefits Upon Retirement

18.01 - Health and Life Insurance

A Standard Measurement Period (SMP) of January 1 through December 31 of each year is established by the Village as the look back period used to determine whether an employee has worked an average of at least 30 hours per week. If an employee averaged at least thirty (30) hours of work per week during the preceding SMP, that employee is considered full-time (for purposes of health insurance eligibility only) for the duration of the Village's Stability Period defined as January 1 through December 31. If an employee averaged less than thirty (30) hours of work per week during the preceding SMP, the employee is considered part-time for the duration of that same Stability Period.

If an employee's hours change such that his or her status changes from full-time to part-time or from part-time to full-time during the Village Stability Period, no changes will occur in insurance designation in either case. For example, an employee is determined to be full-time during the SMP and elects to enroll in the Village's insurance. If his or her hours drop substantially and he or she essentially becomes part-time again, he or she will remain classified as a full-time employee for the purpose of healthcare reform and may remain enrolled in insurance until the stability period has ended. After such time, he or she may be eligible for COBRA.

The Village has established an Administrative Period from November 1 through December 31 of each year during which time an employee who is deemed to have worked an average of at least thirty (30) hours per week during the preceding SMP may decide whether or not to enroll in the Village's insurance. This will provide time for the Village to administer the enrollment of such employees.

Eligible Full-time employees will be enrolled in the Village's group life, dental, and medical insurance program in accordance with the terms and details of the then-applicable plan documents. Eligible dependents (including individuals in a civil union recognized by Illinois law) will be enrolled in the Village's medical and dental insurance program.

Like all Village benefit programs, the terms and details and eligibility requirements of our insurance programs are under periodic review and may be changed for business or financial needs. Employees are encouraged to contact the Human Resources Department and/or to review the plan documents if there are questions about the benefits or eligibility requirements. In the event of a conflict between a summary in this Handbook and the plan documents, the plan documents that are then applicable will govern.

18.02 - Retirement Plans

Full-time employees, part-time employees and seasonal/temporary employees who meet established eligibility criteria, will be enrolled as a participating member of an appropriate Village retirement plan

when eligible in accordance with the remaining terms of the then applicable retirement plan. Consult the plan documents for further details.

18.03 - Continuation of Benefits (COBRA)

Under the provisions of The Consolidated Omnibus Reconciliation Act of 1986, as amended ("COBRA"), employees and/or their eligible dependents may elect to continue their group health insurance coverage if they meet applicable eligibility requirements.

The employee or dependent is responsible for notifying the Village that one of the qualifying events has occurred and the employee or dependent may be responsible for paying up to one hundred two percent (102%) of the premium as provided by law.

Generally, coverage may be continued for up to eighteen (18) months. The employee and dependent(s) have up to sixty (60) days from the date that coverage would end, due to the occurrence of one of the qualifying events mentioned above, to inform the Village that they wish to continue any of the group health benefits.

Continuation coverage may extend from eighteen (18) months to twenty nine (29) months for an individual who is disabled (as defined by the Social Security Administration) at the time of termination or based upon a reduction of hours, provided that individual has given notice of the disability within sixty (60) days of the Social Security determination and requested the extended continuation period before the end of the first eighteen (18) months.

COBRA also provides that continuation coverage will end for any of the following:

1. The cost of continued coverage is not paid on or before the date it is due; or
2. The covered person becomes eligible for Medicare; or
3. The covered person becomes covered under another health care plan; or
4. The plan terminates for all employees.

Note: This section will be construed in accordance with the applicable law.

18.04 - Continuation of Benefits Upon Retirement

Under the terms and conditions of the Illinois Pension Code, eligible retired employees and their qualified dependents may continue to participate beyond the time limit as provided under COBRA, at their own expense, in the Village's health insurance program.

Eligible dependents may maintain coverage if they continue to be eligible at the time the retiree becomes eligible for Medicare coverage.

Chapter 19.00 – Workers Compensation

- 19.01 - Reporting an On-the-Job Injury
- 19.02 - Adjudication of a Workers Compensation Claim
- 19.03 - Benefits While on a Workers' Compensation Absence
- 19.04 - Illinois Municipal Retirement Fund (IMRF) Employees
- 19.05 - Release to Return to Work

This Policy pertains to a work-related injury, illness, or death, that arise out of, and during the course and scope of, employment with the Village. Employees of the Village are entitled to specific benefits through this policy, or under the State of Illinois, "Workers' Compensation Act", "Occupational Disease Act", or "Public Employees Disability Act" ("PEDA"); whichever is applicable. All questions related to this policy should be directed to the employee's immediate supervisor or the Human Resources. A copy of the "Manual on Workers' Compensation and Occupational Diseases" is available from the Human Resources or at www.iwcc.il.gov.

19.01 - Reporting an On-the-Job Injury

If employees believe they have suffered an injury or illness related to employment with the Village, they must immediately report the injury or illness to a supervisor, or no later than the end of the business day on which the injury occurred. All injuries, including those that do not require emergency medical care must be reported. Upon being advised of an injury or illness, the employee's supervisor will complete an Illinois Industrial Commission Form 45 (also known as the Employers First Report of Injury or Illness), and a Supervisor's Accident Investigation Report (see HRM for copies of these forms). The originals of all reports along with any other related data shall be completed and forwarded to the Human Resources 48 hours of receiving notice of the incident. The Departmental Safety Committees shall review copies of the reports.

The Director or supervisor of a department shall contact the Human Resources immediately, at any time, 24 hours a day, in the event of an injury or illness, or of a death.

Upon receiving verbal notice of an injury or illness requiring emergency medical care, or death; or after receiving the completed reports of a less serious injury or illness, the Human Resources will report the claim to the Village's third-party claims administrator.

19.02 - Adjudication of a Workers Compensation Claim

The Village's third-party claims administrator will, in conjunction with Human Resources, investigate the circumstances surrounding the injury, illness, or death of an employee. In accordance with applicable Illinois law, the third-party claims administrator will determine if the employee's injury, illness, or death is compensable. If the claim for benefits is determined to be compensable, the third-party claims administrator shall distribute all appropriate benefits. If the claim is determined not to be compensable, the third-party administrator will notify the employee, or beneficiary if a death, in writing of the denial. If an employee disagrees with the determination made by the third-party claim's administrator, or for any other reason, he is entitled to file a claim for adjustment with the Illinois Industrial Commission.

19.03 - Benefits While on a Workers' Compensation Absence

In the event the third-party claims administrator determines that the injury, illness, or death is compensable, employees are entitled to, but not limited to, the following benefits.

Medical Benefits

The Village will pay all medical bills related to an employee's injury or illness that are determined to be reasonable and customary by the third-party claims administrator. Employees requiring medical treatment while on duty will be directed to the Village's occupational health provider. The name and location of the occupational health provider is posted in all Village facilities. Employees needing care will be treated and if necessary, transported to an emergency care facility. Employees receiving medical treatment must forward all medical bills to the Human Resources.

Light Duty

The Village makes efforts to return employees to work in a light duty capacity during recovery within the scope of specific work restrictions as determined by a health care provider and provided there is a business need to have the work performed. It is the responsibility of all employees to notify the treating health care providers of the Village's Light Duty Policy, as well as, notifying the Department Director and Human Resources when released for light duty work.

Injured on Duty (IOD)

Employees are entitled to receive Injured on Duty (IOD) benefits for the first three (3) days they are authorized off work by the treating health care provider due to an injury or illness. IOD benefits are paid by the Village at the employee's full rate of pay, and are not deducted from accrued sick leave, or any other accrued category of personal leave. Employees authorized off work for more than three (3) days are entitled to Temporary Total Disability (TTD) benefits. TTD benefits are paid at 66-2/3% of employee's average weekly wage. Average weekly wages are calculated on injured employee's regular wages for the 52 weeks prior to the date of injury. Employees are entitled to TTD benefits for as long as they are authorized off work due to the injury or illness, or until they have reached maximum medical improvement as determined by a health care provider.

Public Employees Disability Act (PEDA)

For the duration of 1 year, the "Public Employees Disability Act" (PEDA) entitles sworn Police and Fire personnel to compensation equal to 100% of their salary if they are off work due to a compensable injury or illness that occurred on duty. These benefits will supplement any TTD benefits received by the employee.

19.04 - Illinois Municipal Retirement Fund (IMRF) Employees

TTD payments received by an employee due an on-the-job injury or illness are not considered 'earnings' by IMRF. Such time off of work, though authorized and receiving TTD payments, does NOT count as service

time for the purpose of calculating future pension benefits. IMRF service time may be received during such periods by applying for an IMRF Disability on forms at HRM.

Employees are only entitled to lost time benefits if a health care provider authorizes time off work due to a compensable injury or illness. Upon returning to work after an injury or illness, employees will be required to use benefit time, other than workers' compensation benefits, to attend any medical appointment during scheduled hours of work. In the event that the health care provider does not have office hours after scheduled work hours, employees may be paid TTD and PEDDA (if applicable) benefits for lost time during scheduled work hours or attending a medical appointment requested by the Village.

19.05 - Release to Return to Work

Employees authorized off work or released to a light duty assignment must have a Duty Status Report completed by the treating health care provider that confirms the employee may return to work to perform their essential job functions with or without a reasonable accommodation (if medically necessary).

Chapter 20.00 – Separation from Employment

20.01 - Resignations

20.02 - Termination

20.03 - Return of Village Property

20.04 - Reduction in Force – Lay-offs

20.05 - Retirement

20.06 - Exit Interviews

20.01 - Resignations

Employees may resign from the municipal service, for any reason, by presenting their resignation in writing as contained herein. Department and Division Directors should present notice of resignation no less than four (4) weeks prior to its effective date. All other employees should present such notice of resignation no less than two (2) weeks prior to its effective date. Resignations shall be promptly forwarded to the Village Manager (or designee). A resignation once submitted is considered irrevocable and as such may only be withdrawn by the employee with the approval of the Village Manager (or designee) and Department Director due to extraordinary circumstances. If triggered by any other provision of this Manual, a resignation is effective upon the event which caused the resignation even in the absence of written notice from the employee. The Village reserves the right to escalate the effective date of a resignation in appropriate cases.

20.02 - Termination

Employees may be discharged at any time and for any reason, including for “cause” such as: due to unsatisfactory performance, violation of Village rules and regulations, inability to perform the essential functions of their position with or without a reasonable accommodation, lack of funds, curtailment of work, or any other reason deemed sufficient by the Village. Unless provided otherwise in a written collective bargaining agreement between the Village and the covered employee, all employees are employed without a specific term or duration and both the Village and the employee may end their relationship at any time and for any reason.

20.03 - Return of Village Property

Employees separating from the municipal service for any reason shall, prior to separation, return all Village owned or leased property and equipment in his/her possession and repay any outstanding debts owed to the Village (e.g. computer, tuition reimbursement, loan, etc.).

20.04 - Reduction in Force – Lay-Offs

A Department Director may separate any employee without prejudice and without prior notice because of legitimate business reasons including (without limitation) lack of funds or curtailment of work. However, no regular employee shall be laid off from any department while there are probationary, part-time, or temporary employees serving in the same or related classes of positions in that department.

unless there is a business need to do so. An appointing authority may, with the approval of the Village Manager (or designee), appoint an employee who is to be laid off to any existing vacancy in a lower class for which he is qualified, assuming there is such a need. All other factors being equal, the Village shall generally lay-off employees in reverse order of their total service with the Village. The Village reserves the right to deviate from this custom when practical, economic or organizational factors prohibit such action.

20.05 - Retirement

All eligible regular employees may apply for retirement benefits at age and length of service requirements specified by the retirement plan in which they are enrolled. Applicants for retirement shall follow the procedure as set forth in Section 20.01 and must also contact the Human Resources department to complete appropriate retirement plan procedures. The terms and eligibility requirements set forth in the plan documents and any applicable law(s) will govern.

20.06 - Exit Interviews

Exit interviews may be conducted by the Village Manager (or designee), Department Director and/or Director of Human Resources. A report of the exit interview shall be placed in the employee's personnel file and normally will be reviewed with the Department Director. The employee's final paycheck, including the payment of accrued vacation time and other applicable leave time, will generally be processed for payment with the next available payroll cycle.

Chapter 21.00 – Workplace Standards of Misconduct

21.01 - Forms of Discipline

21.02 - Forms of Progressive Discipline

21.03 - Standards of Conduct

It is the duty of all employees to maintain a high standard of ethical conduct and behavior while employed by the Village. All employees are responsible for displaying proper regard for the welfare and rights of other employees, residents of the Village and the general public. Employees are obligated to comply with all federal, state, and local laws governing public employment. They must also comply with and carry out the provisions of applicable Village policies, procedures, personnel rules and regulations and department policies and procedures. Illegal activity will be reported to the Police Department of the Village of Buffalo Grove or other appropriate agencies. The reporting of illegal activity to the proper authority does not mean that the Village will forego its own investigation into the matter and issue disciplinary action as appropriate.

On occasion, the work behavior, productivity, or personal conduct of employees may fail to meet acceptable standards of performance. Supervisors are responsible to bring such situations to the attention of the employee in a timely manner with the goal of correcting the unacceptable behavior. If such behavior continues, or declines, disciplinary action may be issued.

21.01 - Forms of Discipline

The Village administers discipline fairly, reasonably and impartially. The Village will determine the appropriate level of corrective action in each situation depending upon all pertinent circumstances, which may include but are not limited to the severity of the offense, the employee's previous work record and length of service, disciplinary action taken in other comparable situation and any mitigating or aggravating factors. Any misconduct or infraction of a Village policy may result in immediate termination. There is no requirement that an employee receive a warning or suspension before being terminated. Where action short of termination is deemed appropriate by management, corrective action is not intended to punish for punishment's sake but rather to serve as a method to modify or change the behavior of an employee whose performance or conduct does not meet the Village's standards.

21.02 - Form of Progressive Discipline

It shall be the responsibility of the employee's Supervisor and/or the Department Director, as applicable, to document and record any and all violations of the Standards of Conduct by any employee. Documentation of infractions shall be retained in the employee's personnel file and under the jurisdiction of the Human Resources Director.

Disciplinary action may involve any of the following. This list is not all-inclusive, and steps may be skipped within the discretion of management and/or language within a collective bargaining agreement, if applicable, based on the circumstances involved:

Oral Reprimand: A verbal warning to the employee that if his/her actions continue, a written reprimand will be transmitted to the employee and Department Director. The oral reprimand will be documented for reference.

Written Reprimand: A written reprimand shall be transmitted through the appropriate Department Director or his/her designee to the employee and/or the Village Manager (or designee) and shall summarize the specific actions leading to the reprimand.

Suspension: Suspension is the temporary removal from duty status either with or without pay of an employee for cause. Suspension may be imposed by the Department Director or his/her designee. The Department Director and/or Division Director shall notify the Village Manager (or designee) and Director of Human Resources prior to the imposition of any suspension when practical.

- A. An employee may be suspended for an indefinite period when the Department Director determines such action is appropriate and/or in the best interests of the Village in cases where an employee is charged and awaiting trial for a criminal offense involving matters prima facie prejudicial to the reputation of the Village. Such action will not be based on arrest record alone.
- B. When an employee has acted or is alleged to have acted in a manner which would appear to be reason for dismissal, the employee may be suspended for a period generally not in excess of one (1) month while such charges are investigated.
- C. Whenever an employee is suspended pending internal or external investigative outcomes and is subsequently exonerated, the employee may be reinstated without loss of pay or benefits as determined by the Village.
- D. Subject to the provisions of the Fair Labor Standards Act, an employee may be suspended for a period not to exceed one hundred eighty (180) calendar days for specific reason with Village Manager (or designee) approval.

Demotion: An employee may be moved to a position in a class with a lower maximum salary rate for unsatisfactory performance or misconduct. Demotion shall be recommended by the Department Director and approved by the Village Manager (or designee) and Director of Human Resources.

Dismissal: Dismissal may be recommended by the Department Director and normally subject to approval by the Village Manager (or designee) and the Director of Human Resources. Dismissals shall be carried out by the Department Director and Director of Human Resources and/or his/her/their authorized designee(s).

Disciplinary: Sworn fire department personnel are governed by the State of Illinois Fireman's Disciplinary Act.

21.03 - Standards of Conduct

Any action or omission which could or does reflect discredit upon the municipal service or is a direct or indirect hindrance to the operations of the Village government shall be cause for disciplinary action, up to and including dismissal for even the first offense (if deemed appropriate). Circumstances constituting

reasons for disciplinary action include but are not limited to the following. This list is not all inclusive and discipline may not be appropriate in all cases.

1. Failure to follow any federal, state, or Village law, rule or regulation while on duty or while in or on Village property or engaging in unlawful activity while on duty or while in or on Village property.
2. Theft, participating in a theft or attempted theft of Village property or property of any employee, resident, or visitor to the Village.
3. The on duty use or illegal handling/possessing of alcoholic beverages or controlled substances, as previously defined in this Manual or any other violation of any applicable drug or alcohol policy.
4. Conviction of a crime involving on or off duty misconduct for which records have not been expunged or sealed (the Village will consider the nature of the offense, date of the offense, and employees' job duties).
5. Offensive, inappropriate or negative attitude, conduct or language directed toward the public (and/or in their presence).
6. Dishonesty, lying, embezzlement, falsifying any Village records (including employment application materials, no matter when it is discovered), falsely reporting any act or transaction or attempting to defraud the Village or a resident by any means, including making false or fraudulent statements regarding sick pay, leave, overtime, workers' compensation or insurance claims, falsifying financial records, falsifying or padding time records, or falsifying or padding expense reports.
7. Willful or reckless damage of Village property or property of others.
8. Fighting with, threatening, or assaulting Supervisory personnel or any other employee, resident, or visitor to the Village.
9. Engaging in horseplay.
10. Failing or refusing to cooperate with the Village, such as in an investigation of a violation of the Village's policies, an incidence of violence, or other conduct harmful to the Village, its employees, business or its property, or the concealment of or failure to report the occurrence of any violation of any Village rules.
11. Signing or swiping in or out for another employee or letting someone else sign or swipe in or out for you.
12. Incompetence, negligence, inefficiency, failure, or inability (with or without a reasonable accommodation if disabled) to perform the essential job duties required of the employee's position or class.
13. Damage or negligence in the care and handling of Village property.
14. Violation of any lawful official regulation, departmental rule or a superior's directive amounting to an act of failure to follow directive, failure to perform, insubordination, including where such an act or inaction could or does result in loss or injury to the Village, the Village's property or to the public.
15. Failure to do work assigned.
16. Repeated absenteeism or tardiness.
17. Extending breaks or meal periods without authorization and/or not taking breaks or meal periods at scheduled times.
18. Leaving job during working hours without permission.
19. Violation of any of the provisions of the personnel rules, Village ordinances or any applicable administrative regulation of the Village (including revisions thereto).

20. Inducing, encouraging, or attempting to induce any officer or employee in the municipal service to commit an illegal act, to act in violation of any lawful departmental or official regulation or order, or to participate therein.
21. Solicitation, request, receipt or participation in any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.
22. Use or attempted use of political influence or bribery to secure advantage in an examination, transfer, evaluation and/or promotion.
23. Failure to pay just debts due or owing, including taxes, licenses, or fines due the Village, or failure to make reasonable provision for the future payment of such debts.
24. Absence from duty, including emergency or after hours work when the employee is "on call", without approval and in accordance with the leave provisions of this Manual, including "leave earlies" and tardiness (except as provided by an approved FMLA leave).
25. Excessive or unreasonable use of Village telephones, network resources, electronic devices or other equipment for the conduct of personal business during working hours, or for unauthorized long-distance calls.
26. Claiming sick leave under false pretenses or otherwise misrepresenting reason for time off or use of other benefits.
27. Failure to maintain a satisfactory attendance record, except in accordance with the FMLA (or agreed upon accommodation provision for disabled individuals).
28. Unwelcome sexual advances, requests for sexual favors, any verbal or physical conduct of a sexual nature or where such behavior interferes with the work performance or environment of employees, Village officials or the public, and/or any other violation of the Village's published anti-harassment policy.
29. Violation of the Village's EEO Policy.
30. Violation of the Village's Anti-Violence Policy.
31. Violation of the Village's Social Networking Policy.
32. Falsification, including misrepresentation (or omission) of Village Records, no matter when discovered.
33. Unauthorized sleeping on the job, including excessive or extended period(s) of closed eyes on working time.
34. Violation of departmental rules and regulations, standard operating procedures, general orders, and/or departmental directives.
35. Unauthorized possession, use or copying of any records that are the property of the Village.
36. Repeated or chronic violation of the Village's policies or guidelines.
37. Any other conduct deemed directly or indirectly harmful to Village residents.

Chapter 22.00 – Additional Employee Responsibilities

- 22.01 - Workplace Violence Policy
- 22.02 - Professional Appearance at Work
- 22.03 - Political Activity
- 22.04 - Village Social/Business Events
- 22.05 - Official Misconduct
- 22.06 - Weapons Prohibited
- 22.07 - Gratuities and Gifts
- 22.08 - Solicitation, Distribution and Use of Bulletin Boards
- 22.09 - Bulletin Boards
- 22.10 - Distribution of Communications
- 22.11 - Outside Employment
- 22.12 - New Releases and Media Contact
- 22.13 - Village Inspecting Rights
- 22.14 - Lockers, Desks and Other Village Property
- 22.15 - Smoking/Electronic Smoking Devices and Tobacco Prohibition
- 22.16 - Release of Village Information
- 22.17 - Child Protection Management
- 22.18 - Drug-Free Workplace Policy

The values and principles of an organization define its identity. These organizational values and principles guide its activities and help formulate the attitudes and actions of its employees. As public servants, Village employees are expected to be responsible, honest, and fair. The Village places a trust in its employees to work harmoniously with co-workers, outside agencies, vendors, citizens and the public.

22.01 - Workplace Violence Policy

It is the Village of Buffalo Grove's policy to promote a safe and comfortable working environment for its employees. The Village is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, bullying, intimidation, and other disruptive behavior. Violence, threats, harassment, intimidation, and similar behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal prosecution, or both.

If you observe or experience such behavior by anyone on Village property, whether he or she is an employee or not, report it immediately to the Buffalo Grove Police Department by calling 9- 1-1 and your Department Director. All reports will be investigated, and the appropriate action will be taken to remedy the situation. No retaliation will be taken or tolerated against any individual who reports a complaint under this policy and/or participates in an investigation of a complaint reported under this Policy.

In keeping with the spirit and intent of this policy, and to promote the Village's objectives in this regard, the Village will endeavor to do the following:

- To provide a safe and healthful work environment.
- To take prompt remedial action, up to and including immediate termination of employment, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To take appropriate action when dealing with the customers, vendors, former employees, residents, or visitors to the Village's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit employees, former employees, vendors, residents, visitors and other individuals from bringing unauthorized firearms or other weapons onto the Village's premises. All persons, including individuals licensed to carry concealed firearms by the Illinois State Police, are prohibited from bringing firearms into or onto any park, library, or facility under the control of the Village, as such firearms are banned from such areas.
- To establish viable security measures to promote the safety and security of the Village's facilities and to properly handle access to the Village's facilities by the public, off-duty employees, and former employees. The Village's employee assistance program (EAP) supports this policy. Any employee who displays a tendency to engage in violent, abusive or threatening behavior, or who otherwise engages in behavior that the Village, in its sole discretion, deems offensive or inappropriate may be referred to the EAP for counseling or other appropriate treatment. Such employees will also be subject to disciplinary action, up to and including termination of employment.

In furtherance of this policy, employees should warn their Supervisors, Human Resources, Department Directors, Deputy Village Manager or the Village Manager (or designee) of any suspicious workplace activity, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, vendors, residents or visitors and that appear problematic. This includes, for example, threats of acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the extent possible. The Village will not tolerate any form of retaliation against any employee for making a report under this policy.

22.02 - Professional Appearance at Work

Employees are expected to be well groomed and dressed in a manner that is suitable to their responsibilities and position. An employee's appearance must be business-like and reflect good taste. When uniforms are furnished or required, they must be kept clean and neat, and must be worn while performing the duties for the Village. When safety equipment is issued to employees, it is mandatory that it be worn when performing tasks for which such equipment is provided. In some instances, when an employee separates from the Village, their uniforms or equipment may need to be turned in to their Immediate Supervisor.

22.03 - Political Activity

Except as expressly permitted by the Illinois Local Governmental Employees Political Rights Act, employees are prohibited from bringing their political affiliations to bear on their official duties.

Specifically, the following political activities of employees are prohibited with respect to participation in federal, state, or municipal elections.

1. Campaigning, fund raising, or other partisan political activities on Village premises while in the performance of duties and responsibilities as an employee of the Village.
2. Use of official working time or unauthorized use of Village resources for political activity.
3. Promising any employment, position, work, compensation, or other benefits as consideration, favor or reward for political activity.
4. Performing political activities at the direction of a Supervisor, Department Director, or other Village official.
5. Using status or position as a Village employee in an endorsement or solicitation of votes in an election.

22.04 - Village Social/Business Events

Under limited exception employees who are serving in the capacity of representing the Village at a social/business event, may consume alcohol in moderation and are expected to conduct themselves in accordance with appropriate business standards.

22.05 - Official Misconduct

All Village personnel are expected to conduct themselves in a professional and business-like manner. The Illinois Compiled Statutes specifically prohibits public officers and employees from:

1. Failing to perform mandatory duties required by law; and
2. Performing an action known to be forbidden by law; and
3. Acting in excess of lawful authority in order to obtain a personal advantage; and
4. Soliciting or knowingly accepting a fee or reward for performing any act.

Anyone found to have engaged in any of these prohibited practices can forfeit public office or employment and may have committed a criminal felony.

22.06 - Weapons Prohibited

Except for duly authorized law enforcement personnel, Village employees shall not possess or carry a gun or other weapon while at work, in Village facilities, on Village property or in a Village vehicle. A weapon is defined as:

1. Any device whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectiles including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition or any such device. Any replica of the foregoing is also prohibited.
2. Any explosive device, including but not limited to, firecrackers and black powder.

3. Any device that is designed or traditionally used to inflict personal injury including but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives and daggers.

Notwithstanding the above, employees may possess weapons within the Village Police Department building with the written permission of the Village Chief of Police. Employees may also possess weapons in any Village employee parking lot for the limited purpose of complying with the Illinois Firearm Concealed Carry Act (430 ILCS 66).

The violation of this policy will lead to disciplinary action up to and including termination and/or criminal prosecution.

22.07 - Gratuities and Gifts

Employees shall not solicit, accept or agree to accept any gift of any kind from any person or business entity doing business or wishing to do business with the Village, except where said gift is expressly permitted by the Illinois State Officials and Employees Ethics Act. A “gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee. Employees shall comply with the Illinois State Officials and Employees Ethics Act at all times.

Additionally, employees should not solicit or seek donations or contributions on behalf of other employees for gifts, sales of products or services, flowers or other reasons except with the prior approval of the Village Manager (or designee).

22.08 - Solicitation, Distribution and Use of Bulletin Boards

Employees of the Village may not solicit during working time, nor may employees distribute literature during working time or in working areas. Employees may not accept the solicitation or the distribution of literature by any non-employee while you are on working time. Working time is the time you are performing or are expected to perform the duties of your job. “Working time” does not include meal periods, rest breaks or before/after your shift.

22.09 - Bulletin Boards

Bulletin boards maintained by the Village are to be used only for posting or distributing material of the following nature:

1. Notices containing material directly concerning Village business.
2. Announcements of a work-related nature or legally required postings which are equally applicable and of interest to employees.
3. All posted material must have authorization from administrative staff. All employees are expected to check these bulletin boards periodically for new and updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

22.10 - Distribution of Communications

The Village prohibits any form of solicitation and the distribution of written materials or literature on Village property where:

1. The solicitation or distribution occurs in a work area;
2. The employee engaged in the solicitation or distribution is on work time (excluding lunch periods, rest periods, and other periods when the employee is not expected to be working); or
3. The employee is on work time and the solicitation or distribution interferes with the work of other employees.

The Village also prohibits:

1. Solicitation or distribution on Village property by non-employees;
2. Solicitation on customer premises; and
3. The use of Village equipment such as fax machines, or photocopiers to prepare information for solicitation or distribution.

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

22.11 - Outside Employment

Employees are prohibited from engaging in outside employment that interferes with their duties and responsibilities for the Village. "Outside employment" includes both work for another employer and self-employment as consultant, independent contractor etc. Outside employment may be deemed to interfere with "an employee's work for the Village in a variety of ways, including but not limited to, causing absenteeism, distraction or creating a conflict of interest. Employees may not work for an outside job on Village property, using any Village equipment or resources or while representing the Village outside of work hours. Employees shall never solicit or enhance personal opportunities by representing themselves as a Village employee.

Employees sustaining an injury arising out of non-Village employment resulting in lost time from the Village should be covered by that employer's Workers' Compensation plan, not the Village's.

22.12 - News Releases and Media Contact

The Village Manager (or designee) shall be the primary staff spokesman for the Village, consistent with the policy direction of the Corporate Authorities. Village Department Directors or their designees may confer with representatives of the news media on matters related to their departments. It shall be the responsibility of each Department Director to develop and administer a policy for responding to media requests, including appropriate staff qualified and authorized to disseminate media responses. Upon contact with news media pertaining to sensitive matters, the Department Director (or designee) shall report to the Office of the Village Manager (or designee) the content and substance of the inquiry, information conveyed and potential additional inquiries or issues of sensitivity that may arise as a result

of the media contact or underlying subject matter. All employees, when representing the Village and conveying its official positions, shall refrain from overtly political or opinionated speech, unless specifically authorized to do so by the Village Manager (or designee), in accordance with Village Board direction.

This policy will be construed in accordance with all applicable laws to respect the free speech rights of the individuals involved while also ensuring that our residents are properly served.

22.13 - Lockers, Desks and Other Village Property

Lockers, desks, vehicles, equipment and other Village containers and property that you are permitted to use during your employment are and remain the property of the Village. You are not permitted to keep or store any illegal or prohibited items or substances in or on such property. No individual should not have any reasonable expectation of privacy with regard to any items kept or stored in any locker, desk, or other Village property as all of those areas are subject to inspection by the Village. Village owned property is subject to search by the appropriate Supervisor or Department Director for any reason and without prior notice. Personal locks are not permitted on Village property and may be removed by management. Violation of this policy and/or refusal to cooperate with a search, is grounds for immediate dismissal.

22.14 - Smoking/Electronic Smoking Devices and Tobacco Prohibition

Smoking is not permitted at any time on Village premises unless the Village Manager (or designee) has designated an area as a smoking area and the area is at least fifteen (15) feet away from any Village building entrance. Smoking is defined as inhaling or carrying a lighted cigarette, cigar, pipe or using any electronically operated device which may or may not contain nicotine in a combination with other chemicals that are intended to be inhaled as a vapor by the user. This is intended to include, but not be limited to, e-cigarettes, e-cigars, hookah pens and any other inhaled nicotine delivery system. There will be no exceptions to this prohibition. Smoking that takes place in violation of this policy may result in discipline, up to and including termination of employment.

22.15 - Release of Village Information

All employees are expected to exercise good customer service practices and, to the extent possible, answer general questions about the policies and practices of the Village. Requests for specific printed information, unpublished reports, written or verbal reports about meetings not subject to the Open Meetings Act (OMA), plans in progress, matters of internal business affairs or matters related to the personal affairs of Village employees or officers shall be referred to the Village Manager (or designee), Director of Human Resources or Department Director and shall not be released by an employee unless specifically directed to do so by the Village Manager (or designee), Director of Human Resources or Department Director. Requests for information, pursuant to the Illinois Freedom of Information Act (FOIA) shall be coordinated by the FOIA officer(s) in the applicable department(s), in concert with the Village Clerk's office.

22.16 - Child Protection Management

It is the policy of the Village of Buffalo Grove to actively promote child abuse awareness and sexual misconduct awareness and to implement procedures to provide the highest level of protection to all minors. The Village is committed to preventing child abuse and sexual misconduct to minors while in Village sponsored programs or activities. This policy applies to all employees, public officials, volunteers, and agents of the Village who have any type of regular contact with minors on behalf of the Village. The Village will not tolerate child abuse and sexual misconduct to minors of any kind in Village sponsored programs or activities. All complaints of child abuse and sexual misconduct to minors while in Village sponsored programs or activities are serious and must immediately be reported to the Village Manager (or designee) and the Buffalo Grove Police Department. Additionally, mandated reporters must immediately make a report of a suspected child abuse or sexual misconduct to DCFS by telephoning the statewide DCFS Child Abuse Hotline at 1-800-25-ABUSE.

22.17 - Drug-Free Workplace Policy

This Policy expresses the Village's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with applicable statutes and concerns, the Village has resolved to maintain a drug-free workplace.

Chapter 23.00 – Employee Safety and Development

- 23.01 - General
- 23.02 - On the Job Safety
- 23.03 - Training and Development
- 23.04 - Uniform/Clothing Provisions
- 23.05 - Employee Identification Card Policy
- 23.06 - Attitude and Appearance
- 23.07 - Service Recognition

23.01 - General

The Village Manager (or designee) in cooperation with Department and Division Directors along with the Village's Executive Safety Committee shall be responsible for the development and administration of programs relating to employee safety and development. This shall include providing for the general health and safety of Village employees as well as other matters concerning employee relations.

23.02 - On the Job Safety

- A. The Village Manager (or designee) shall make reasonable efforts to promote among employees and in the departments maximum standards for on the job safety. All employees shall be responsible for performing work assignments in the safest manner possible. Prime consideration shall always be given to safety in all work situations.

The Village may require an employee to undergo a medical examination by a doctor of the Village's choosing and at the Village's expense when the employee's Department Director reasonably believes, based on objective evidence, that the employee is unable to perform his/her essential job functions or the employee will pose a direct risk to him/herself or others.

- B. Supervisors, Division Directors, and Department Directors (or their designees) shall:
 - 1. Be responsible for the establishment and implementation of appropriate safety standards within their respective activity areas, for periodically reviewing accident frequencies to determine and correct causes, and for identifying and correcting safety hazards.
 - 2. Ensure that all new employees, including temporary/seasonal, and/or part-time employees are thoroughly advised, instructed, and supervised in necessary safety policies, practices, and procedures.
 - 3. Implement and actively support the Village's safety program.
 - 4. Arrange and conduct safety meetings, inspections, and training sessions.

5. Provide and/or require equipment necessary to adequately protect the health and safety of employees.
6. Promptly investigate accidents, and prepare all necessary forms for documentation and future suggestions for prevention of on the job injuries and hazardous conditions.

C. All employees shall:

1. Be thoroughly familiar with safety requirements and practices applicable to their respective work assignments.
2. Actively observe safety practices, and report unsafe or potentially dangerous conditions, work practices and accidents or injuries to their Supervisor immediately.
3. Refrain from engaging in horseplay, wrestling, hazing of co-workers, and any other unsafe practice under penalty of disciplinary action up to and including dismissal.
4. Require all employees under their supervision to comply with all applicable safety rules and practices.
5. Use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
6. Never remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
7. Keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
8. Work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as provided, or directed.
9. Wear properly fastened seat belts when driving or riding as a passenger in a Village owned vehicle, or in a personal vehicle while on Village business.
10. Comply with all applicable Local, State and Federal traffic laws when operating a Village vehicle or personal vehicle while on Village business.

D. Alcohol and Drug Policy for Commercial Driver's License Employees

The Village shall maintain policies and procedures for testing Commercial Driver's License (CDL) holders for the misuse of alcohol and controlled substances, as required by the then- applicable laws. The purpose of these policies and procedures is to prevent accidents and

injuries. Copies of the Village of Buffalo Grove Alcohol and Drug Testing Policy for Commercial Driver's License Employees will be made available to CDL holders.

23.03 - Training and Development

The Village shall promote the training of its employees so that services rendered to the Village may be more effectively delivered. Training may be at time of recruitment, in- service, specialized, professional or academic. Training shall be determined by the Department Director or their designee. No reimbursement for training shall be made without such approval.

Expenses for recruit, in-service, specialized and professional training including tuition, registration, fees, supplies, and materials may be reimbursed by the Village. Travel and related expenses may be reimbursed or advanced as noted within these Personnel Rules. Employees pursuing academic instruction will be eligible for reimbursement of tuition and fees only upon completion of course work and according to grade, as provided in these Personnel Rules and detailed below.

Training shall be supported by an approved Travel and Training Expense Report, including academic training. As with travel related expenses, all receipts as well as final grades must be submitted in order to qualify for reimbursement.

The following types of training are offered employees:

1. Recruit Training: Formal training programs which must be completed during the probationary period following original appointment as a prerequisite to continued employment.
2. In Service Training: Training conducted during working hours on an individual or group basis to improve skill performance, introduce new techniques, and/or keep abreast of developments in the employee's field.
3. Specialized Training: Attendance of vocational, technical, or professional training programs directly related to municipal service functions.
4. Academic Instruction: Completion, by correspondence or classroom attendance, of course work provided by accredited educational institutions where such instruction will benefit the municipal service.

With departmental approval, all expenses for recruit, in service, and specialized training including tuition, fees, supplies, and books will be reimbursed by the Village. Travel, lodging, and other related costs will be reimbursed as provided in Chapter 18.00. All reimbursements shall be subject to the availability of budgeted funds designated for such purposes.

If, after all reimbursement requests are received, the dollar amount of the requests exceeds the funds available for reimbursement, reimbursement will be made on a proportional/pro-rated basis, not too exceed \$5,000 annually. Additionally, costs associated with the purchase of course supplies, books, and materials will not be reimbursed. , employees pursuing approved academic instruction are eligible for reimbursement of tuition and fees only upon completion of course work and according to the following schedule.

Grade Reimbursement A or B 100%

C 50%
D or less 0%

Under no circumstances shall an employee's tuition reimbursement amount exceed the tuition rate as established by Northern Illinois University, for like course work.

When requests for training and reimbursement exceed funds specifically budgeted for that purpose, partial reimbursement of expenses may be made to employees in order to extend training opportunities to as many employees as possible.

23.04 - Uniform/Clothing Provisions

The Village will provide for the required uniform and special clothing needs of its employees, as determined by the Village. These needs may be met by the purchase or lease of the appropriate uniforms and clothing, at the discretion of the Village and subject to applicable departmental policies. The employee will be responsible for proper care and use of clothing and uniforms and the laundering of same, if appropriate. Each department will develop a replacement schedule based upon normal wear and usage.

23.05 - Employee Identification Card Policy

All Village of Buffalo Grove employees will be issued an official Village identification card. This card will include a photograph of the individual with their name and title. The

An identification card is to be carried or worn at all times while the employee is on duty (subject to department specific exclusions) and will be displayed upon request. An employee is not required to display an identification card when such an action would jeopardize the employee's safety, however, the employee will comply with the request as soon as practical if and when it is safe to do so.

In lieu of wearing their Village issued identification card, uniformed employees must wear their department issued identification, such as badge and nameplate, on their outer most garment at all times. Non-uniformed employees must wear their identification card in a visible manner while on the Village campus, while visiting any Village building and while conducting Village business no matter the location including, commercial or residential locations within the Village.

Any employee who has been issued an identification card must immediately report its loss as soon as the loss is recognized.

Access to secure areas of the Village will only be granted to authorized persons, unauthorized persons should be prevented from entry into the secure areas within the Village. Visitors, members of the press, consultants, and technicians will follow the protocols established by each department. Employees observing individuals without a visitor pass or proper identification are responsible for ascertaining the nature of the individual's business and ensuring visitor passes are obtained, if necessary.

Any employee who has been issued an identification card must return it upon separation from the Village of Buffalo Grove.

23.06 - Attitude and Appearance

A friendly and courteous attitude by Village employees toward the public is required at all times. Similarly, employees are expected to deliver prompt, thorough, and efficient service to the public to the best of their ability. All employees are required to maintain a neat and clean personal appearance including clothing, personal hygiene and grooming appropriate for the position held and in conformance with the established dress code of their individual department. If an employee reports to work in an unkempt or disheveled appearance or uniform, he/she may be sent home without pay and/or otherwise subject to appropriate disciplinary action.

23.07 - Service Recognition

Employees who uniquely distinguish themselves through performance or innovation will be honored and recognized by the Village. Upon recommendation of a Department Director and approval of the Village Manager (or designee), such recognition may consist of a plaque, Certificate of Appreciation, or Resolution presented to the employee by the Corporate Authorities.

Length of service shall be recognized in the following manner:

5 years of service = Pin

10 years of service = Glassware Set or comparable gift.

15 years of service = Pen Set or comparable gift.

20 years of service = department selected gift valued at \$150.00.

25 years of service = department selected gift valued at \$200.00.

30 years of service = department selected gift valued at \$250.00.

35 years of service = "department selected gift valued at \$500.00.

40 years of service = department selected gift valued at \$1,000.00.

Full-time and part-time employees shall be included in the service award program. Temporary/seasonal employees are not eligible for a service award under the terms of this program. Presentation of gifts shall be made on the employee's anniversary date. Employees who retire from full-time employment with the Village and subsequently become part-time employees will not be credited with the years spent as full-time employees for the purpose of this policy.

Chapter 24.00 – Travel Expenses

24.01 - Policy

24.02 - Travel Expenses

24.03 - Use of Village Vehicles

24.04 - Use of Personal Vehicles

24.05 - Vacation Combined with Official Travel

24.06 - Travel Reimbursement or Repayment of Advance to Village

24.01 - Policy

The Village of Buffalo Grove shall provide to employees reimbursement for reasonable and necessary travel and related expenses while carrying out official duties, or attending approved professional conferences and training courses. Employees will be expected to exercise good judgment and proper regard for economy when incurring travel and training expenses. The policy is intended to apply to all travel and training situations. Employees and Supervisors are responsible to identify training and professional development opportunities within the nearest proximity to the Village. Out-of-state travel requests must be recommended to and approved by the Village Manager (or designee) in accordance with promulgated rules.

24.02 - Travel Expenses

The Village will continue to cover reasonable travel costs. However, we have made some alterations to the policy to address current practices. The following expenses for approved travel may be reimbursed according to established allowances or actual cost and subject to proof that the expenses were actually incurred:

- A. The Village of Buffalo Grove will no longer provide a travel advance.
- B. Use of the Village purchase card is required for all travel expenses, unless circumstances require an out-of-pocket expense. All credit card receipts should be kept and attached to the expense report system. If an out of pocket expense is required, the employee shall be reimbursed (with valid receipts).
- C. If an out of pocket expense is required, the actual costs for reasonable meals and gratuities will be reimbursed as documented by receipt(s). Reimbursement is limited to the appropriate per diem rate (\$50 per day) if meal and gratuity expenses incurred by the employee are deemed reasonable, as determined by the Village Manager (or designee).
- D. The Village will not reimburse the purchase of alcoholic beverages.
- E. The Village will only pay for meal expenses in the event of overnight travel.
- F. The Village will not pay for meals if a meal is provided by the event, unless dietary restrictions cannot be met by the sponsoring organization.

24.03 - Use of Village Vehicles

Village provided vehicles may be used to travel to destinations up to two hundred (200) miles (one-way) from Buffalo Grove, if approved by the Department Director or Village Manager (or designee). Pre-planned trips beyond two hundred (200) miles are to be approved by the Village Manager (or designee) prior to use. Gasoline purchases are reimbursable when accompanied by a valid receipt. Employee's receiving an automobile allowance from the Village may not use a Village owned vehicle. Exceptions to this policy may be made only by the Village Manager (or designee).

24.04 - Use of Personal Vehicles

An employee who uses his/her personal vehicle for any approved business purpose must at all times possess both a valid driver's license and valid automobile insurance. Employees using their personal vehicles for approved Village business may submit for mileage reimbursement pursuant to then applicable Internal Revenue Service guidelines.

24.05 - Vacation Combined with Official Travel

Employees wishing to combine a vacation by private vehicle with a business or convention trip, must have their Department Director's written approval. The employee shall be reimbursed for travel to and from the destination as provided by Section 21.03(C).

24.06 - Travel Reimbursement or Repayment of Advance to Village

A Travel and Training Expense Estimate Report must be completed not less than ten (10) working days before a scheduled trip. All Travel and Training Expenses Reports must document the estimated and actual expenses incurred and must be approved by the Department Director and Village Manager (or designee) before processing for payment will be authorized. All Travel and Training Expense Reports submitted, whether to return any unused advance or to request reimbursement must include all receipts. Failure to include receipts may disqualify a reimbursement requested. Any inaccurate reporting of expenses is grounds for disciplinary action, up to and including dismissal.

Chapter 25.00 – Records and Reports

25.01 - Personnel Records

25.02 - Reports

25.03 - Confidentiality

25.01 - Personnel Records

The Director of Human Resources in conjunction with the Department of Finance and General Services is hereby designated as the central repository for all non-confidential personnel files and records of the Village. Access will be in accordance with applicable laws.

25.02 - Reports

Every appointment, transfer, promotion, demotion, termination, sick leave, vacation leave, and other temporary or permanent changes in the status of employees in the municipal service shall be reported in writing. The Village Manager (or designee) is authorized to prescribe the time, manner, form, and method of making any written report as may be stipulated in any of these rules.

25.03 - Confidentiality

Personnel records shall be confidential to the extent provided by law. An employee shall be allowed to review his/her personnel file up to two (2) times during each calendar year during business hours or more frequently if approved by his Department Director. Personnel records shall not be released to a third party unless authorized by the employee or as otherwise required or permitted by law. Medical records shall be confidential and stored in a file separate from an employee's personnel record file (with disclosure on a need to know basis only). Copies of such documents will be made available to the employee upon advance written request at the employee's expense.

Chapter 26.00 – Appeals and Grievances

- 26.01 - Grievance Policy
- 26.02 - Grievance Procedure
- 26.03 - Classification Grievances
- 26.04 - Compensation Grievances
- 26.05 - Retroactive Adjustment
- 26.06 - Fire and Police Departments
- 26.07 - Discretion of Village

26.01 - Grievance Policy

It shall be the policy of the Village of Buffalo Grove to give individual employees an opportunity to discuss their grievances with their Supervisors in order to attempt to find mutually satisfactory solutions as rapidly as possible. Employees are assured of freedom from restriction, interference, discrimination, or reprisal. Appeals of disciplinary actions shall begin with a written grievance report as set forth in Section 26.02 below.

Although this Chapter outlines our general procedure for addressing workplace grievances, there is nothing in this Chapter which creates a due process or other procedural right. Rather, each situation is addressed on a case-by-case basis to ensure that the matter is promptly addressed and remedied (as appropriate).

26.02 - Grievance Procedure

The grievance procedure shall follow the sequence below. An employee may be accompanied by any person of his own choosing as his representative in the presentation of his grievance.

- A. Oral Report: All grievances must be presented no later than ten (10) working days from the date of the first offense giving rise to the grievance.
- B. Written Report: If the oral grievance presentation fails to settle the grievance, the employee may submit a written grievance report within ten (10) working days after the oral report was made. In the case of a grievance resulting from a disciplinary action, the employee shall submit a written grievance report within ten (10) working days from the effective date of disciplinary action. Within ten (10) working days after receiving a written grievance report, the Supervisor shall furnish the employee with a written reply.
- C. Appeal to Department Director: If the written reply to the grievance is not satisfactory to the employee, the employee may, within ten (10) working days after receiving the reply, submit an appeal in writing to the Department Director. The Department Director shall confer with the aggrieved employee and/or his/her authorized representative before rendering a decision. Such decision shall be produced in writing and shall be delivered to the employee within ten (10) working days of the date on which the appeal was received by the Department Director.

- D. Appeal to Village Manager (or designee): If the appeal to the Department Director fails to resolve the grievance the employee may submit an appeal in writing to the Village Manager (or designee) no later than ten (10) working days from the date a reply was received from the Department Director. Within ten (10) working days of the receipt of an appeal, the Village Manager (or designee) shall hear matters pertinent to the grievance. The decision of the Village Manager (or designee) shall be final. The Village Manager (or designee) shall forward one copy of the course of action he/she intends to follow to the employee concerned and to the Department Director.

26.03 - Classification Grievances

All grievances pertaining to the classification of an employee shall be made in writing to the Village Manager (or designee), within five (5) working days of the classification or else the Village will assume the employee agrees that the classification decision is fair and appropriate. The decision of the Village Manager (or designee) shall be final in all matters of classification.

26.04 - Compensation Grievances

The pay range established for a given class of work shall not be a subject of the grievance procedure.

26.05 - Retroactive Adjustment

All adjustments of grievances processed under this Chapter shall be retroactive to the time the grievance is first presented to his Supervisor, unless the grievance reply specifically states otherwise.

26.06 - Fire and Police Departments

The grievance procedure for sworn personnel of the fire and police departments shall follow the process set forth by their respective departmental rules, regulations and directives. Appeals of disciplinary actions shall follow the process prescribed by the rules and regulations of the Board of Fire and Police Commissioners and/or collective bargaining agreement, if applicable.

26.07 - Discretion of Village

While the Village normally will adhere to the procedures set forth above, there may be circumstances that indicate that an alternate way to address the grievance is more appropriate (i.e., due to confidentiality, privacy or similar business reasons as determined by management). The Village reserves the right to skip any step in this procedure if the Village feels it is appropriate under the circumstances presented. The Village reserves the right to alter the procedures at any time at the discretion of the Village Manager (or designee).

Nothing in this Grievance Procedure constitutes a guarantee or promise of employment or a specific term of employment.

Chapter 27.00 – No Expectation of Privacy

27.01 - Computers, Pagers, Telephones and Other Communications Equipment

27.02 - Lockers, Desks and Other Village Property

27.01 - Computers, Pagers, Telephones and Other Communications Equipment

As an employee of the Village of Buffalo Grove, you do not have any reasonable expectation of privacy when you use a Village owned computer or communications system (i.e.: Smart phones, Tablets, flash drives, etc.). The Village has the right to monitor your telephone conversations, to read your messages, to inspect mail or documents sent to or by you, including the deciphering of encrypted text.

The Village may also access, without notice, data or text caches, e- mail and voice-mail boxes or accounts, and other employer provided electronic storage systems.

The Village does not need to obtain prior judicial or other approval before inspecting this employer provided equipment and your continued employment waives any claim you might have and constitutes your knowledge of and acceptance of your waiver of any right of privacy you might otherwise have or expect in your use of this equipment.

27.02 - Lockers, Desks and Other Village Property

Lockers, desks, vehicles, equipment and other Village containers and property that you are permitted to use during your employment are and remain the property of the Village. You are not permitted to keep or store any illegal or prohibited items or substances in or on such property. You do not shall not have any reasonable expectation of privacy with regard to any items kept or stored in any locker, desk, or other Village property. Village owned property is subject to search by the appropriate Supervisor or Department Director for any reason and without prior notice. Personal locks are not permitted on Village property and may be removed by management. Violation of this policy and/or refusal to cooperate with a search, is grounds for immediate dismissal.

Chapter 28.00 – Communications and Information Technology

28.01 - General Use of Village Information Systems and Technology Equipment Policy

28.02 - Social Media Policy

28.03 - Identity Protection Policy

28.01 - General Use of Village Information Systems and Technology Equipment Policy

- A. The Village of Buffalo Grove Acceptable Use of Information Technology Resources Policy contains a formal policy for all users of the Village's computer systems. Below is a high level summary of that policy.
- B. The Village's technology equipment, including but not limited to computers, telephones, facsimile, and copier machines, is intended for acceptable business purposes. An employee may only use this equipment for occasional personal/non- business purposes in an emergency and only with the permission of their supervisor during non- working times. Village postage machines may only be used for work related purposes.
- C. The computers and computer accounts provided to the employees are to assist them in performance of their jobs. All employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. All Village Information Technology Resources are subject to the Illinois Freedom of Information Act. Users shall always comply with Village records management rules and records retention requirements for all information, including computer-based information.
- D. The Village has the right, but not the duty, to monitor any, and all aspects of its computer systems, including, but not limited to, monitoring sites visited by the employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e- mail sent and received by users. Logging into any Village information system, cloud based or on-premise, is an acknowledgement of this and an agreement to abide by it and all other governance regarding its use.
- E. Only the Village Manager or Director of Administrative Services can procure software in accordance with the Procurement Policy. Employees are strictly forbidden from using unapproved software, and purchasing or installing software.
- F. Upon termination of employment, the employee must return all Village equipment, passwords, data, work product and documents (in any form) in the employee's possession or control. The Village reserves the right to pursue all legal remedies for those who do not return Village property in a timely manner as is consistent with the Village's business needs and legal obligations.

28.02 - Social Media Policy

Use of personal or other computers on social media sites (i.e., blogs, wikis, Facebook, Twitter, etc.) can present a problem to the Village, when such communications impact operations and/or the working environment. The Village respects its employees' right(s) to free speech in accordance with the parameters of the law, and does not intend to interfere with any off-duty or non-work related activities. However, to avoid blurring the distinction between professional and personal communications, the Village has developed the following guidelines for its employees who use social media sites (either on or off duty):

- Blogs, wikis and other forms of online discourse are individual interactions, not communications from the Village. Employees are personally and legally responsible for your communications.
- When discussing the Village or Village-related matters, employees are encouraged to identify themselves and make it clear that they are speaking for themselves and not on behalf of the Village. Where appropriate, employees are encouraged to use a disclaimer such as: "The postings on this site are my own and do not necessarily represent the Village's positions, conclusions or opinions."
- Employees must not discuss or divulge confidential Village information, including, but not limited to, business plans, strategies, Village financial information, or Village confidential or proprietary information that has not been made public.
- While employees may disagree with Village actions, policies, etc., employees may not write knowingly malicious or false comments about the Village, fellow employees (regardless of title or position), customers, vendors or others affiliated with the Village. Posting of comments or materials (including photographs, videos or audio) regarding the Village, its employees, or its services is prohibited if obscene, knowingly false, or harassing. Posting of comments or materials (including photographs, videos or audio) regarding the residents that are served, is prohibited if obscene, defamatory, profane, libelous, threatening, harassing, abusive, or unprofessionally derogatory to a resident. These issues will be reviewed on a case-by-case basis.
- If a member of the media contacts an employee about his/her blog or posts and requests an official comment from the Village on said blog/post, in order to deliver an appropriate message and to avoid giving misinformation in any media injury, employees should state, "I am not authorized to comment for the Village, (or I don't have the information you want). Let me have our Village Manager contact you." Then contact the Village Manager (or designee) or Department Director to convey the Village's response.

Violations of this policy generally will result in discipline, up to and including discharge. If an employee is aware of any violation of this Policy, they are urged to notify management through our internal complaint procedure. Be assured that the Village will not tolerate or condone any retaliation against any person who reports a Policy violation and/or participates in an investigation of a potential violation.

IMPORTANT NOTE: Any violation(s) of the guidelines in this Policy are applicable, whether done during work hours or outside of work, except as may be allowed by law. These issues will be addressed on a case-by-case basis to protect the rights of our employees and also the rights of the Village, including our employees and others we do business with in serving the residents of the Village of Buffalo Grove. In all cases, there is nothing in this policy which is intended to limit or restrict an employee's right to engage in

lawful speech and/or protected or concerted activities which are guaranteed by law. If there is conflict with this Policy and the law, the law will govern.

28.03 - Identity Protection Policy

Improper disclosure of protected personal identifiers such as social security numbers may contribute to identity theft and any number of resulting credit problems. The Village has adopted this Policy to protect social security numbers from unauthorized disclosure. In accordance with the Illinois Identity Protection Act, only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents. All employees with access to social security numbers in the course of their job duties must undergo training to protect the confidentiality of the social security numbers.

When collecting a social security number or upon request by an individual, employees must provide a statement of the purpose(s) for which the Village is collecting and using the social security number. Under this Policy, social security numbers requested from an individual must be provided in a manner that makes the number easily redacted, if required to be released as part of a public record request. If you have questions about this policy or would like to report a violation (free of retaliation), you are encouraged to contact your Department Director (or designee). Any individual found to be in violation of this Policy will be subject to disciplinary action (no matter when discovered).

Chapter 29.00 – Drug Free Workplace

29.01 - Drug-Free Workplace Policy

29.01 - Drug-Free Workplace Policy

This Policy expresses the Village's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with applicable statutes and concerns, the Village has resolved to maintain a drug free workplace.

Acts Prohibited

The unlawful manufacture, distribution, dispensation, possession, being under the influence, or use of a controlled substance, including cannabis and alcohol is prohibited on Village Property.

Definitions

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) which provisions are specifically incorporated in this Policy.
3. "Controlled Substance" as defined in the Illinois Controlled Substance Act (720 ILCS 570) which provisions are specifically incorporated in this Policy.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance.
5. "Manager" is the Village Manager (or designee).
6. "Village Property" means any building, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Village. Village Property shall include property used by Village patrons while on Village sponsored events.
7. "Drugs" mean Legal Drugs and controlled substances, including cannabis, medical marijuana and the abuse of prescribed medications.
8. "Legal Drugs" mean prescription drugs, including medical marijuana and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
10. "Policy" means this Drug Free Workplace Policy of the Village of Buffalo Grove.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. "Public Safety Responsibility" means jobs in which an employee is entrusted with direct responsibility over the health, safety and welfare of Village patrons, either through supervision of programs or operation or maintenance of equipment.
13. "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. Employees who suffer from alcohol or drug problems are encouraged to voluntarily consult with their Department Director and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, unless otherwise accommodated. Employees are encouraged to utilize the Employee Assistance Program ("EAP") benefit offered by the Village and/or apply for time off under the FMLA policy if applicable. After the fact request for assistance under this Section of the Policy will not excuse a Policy violation or limit the appropriate penalty for such violation.

Screening and Testing

The Village will require employees who are required to hold commercial driver's licenses ("CDL") as part of conditions of employment to be screened or tested per the guidelines established by the United States Department of Transportation. The Village may require employees who work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibility to be screened or tested on a random basis. The Village also may require any employee to be screened or tested following a workplace accident where it is reasonable to expect the employee was impaired by alcohol or drugs, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the Village and the initial testing will be at the Village's expense. Any subsequent testing will be at the employees' expense at a medical facility selected by the Village. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the

collection of a specimen or other testing, to disclose the use of legal drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including termination of employment.

Each Village employee is required to sign a form consenting to such a test. Prospective employees applying for positions that require a commercial driver's license will be required to sign a consent form prior to taking the pre-employment drug screening. Prospective employees for positions that require a

pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including termination of employment, as deemed appropriate by the Village, in its sole discretion, under the circumstances. Additionally, refusal to submit to a drug or alcohol test, or refusal to cooperate, will result in non-hire or disciplinary action up to and including termination of employment.

Treatment

The Village may give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Village and employee. Participation in such treatment will be at the employee's expense, unless otherwise accommodated. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Village may choose to reinstate the employee provided that the employee submits a statement issued by the Medical Facility certifying that the employee has successfully completed the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Village, which may include, but is not limited to, future alcohol and/or drug testing. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Village. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions if job performance is unsatisfactory, and avoid disciplinary action.

Use of Legal Drugs

Any employee who works on or near vehicles or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug (including medical marijuana) must report the use of such legal drug to the Department Director if the legal drug can affect the employee's performance by causing drowsiness or if it alters perception, judgment, or reaction time or prevents the employee from performing his or her job safely. The burden is on the employee to ascertain from his doctor or pharmacist whether or not the legal drug has such a potential side effect and to notify the Department Director to determine if some reasonable accommodation is

appropriate. The information will be retained by the Village in a confidential manner and will be disclosed only to persons who need to know. The employee's Supervisor, after conferring with the Department Director, will decide whether or not an employee may safely continue to perform his job while using the legal drug. Failure to declare the use of such legal drugs will be cause for discipline, up to and including dismissal.

Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify their Department Director immediately (within twenty four (24) hours of conviction).

Discipline/Penalties for Violation

1. An employee who reports to work under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on Village property, is convicted of a drug related crime, causes financial or physical damage to the Village, Village property or its employees, or fails to report the use of legal drugs in accordance with this policy, or who otherwise fails to cooperate with this policy will be disciplined and/or must successfully complete a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency and by the Village. On the first occurrence, discipline may consist of suspension with or without pay, termination, and/or successful completion of a drug assistance or rehabilitation program as deemed appropriate by the Village, under the circumstances. The employee shall be terminated on the second occurrence.
2. The Village shall terminate an employee (a) if the employee refuses to submit to diagnosis, testing or screening upon request of the Village; (b) if the employee tampers in any way with the specimen given to the Medical Facility for purposes of drug screening or testing; (c) if the Medical Facility recommends treatment and the employee refuses to undergo such treatment; (d) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (e) if the employee, who in the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (f) if the employee fails to notify their Department Director of an arrest and/or conviction for violating any federal or state Criminal Drug Statute in accordance with this policy.
3. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Village (with or without a reasonable accommodation if the individual is disabled). Participation in a treatment program will not, in itself, protect the employee from disciplinary actions. The Village, however, will not take adverse action against an employee solely because he voluntarily and successfully completes medical treatment.

Pre-Employment Screening

After a conditional offer of employment is made, for applicable positions, in the Village's employment selection procedure, persons otherwise offered a position with the Village will be required to undertake a job related physical examination which may include a drug screening test.

Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis (including medical marijuana) and to otherwise protect Village employees, visitors and property, employees may be subject to inspection as follows (not all inclusive):

1. Lockers, desks, files, vehicles, equipment and other Village containers and property that an employee is permitted to use during employment with the Village are and remain the property

of the Village. Employees are not permitted to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the Village, including vehicles parked on Village property.

2. Any refusal (or delay) to submit to such an inspection will be treated as an act of insubordination and will result in disciplinary action which may include termination.
3. Employees should not bring any property or items on Village premises, including parking lots, unless he/she understand that such property and item is subject to disclosure under this Policy. As such, an employee should not expect privacy related to such items.

Records

The Village will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment in a confidential manner and in a file separate from the regular personnel file. Access will be limited to those who need to know. The Village will not disclose these records to persons outside the Village without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes and/or as allowed by law.

Chapter 30.00 – Management Rights

30.01 - Management Rights

30.01 - Management Rights

The Village shall retain the sole right and authority to establish and administer all matters of inherent managerial policy, including but not limited to the functions of the Village government and its departments, standards of service, budgeting, organizational structure, the selection of new employees, and the direction of employees. The Village shall retain the sole right to amend its policies, procedures, rules and regulations as it deems necessary, at any time with or without prior notice. Nothing in this Manual shall be construed to limit or alter the Village's rights in this regard.

Chapter 31.00 – Savings Clause and Amendment

31.01 - Savings Clause

31.02 - Amendment

31.01 - Savings Clause

Invalidation of any chapter, section, or part of this Manual shall not affect the validity of the other chapters and sections. The Village reserves the right to amend any policy or practice to the minimum extent necessary to conform to any applicable law or ordinance.

31.02 - Amendment

Amendment of this Manual shall be considered approved and effective upon a majority vote of the Corporate Authorities, unless otherwise specifically indicated.

ACKNOWLEDGMENT FORM

I hereby acknowledge receipt of the Village of Buffalo Grove Personnel Manual ("Manual"). I agree and represent that I have read or will read the Manual in its entirety. I understand that the Manual has been developed as a reference guide for Village employees and that neither the Manual nor its individual terms constitute or represent binding contractual commitments or promises, either expressed or implied, on the part of the Village. I also understand that the policies, benefits and guidelines contained in the Manual can be changed or discontinued by the Village at any time, with or without prior notice.

I understand that no representative of the Village, other than the Village Manager (or designee), with the approval of the Corporate Authorities, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within the Manual in addition to any other Departmental rules or policies that apply to my employment, as amended January 1, 2024 and effective January 1 Day, 2024.

Signature

Date

Print Name

Department



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.c. O-2025-142

Ordinance Amending Chapter 2.14 Entitled "Police Department" and Chapter 2.22 Entitled "Board of Fire and Police Commissioners" of the Village of Buffalo Grove Municipal Code.

Contacts

Liaison: Trustee Bocek

Staff: Kathryn Golbach

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an ordinance amending Chapter 2.14 entitled "Police Department" and Chapter 2.22 entitled "Board of Fire and Police Commissioners" of the Village of Buffalo Grove Municipal Chapter.

Summary

Background

Governor Pritzker signed SB 1701 on August 1, 2025, with an effective date of July 1, 2026. The law changes the definition of "supervisor" under the Illinois Public Labor Relations Act by creating categorical classifications: per se supervisors and per se non-supervisors. Under SB 1701, ranks attained through written promotional testing—including the Village's current Police Sergeant rank—are automatically deemed non-supervisory, regardless of the duties they perform.

As a Home Rule community, the Village may modify its internal promotional structure to align with SB 1701.

Analysis

The attached ordinance updates Chapters 2.14 and 2.22 of the Buffalo Grove Municipal Code to designate Sergeants and Lieutenants as appointed ranks, rather than BFPC tested promotional ranks. This change aligns these positions with the permanent rank not subject to written promotional testing category, ensuring they are treated as supervisory positions under SB 1701. The ordinance preserves existing BFPC Sergeant promotional lists until their expiration and maintains BFPC authority for Police Officer hiring and discipline for Police Officer, Sergeant, and Lieutenant.

Next Steps

Pending Village Board approval, staff will update the BFPC Rules and Regulations, internal policies and coordinate implementation with the Police Department and the Board of Fire and Police Commissioners.

Strategic Alignment

Guiding Principle

Principle 2: Outstanding Village Services

Principle 3: Plan and Invest in the Future

Principle 4: High Performing Village Team

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. Draft Buffalo Grove Police Sergeant Ordinance





ORDINANCE 2025-xxx

AN ORDINANCE AMENDING CHAPTER 2.14 ENTITLED “POLICE DEPARTMENT” AND CHAPTER 2.22 ENTITLED “BOARD OF FIRE AND POLICE COMMISSIONERS” OF THE VILLAGE OF BUFFALO GROVE MUNICIPAL CODE

WHEREAS, the Village of Buffalo Grove is a home rule unit pursuant to Article VII, Section 6 of the Illinois Constitution and, as a home rule unit, may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the village board of the Village of Buffalo Grove has determined it is necessary and desirable to amend village ordinances regarding the structure and management of the Buffalo Grove police department; and

WHEREAS, the structure and management of the police department pertain to the government and affairs of the village.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE BOARD OF THE VILLAGE OF BUFFALO GROVE, ILLINOIS:

Section 1. That Section 2.14.020 of the Village of Buffalo Grove Municipal Code entitled “Appointment” be and is hereby amended by amending subparagraphs B and D thereof to read as follows:

“B. The Chief of Police is authorized to appoint Deputy Chief(s) and Commander(s) upon the approval of the Village Manager. The Chief of Police is authorized to suspend or discharge any or all of the officers holding such positions in accordance with adopted Village personnel policies and procedures. The Deputy Police Chief(s) and Commander(s) are exempt positions in regard to Chapter 2.22 of this Code. The Chief of Police is also authorized to appoint sergeant(s) and lieutenant(s) upon the approval of the Village Manager. Sergeants and lieutenants are exempt from the appointment and promotional provisions of Chapter 2.22 of this Code.

“D. The rank of police officer shall be appointed by the Board of Fire and Police Commissioners as provided in Chapter 2.22 of this Code, and the rules and regulations of the Board of Fire and Police Commissioners.”

Section 2. That Section 2.14.070 of the Village of Buffalo Grove Municipal Code entitled “Rules and regulations” be and is hereby amended to read as follows:

"All officer and employees of the Police Department are subject to the rules and regulations of the Police Department as promulgated by the Police Chief and the adopted Village personnel policies and procedures. All officers appointed to rank by the Board of Fire and Police Commissioners are also subject to the rules and regulations of the Board of Fire and Police Commissioners. Each member of the department shall be furnished with copies of said rules and regulations. Any sworn member in the rank of lieutenant, sergeant and police officer shall be subject to discharge or disciplinary action of the Board of Fire and Police Commissioners, or subject to suspension for a period not to exceed five days by the Police Chief.

Section 3. That Section 2.22.040 of the Village of Buffalo Grove Municipal Code entitled "Appointment of members – Fire and Police Departments" be and is hereby amended by amending subparagraph C thereof to read as follows:

"C. All Lieutenant and Sergeant appointments to the Police Department shall be for a probationary period of twelve months. During the probationary period, Lieutenant and Sergeant appointees shall be considered as on furlough from the rank held immediately prior to appointment, and may be reinstated to such rank without a hearing before the Board of Fire and Police Commissioners if the chief determines that the employee has failed to demonstrate the ability and the qualifications necessary to furnish satisfactory service at the higher rank. The chief shall notify the Board of Fire and Police Commissioners in writing of such action. If a Lieutenant and or Sergeant appointee is not reinstated in the prior rank during the probationary period, the appointment shall be deemed complete at the end of the period."

Section 4. That Section 2.22.070 of the Village of Buffalo Grove Municipal Code entitled "Promotions" be and is hereby amended to read as follows:

"The Board, by its rules, shall provide for promotion in the Fire and Police Departments (except for those exempt positions listed in Sections 2.12.020 and 2.14.020 of this Code) on the basis of ascertained merit and seniority in service and examination. All examinations shall be competitive among such qualified members of the next lower rank as desire to submit themselves to examination having satisfied time of service qualifications as established. All promotions shall be made from the three having the highest rating, and where there are less than three names on the promotional eligible register, as originally posted, or remaining thereon after appointments have been made therefrom, appointments to fill existing vacancies shall be made from those names or name remaining on the promotional register. The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than three years, provided there is no vacancy existing which can be filled from the promotional register."

Section 5. That nothing in this ordinance is intended to affect an existing Police Sergeant promotional eligibility list or the ranking of candidates on that list.

Section 6. That any promotional rules of the board of fire and police commissioners will no longer apply to Police Sergeant promotions or appointments after the expiration of the currently existing Police Sergeant promotional eligibility list (if any).

Section 7. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance be and are hereby repealed to the extent of any such conflict.

DRAFT

Section 8. That this ordinance shall be in full force and effect upon its passage and publication in the manner provided by law.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.d. O-2025-143

Ordinance authorizing an agreement with Fire Service Inc., for Fire Fleet Maintenance

Contacts

Liaison: Trustee Richards

Staff: Lawrence Kane

Staff Recommendation

Staff recommends approval.

Recommended Motion

Staff recommends authorizing the Village Manager to execute a contract with Fire Service Inc. (FSI) for fire fleet maintenance at an amount not to exceed \$275,000 pending review and approval by the Village Attorney.

Summary

See attached memo.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Principle 2: Outstanding Village Services

Principle 3: Plan and Invest in the Future

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

Goal 2: Enhanced, beautiful, safe and sustainable neighborhoods

Goal 3: Strengthened Buffalo Grove community identity and pride

File Attachments

1. 12-1-25 FSI Memo
2. 12-1-25 FSI Ordinance
3. Buffalo Grove 2026 Fire Fleet Contract FINAL



MEMORANDUM

DATE: December 1, 2025
TO: Village Manager Dane Bragg
FROM: Fire Chief Lawrence Kane
SUBJECT: Fire Fleet Maintenance Contract

RECOMMENDATION

Staff recommend authorizing the Village Manager to execute a contract with Fire Service Inc. (FSI) for fire fleet maintenance at an amount not to exceed \$275,000 pending review and approval by the Village Attorney.

BACKGROUND

The Fire Department has used FSI for fire vehicle fleet service since 2020. FSI is an authorized repair facility for fire vehicles owned by the Village of Buffalo Grove. Services include vehicle maintenance and service, repairs, emergency service, testing and certification and vehicle body repair. FSI employs certified technicians specializing in the needs of fire vehicle repair, provides emergency services to limit down time and transportation of vehicles from Buffalo Grove to their repair facility at no cost to the Village. The transportation service option saves staff time of two employees each time a vehicle goes to the service center. This is a cost savings to the Village, and a benefit not offered by many service companies.

ANALYSIS

Staff met with FSI and re-negotiated our previous contract for a one-year term with four possible one-year extensions. Contract changes included updated fleet inventory, current price structure and updated terms and service requirements.

The fixed prices included in the contract identify preventive maintenance costs only. All wear maintenance and breakdown repairs will be billed at a time and material rate. Service rates and cost of parts have been reviewed and are appropriate for the current market. Based upon required preventive maintenance schedules and past repair trends from previous years, staff estimates the amount of the contract at \$250,000 for FY 2026. In addition, the Village

Manager shall control a contingency of 10% (\$25,000) for additional work as may be required to maintain or repair fire apparatus.

FINANCIAL IMPACT

The overall financial impact of the agreement is not to exceed \$275,000 in FY 2026. This agreement is subject to review and approval by the Village Attorney.

NEXT STEPS

Upon execution, this agreement will be in effect beginning January 1, 2026 and will provide maintenance and repair services for the Fire Department fleet.

APPENDICES

- a. Buffalo Grove 2025 Fire Fleet Contract FINAL



ORDINANCE 2025-xxx

AN ORDINANCE AUTHORIZING EXECUTION OF A CONTRACT WITH FIRE SERVICE INC., FOR FIRE FLEET MAINTENANCE

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS the Village sought out companies qualified to provide the requested services and materials; and

WHEREAS, the Village engaged in a procurement process to obtain the best value for money.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to execute a contract with Fire Service Inc., pending review and approval by the Village Attorney at a price not to exceed \$275,000.00 per year.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

FIRE FLEET MAINTENANCE CONTRACT

Fire Fleet Maintenance Contract (the “**Contract**”) is entered between the Village of Buffalo Grove (hereinafter the “**Village**” or “**Owner**”), an Illinois home-rule unit of government, and Fire Service Inc., (hereinafter the “**Contractor**”) on this 1st day of January 2026 (the “**Effective Date**”). The Village and the Contractor are hereinafter sometimes collectively referred to as the “**Parties**” and individually as a “**Party**”.

RECITALS

WHEREAS, the Village has solicited bids for the Work (defined below), Contractor has submitted a bid for the Work and Village has selected Contractor for the Work based on their bid; and

WHEREAS, the Contractor wishes to enter into this Contract with the Village and the Village wishes to enter into this Contract with the Contractor for the Work;

NOW THEREFORE, for and in consideration of the mutual covenants and promises herein contained, the adequacy and sufficiency of which are hereby acknowledged by the Parties, it is agreed as follows:

ARTICLE I - WORK TO BE DONE BY THE CONTRACTOR

The Village does hereby hire and contract with the Contractor to provide all the labor, equipment, materials and/or services described more thoroughly on Contract **Exhibit A** (the “**Work**”) which is incorporated into the Contract by this reference.

ARTICLE II - CONTRACT DOCUMENTS

The following exhibits are attached hereto and incorporated herein by this reference:

Contract Exhibit A – Description of the Work
Contract Exhibit B – Schedule of Prices

If any term or provision of this Contract shall conflict with any term or provision of the exhibits referenced above, the terms and provisions of the exhibit shall control.

ARTICLE III - CONTRACT AMOUNT

The Village agrees to pay the Contractor for the proper and timely performance of the Work in strict accordance with this Contract as detailed in **Contract Exhibit B** (the “**Schedule of Prices**”) Unless explicitly provided otherwise in this Contract, the detailed sums shall be the full and exclusive compensation owed to the Contractor for the Work; and Contractor may not seek additional payments from the Village.

Prices throughout the initial term of the contract shall reflect those provided in the schedule of prices. For subsequent terms, requests for increases of unit prices shall not exceed the CPI-All Urban Consumers, Chicago or 2.5% whichever is less. Written requests for price revisions after the initial term shall be submitted ninety (90) days in advance. Requests shall be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead or profit.

The Village of Buffalo Grove reserves the right to reject a proposed price increase and terminate the Contract.

ARTICLE IV – APPLICATION FOR PAYMENT

The Contractor shall be paid at most once a month and only after providing the Village the following:

1. Detailed invoice
2. Inspection reports for each vehicle work was performed upon.

All payments under this Contract must be approved by the Village’s Board at regularly scheduled meetings. The Village reserves the right to request any receipts, invoices, proof of payments as the Village, in its sole discretion, may deem necessary to justify the payment requested *prior* to paying the requested payment. The Contractor shall furnish with his final application for payment a Final Lien Waiver from itself and, if not already provided, from every subcontractor and materialman of the Work.

The Contractor acknowledges that the Village is a unit of local government and that all payments under the Contract are subject to the Local Government Prompt Payment Act, 50 ILCS 505 et seq. To that extent, the Village shall have forty-five calendar (45) days from receipt of a bill or invoice to pay the same before it is considered late under the Contract. Interest, if any, charged for any late payments will be subject to the interest rate caps specified in the Prompt Payment Act.

ARTICLE V – CONTRACT TIME

Term. The Village will enter into a contract beginning on **January 1st, 2026 and ending December 31st, 2026** with four (4) possible one (1) year extensions. At the end of the contract term, The Village of Buffalo Grove reserves the right to extend this contract for a period of up to sixty (60) calendar days for the purpose of securing a new contract.

Termination of Contract. The Contract may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under the Contract through no fault of the terminating party; or the Village may terminate the Contract, in whole or in part, for its convenience. However, no such termination may be effected unless the terminating party gives the other party: (1) not less than thirty (30) calendar days written notice by certified mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party before termination.

ARTICLE VI – ACCIDENT PREVENTION

The Contractor shall exercise every precaution at all times to protect itself, the property of the Village and the property of others. The safety provision of all applicable laws and ordinances shall be strictly observed by the Contractor at all times. Any practice deemed hazardous or dangerous by the Fire Chief or his authorized representatives shall be immediately discontinued by the Contractor upon receipt of instructions from the Fire Chief or his authorized representatives. To the fullest extent permitted by law, the Contractor shall be solely responsible for all safety-related matters.

ARTICLE VII – INDEMNIFICATION

To the fullest extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the Village, its elected and appointed officials, agents, employees and volunteers and others working on behalf of the Village against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village, its elected and appointed officials, agents, employees and volunteers and others working on behalf of the Village, by reason of personal injury, including bodily injury and death, and/or property damage, whether damage to property of the Village or of a third party, including loss of use thereof, which arises out of or is in any way connected or associated with the Contract and the Work.

ARTICLE VIII – CONTRACTORS INSURANCE

Contractor shall procure and maintain, for the duration of the Contract and any maintenance period, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village of Buffalo Grove named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements: ISO Additional Insured Endorsement CG 20 10 or CG 20 26 and CG 20 01 04 13

1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026
2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. Minimum Limits of Insurance: Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Village, its officials, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages:
 - a. The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.
2. The Contractor's insurance coverage shall be primary and non-contributory as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.
4. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Contractor shall be required to name the Village, its officials, employees, agents and volunteers as additional insureds
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
7. The contractor and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Village. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as Kotecki v. Cyclops Welding

E. All Coverages:

1. No Waiver. Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:
 - a. Allowing work by Contractor or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
 - b. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
2. Each insurance policy required shall have the Village expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage

Contractor shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before any work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.

H. Subcontractors

Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

I. Assumption of Liability

The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to the Contract.

J. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Village of Buffalo Grove, its officials, employees, agents and volunteers for losses arising from work performed by Contractor for the municipality.

K. Failure to Comply

In the event the Contractor fails to obtain or maintain any insurance coverage's required under this contract, The Village may purchase such insurance coverage's and charge the expense thereof to the Contractor.

ARTICLE IX – CERTIFICATE OF AUTHORITY AND SURETY CERTIFICATE

The Contractor shall furnish the Village with a current Certificate of Authority or Surety Certificate issued by the Illinois Department of Insurance for the bonding company and insurance company they are using. In lieu of a Certificate of Authority or Surety Certificate, the Contractor may provide certificate of good standing from the Illinois Department of Insurance's website.

ARTICLE X – COPYRIGHTS AND LICENSES

The Contractor agrees that all documents of any kind whatsoever, and in whatever medium expressed, prepared by the Contractor and the Contractor's consultants in connection with the Work (collectively, the "**Documents**") or otherwise pursuant to this Contract and all rights therein (including trademarks, trade names, rights or use, copyrights and/or other proprietary rights) shall be and remain the sole property of the Village (regardless of whether the Village or the Contractor terminates this Contract for any reason whatsoever). The Contractor hereby agrees that the Documents are or shall be deemed to be "Works for Hire" within the meaning of Section 101 of the Copyright Act, and the Contractor hereby assigns to the Village all right, title and interest therein. Notwithstanding, the Contractor shall indemnify and hold harmless the Village, its appointed and elected officials, employees, agents and volunteers from and against all claims, damages, losses, and expenses (including attorneys' fees and court and arbitration costs) arising out of any infringement of patent rights or copyrights incident to the Documents and the Work.

ARTICLE XI – NOTICE

All notices, demands, requests, consents, approvals and other communications required or permitted to be given hereunder (a "**Notice**") shall be in writing and shall be deemed effective three (3) business days after mailing if mailed by certified mail with return receipt requested and immediately if served personally, and shall be addressed to the following:

IF TO THE VILLAGE:	Village of Buffalo Grove 50 Raupp Blvd Buffalo Grove, IL 60089 ljokane@vbg.org ATTN: Fire Chief
WITH COPIES TO:	Cc: pbrankin@schainbanks.com Cc: tcwisniewski@vbg.org
IF TO THE CONTRACTOR:	Fire Service Inc. _____ _____ _____ ATTN: _____

ARTICLE XII – CHANGE ORDERS

If the Village requests any change to the Work the Village shall do so by delivering Notice of the same to the Contractor and the change requested by the Village shall be effective upon receipt of the Notice by the Contractor. The Contractor may propose a change to the Work by delivering Notice of the proposed change along with a description of the changes full effect on the Work to the Village; provided, such requested change shall not be deemed accepted until the Village has delivered to the Contractor Notice of the same. Prior to approving a proposed change to the Work by the Contractor, the Village may request such additional documentation as it deems necessary to investigate the proposed change. The Contractor shall be responsible for informing all its employees and subcontractors of any changes to the Work, whether such change is requested by the Contractor or the Village.

ARTICLE XIII – NOTICE OF STARTING WORK

The Contractor shall provide Notice to the Village prior to the Contractor, or its employees or subcontractors, starting the Work or any phase of the Work.

ARTICLE XIV – SEQUENCE OF THE WORK

The Fire Chief shall have the power to direct the order and sequence of the Work. On any major portion of the Work, all accessories shall be set coincident with the main construction. Payment for major portions of the Work may be withheld until proper completion of accessories.

ARTICLE XV – SUPERVISION

The Fire Chief shall have override power to superintend and direct the Work, and the Contractor shall perform all of the Work herein specified to the satisfaction, approval and acceptance of the Fire Chief. The Contractor shall have at all times a competent foreman or superintendent at the Work's site, who shall have full authority to act for the Contractor and to receive and execute orders from the Fire Chief, and any instructions given to such superintendent or person, executing work for the Contractor, shall be binding on the Contractor as though it was personally given to the Contractor.

ARTICLE XVI – STANDARD OF WORK AND WORKERS

The Contractor shall employ competent staff and shall discharge, at the request of the Fire Chief, any incompetent, unfaithful, abusive or disorderly workers in its employ. Where experts or skilled workers must be employed, only expert or skilled workers shall be employed.

ARTICLE XVII – CONDITIONS OF THE WORK SITE

The Contractor shall provide and maintain such sanitary accommodations for the use of its employees as may be necessary to comply with the State and local Board of Health requirements. Public nuisances will not be permitted. The Contractor shall leave said Work's site(s) in the best possible condition to the complete satisfaction of the Fire Chief. No vehicles of any kind shall be placed, parked, or operated upon any grass areas at any time except as authorized by the Fire Chief or his authorized representative. Further, the Contractor shall exercise every precaution for the protection of all persons and all property. The safety provisions of all-applicable laws and ordinances shall be strictly observed. Any practice hazardous in the opinion of the Fire Chief or his authorized representatives shall be immediately discontinued by the Contractor upon his receipt of instructions from the Fire Chief or his authorized representative. To the maximum extent permitted by law, the Contractor shall be responsible for all safety-related matters.

ARTICLE XIII – WARRANTY PERIOD

All material and workmanship shall be warranted and guaranteed according to manufacturer's recommendation after inspection and approval by the Fire Chief or his designated representative. All work performed by the Contractor shall be warranted by the Contractor following completion and final acceptance of the Work for a period of twelve (12) months from the date of final, and not substantial, completion.

ARTICLE XIX – ACCIDENTS

In the event of any accident of any kind that involves the general public or property of the Village or a third party, the Contractor shall immediately notify the Fire Chief by phone as well as provide Notice of the same. The Notice shall include a full accounting of all details of the accident. The Contractor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.

ARTICLE XX – NO ASSIGNMENT

If the Contractor sublets or assigns any part of the Work then the Contractor shall not under any circumstances be relieved of its liabilities hereunder. All transactions of the Village shall be with the Contractor. Subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence. The Contractor shall not assign, transfer, convey, sell or otherwise dispose of the whole or any part of this Contract to any person, firm or corporation without written consent of the Fire Chief or his authorized representative.

ARTICLE XXI – DEFAULT

The following shall constitute a default an “**Event of Default**” by the Contractor under this Contract:

- A. If the Contractor shall fail to strictly observe or perform one or more of the terms, conditions, covenants and agreements of this Contract;
- B. If there shall be placed on any property owned by the Village any mechanics’, materialmens’ or suppliers’ lien;
- C. If there shall be instituted any proceeding against the Contractor seeking liquidation, dissolution or similar relief and the same shall not be dismissed within forty-five (45) calendar days;
- D. If there shall be appointed any trustee, receiver or liquidator of the Contractor and such appointment shall not have been vacated within forty-five (45) calendar days; and
- E. If the Contractor fails to maintain or obtain any and all permits, licenses and the like, if any, required by the Village, State or Federal governments for the Work.

Upon any Event of Default the Village shall have the option of (i) terminating the Contract; (ii) pursuing any remedy available to it at law or in equity; or (iii) pursuing both simultaneously. In addition, upon an Event of Default, the Village may withhold payments due to the Contractor until it has hired a replacement of the Contractor and deducted all costs of hiring a replacement.

ARTICLE XXII – DELAYS

The Contractor shall not be liable in damages for delays in performance when such delay is the result of fire, flood, strike, acts of God, or by any other circumstances which are beyond the control of the Contractor; provided, however, under such circumstances the Village may, at its option, cancel the Contract.

ARTICLE XXIII – COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable laws, regulations and rules promulgated by any federal, state, local, or other governmental authority or regulatory body pertaining to all aspects of the Work, now in effect, or which may become in effect during the performance of the Work. The scope of the laws, regulations, and rules referred to in this paragraph includes, but is in no way limited to, the Illinois Human Rights Act, Illinois Equal Pay Act of 2003, Occupational Safety & Health Act along with the standards and regulations promulgated pursuant thereto (including but not limited to those safety requirements involving work on elevated platforms), all forms of traffic regulations, public utility, Interstate and Intrastate Commerce Commission regulations, Workers’ Compensation Laws, Public Construction Bond Act, Public Works Preference Act, Employment of Illinois Workers on Public Works Act, USA Security Act, federal Social Security Act (and any of its titles), and any other law, rule or regulation of the Illinois Department of Labor, Department of Transportation, Illinois Environmental Protection Act, Illinois Department of Natural Resources, Illinois Department of Human Rights, Human Rights Commission, EEOC, and the Village of Buffalo Grove. Notwithstanding the following, the Contractor shall particularly note that:

A. NO DISCRIMINATION – The Contractor shall comply with the provisions of the Illinois Public Works Employment Discrimination Act and the Illinois Human Rights Act/Equal Opportunity Clause which, pursuant to Illinois law, are deemed to be part of this Contract.

B. FREEDOM OF INFORMATION - The Contractor agrees to furnish all documentation related to the Contract, the Work and any documentation related to the Village required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) (“**FOIA**”) request within five (5) calendar days after the Village issues Notice of such request to the Contractor. The Contractor agrees to defend, indemnify and hold harmless the Village, and agrees to pay all reasonable costs connected therewith (including, but not limited to attorney’s and witness fees, filing fees and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from Contractor’s actual or alleged violation of FOIA or the Contractor’s failure to furnish all documentation related to a FOIA request within five (5) calendar days after Notice from the Village for the same. Furthermore, should the Contractor request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Contractor agrees to pay all costs connected therewith (such as attorneys’ and witness fees, filing fees and any other expenses) to defend the denial of the request. This defense shall include, but not be limited to, any challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction.

C. NOT A BLOCKED PERSON - The Contractor affirms and covenants that neither the Contractor nor any individual employed by the Contractor for this Work or under this Contract is a person forbidden from doing business with a unit of local government under Executive Order No. 13224 (Sept 23, 2001), 66 Fed.Reg. 49,079 (Sept 23, 2001) or is a person registered on the Specially Designated Nationals and Blocked Persons List. The Contractor shall indemnify the Village from all costs associated with failure to comply with this paragraph.

D. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS ACT - The Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act (820 ILCS 265/1 et seq.), and shall comply and require all subcontractors and lower tiered contractors to comply with the requirements and provisions thereof.

ARTICLE XXIV – NO WAIVER OF RIGHTS

A waiver by the Village of any Event of Default or any term of provision of this Contract shall not be a waiver of the same Event of Default, another Event of Default or any other term or provision of this Contract.

ARTICLE XXV – CONTROLLING LAW AND VENUE

This Contract is entered into in the State of Illinois, for work to be performed in the State of Illinois and shall be governed by and construed in accordance with the laws of the State of Illinois. Any legal matters or dispute shall be resolved in the Circuit Court of Cook County and the Parties hereby submit to the jurisdiction of such Circuit Court. This Contract shall be construed without regard to any presumption or other rule requiring construction against the Party causing the Contract to be drafted.

ARTICLE XXVI – MISCELLANEOUS

- A. AMENDMENT** – This Contract may be amended only in writing executed by both Parties.
- B. NO RECORDING** – This Contract, or a memorandum thereof, may not be recorded in any form by either Party. If either Party records this Contract, or a memorandum thereof, they shall immediately file a release of the same.
- C. SECTION HEADINGS** – The headings in the Contract are intended for convenience only and shall not be taken into consideration in any construction or interpretation of the Contract.
- D. NO THIRD-PARTY BENEFICIARIES** – This Contract does not confer any rights or benefits on any third party.
- E. BINDING EFFECT** – This Contract shall be binding and inure to the benefit of the Parties hereto, their respective legal representatives, heirs and successors-in-interest.
- F. ENTIRE AGREEMENT** – This Contract supersedes all prior agreements and understandings and constitutes the entire understanding between the Parties relating to the subject matter hereof.
- G. SEVERABILITY** - If any term, condition or provision of the Contract is adjudicated invalid or unenforceable, the remainder of the Contract shall not be affected and shall remain in full force and effect, to the fullest extent permitted by law.
- H. TORT IMMUNITY DEFENSES** - Nothing contained in this Contract is intended to constitute nor shall constitute a waiver of the rights, defenses, and immunities provided or available to the Village under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10 *et seq.*
- I. CALENDAR DAYS AND TIME.** Unless otherwise provided in this Contract, any reference in this Contract to “day” or “days” shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Contract falls on a Saturday, Sunday or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday or federal holiday.
- J. FAVORABLE TERMS** - Contractor represents that all of the benefits and terms granted by Contractor herein are at least as favorable as the benefits and terms granted by Contractor to Illinois Home Rule Municipalities. Should Contractor enter into any subsequent agreement with any Illinois Home Rule Municipalities, during the term of this Agreement, which provides for benefits or terms more favorable than those contained in this Agreement, including all exhibits to this Agreement, then this Agreement shall be deemed to be modified to provide the Village with those more favorable benefits and terms.

Contractor shall notify the Village, in writing, promptly of the existence of such more favorable benefits and terms and the Village shall have the right to receive the more favorable benefits and terms immediately. If requested in writing by the Village, Contractor shall amend this Agreement to contain the more favorable terms and conditions.

K. COUNTERPARTS – This Contract may be executed by the Parties in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute an original instrument.

ACKNOWLEDGEMENT

The undersigned hereby represent and acknowledge that they have read the foregoing Agreement, that they know its contents, and that in executing this Agreement they have received legal advice regarding the legal rights of the party on whose behalf they are executing this Agreement, and that they are executing this Agreement as a free and voluntary act and on behalf of the named parties.

IN WITNESS WHEREOF, the Parties hereto have caused the Contract to be executed as of the Effective Date.

Village of Buffalo Grove,
an Illinois home-rule unit of government

Fire Service Inc.

By: _____
Name: Dane Bragg
Title: Village Manager

By: _____
Name: _____
Title: _____

CONTRACT EXHIBIT A- DESCRIPTION OF THE WORK
YEARLY PREVENTATIVE MAINTENANCE FOR FIRE APPARATUS

Requested Services

Full Chassis, Pumper & Squad Maintenance

(A) MAINTENANCE

1. Change engine oil and filters.
2. Change transmission oil and filters.
3. Change fuel filters.
4. Replace air filter.
5. Chassis lubrication and check levels.
6. Major Brake inspection (drum brakes, remove backing plates and inspect-- disk brakes drop caliper pin & fully inspect lining material).
7. Chassis inspection.
8. Pump inspection.
9. Pump service test.
10. Electrical system test.
11. Pump transmission fluid change.
12. Rear differential fluid change.
13. Change Generator oil & filter
14. Service Generator fuel & air filters
15. Road test.

(B) MAINTENANCE

1. Change engine oil and filters
2. Change fuel filters.
3. Service air cleaner.
4. Chassis lubrication & check all fluid levels.
5. Minor Brake inspection.
6. Chassis inspection.
7. Pump inspection.
8. Road test.

Full Ambulance Maintenance

(A) MAINTENANCE

1. Change engine oil and filters.
2. Change transmission oil and filters.
3. Change fuel filters.
4. Replace air filter.
5. Chassis lubrication and check levels.
6. Major Brake Inspection.
7. Chassis inspection.
8. Rear differential fluid change.
9. Electrical system test.
10. Road test.

Full Ambulance Maintenance

- (B) MAINTENANCE
1. Change engine oil and filters.
 2. Change fuel filters.
 3. Service air cleaner.
 4. Chassis lubrication & check all fluid levels.
 5. Minor Brake inspection.
 6. Chassis inspection.
 7. Road test.

Full Aerial Maintenance

- (A) MAINTENANCE
1. Complete cleaning and lubrication.
 2. Annual NFPA 1911 Test (not NDT Test)
 3. Change hydraulic filters.
 4. Hydraulic Oil Sampling.

- (B) MAINTENANCE
1. Complete cleaning and lubrication.
 2. Visual inspection
 3. Operational test.

1. The Pumper and Rescue Full Semi-Annual Program includes: 1 (A) Maintenance and 1 (B) Maintenance per year.
2. The Ambulance Full Semi-Annual Program includes:
1-- (A) Maintenance and 1-- (B) Maintenance per year.
3. Aerial and Chassis Yearly Maintenance Programs Complete Aerial Full Semi-Annual Program includes:
1 - Chassis (A) Maintenance per year 1 - Aerial (A) Maintenance per year
1 - Chassis (B) Maintenance per year 1 - Aerial (B) Maintenance per year
4. Any Village vehicle left at the Contractor's facilities should be secured inside a locked fenced compound under video surveillance or within a locked building.

Abbreviated Chassis, Pumper, Tanker, Aerial & Squad Maintenance

(A) MAINTENANCE

1. Change engine oil and filters
2. Change fuel filters.
3. Chassis lubrication and check levels.
4. Major Brake inspection (drum brakes, remove backing plates and inspect-- disk brakes drop caliper pin & fully inspect lining material).
5. Chassis inspection.
6. Pump inspection.
7. Pump service test.
8. Pump transmission fluid change.
9. Road test.

(B) MAINTENANCE

1. Change engine oil and filters
2. Change fuel filters.
3. Service air cleaner.
4. Chassis lubrication & check all fluid levels.
5. Minor Brake inspection.
6. Chassis & Pump safety inspection.
7. Road test.

Abbreviated Aerial Maintenance

(A) MAINTENANCE

1. Complete cleaning and lubrication.
2. Annual NFPA 1911 Test (not NDT Test)
3. Hydraulic Oil Sampling.

(B) MAINTENANCE

1. Lubrication.
2. Visual inspection
3. Operational test.

1. Abbreviated Semi-Annual Program for Tanker, Pumper or Squad includes
Abbreviated (A) PM and 1 Abbreviated (B) PM
2. Abbreviated Ambulance Semi-Annual Program includes: 1 Abbreviated (A) PM and 1 Abbreviated (B) PM
3. Abbreviated Semi-Annual Program for Aerials includes: 1-Abbreviated (A) PM Chassis, 1-Abbreviated (B) PM Chassis 1- Abbreviated Aerial (A) PM and 1- Abbreviated (B) Aerial PM
4. Any Village vehicle left at the Contractor's facilities should be secured inside a locked fenced compound under video surveillance or within a locked building.

CONTRACT EXHIBIT B- SCHEDULE OF PRICES

1.	Unit 99--- Abbreviated annual PM Program	\$ 300.00_____per year.
2.	Unit 214--- Abbreviated annual PM Program	\$4400.00 _____per year.
3.	Unit 215--- Abbreviated annual PM Program	\$4400.00 _____per year.
4.	Unit 217--- Abbreviated annual PM Program	\$4400.00 _____per year.
5.	Unit 224---Abbreviated semi-annual PM Program	\$1600.00 _____ per year.
6.	Unit 226---Abbreviated semi-annual PM Program	\$1600.00 _____ per year.
7.	Unit 227---Abbreviated semi-annual PM Program	\$1600.00 _____per year.
8.	Unit 228---Abbreviated semi-annual PM Program	\$1600.00 _____ per year.
9.	TBA-1---Abbreviated semi-annual PM Program	\$1600.00 _____per year.
10.	TBA-2---Abbreviated semi-annual PM Program	\$1600.00 _____per year.
11.	Unit 234---Abbreviated annual PM Program	\$6500.00 _____per year.
12.	Unit 235---Abbreviated annual PM Program	\$6500.00 _____ per year.
13.	Unit 236---Abbreviated semi-annual PM Program	\$8000.00 _____per year.
14.	Unit 246---Abbreviated semi-annual PM Program	\$2800.00 _____per year.
15.	Unit TBA-3---Abbreviated annual PM Program	\$1400.00 _____ per year.
16.	Unit 248--- Abbreviated annual PM Program	\$ 500.00 _____ per year.

Total \$48,800.00 _____per year.

Cost for concierge service transporting Vehicles to and from the Village of Buffalo Grove to a Fire Service Inc. service facility. \$____0____(No Charge)

Hourly Rate for services Regular time \$160.00 Overtime \$185.00

Markup on Materials: is the percent added to the actual wholesale (no retail pricing will be accepted) cost (\$1-\$1,500) of materials or special equipment rental shall not exceed 20%

Markup on Materials: is the percent added to the actual wholesale (no retail pricing will be accepted) (\$1,500.01- and up) cost of materials or special equipment rental shall not exceed 15%

All materials required to perform Preventive Maintenance including but not limited to oil, lubricants, and filters, shall be considered incidental to the cost of the contract and will not be paid for separately. In the event additional equipment and/or materials are necessary to perform services, the Contractor shall receive prior written approval from the Village. Failure to obtain prior approval could result in non-payment by the Village.

Emergency call out response time Hours - 2 hours

An Emergency Call-Out is defined as an unscheduled request for immediate on-site service or repair, made outside of regular business hours, in response to a mechanical failure or equipment issue that renders a frontline or reserve fire apparatus inoperable, unsafe, or significantly impaired in its ability to respond to emergency calls. This includes, but is not limited to, failures affecting engine performance, braking, steering, emergency lighting, communication systems, or other mission-critical components essential to the safe operation of the vehicle during emergency response.

CONTRACT EXHIBIT C- LIST OF APPARATUS

	Unit	Manufacturer	Model	Classification	YIN	Note	Year	Current Usage
1.	99	Ford	E450	49 - Corn, Vans	1FDE45P39DA74317		2009	4099
2.	214	E-One	Typhoon	65 - Fire, Pumpers	4ENLAAA8XG1000631	S/O 140643	2016	40206
3.	215	E-One	Typhoon	65 - Fire, Pumpers	4EN6AAA8XP1005034		2022	
4.	217	Ferrara	Igniter	67 - Fire, Rescue	1F9424427AH140714	HALE QMAX A2431. HARRISON MCR8KW, B105662	2010	71949
5.	224	Freightliner	Horton	61 - Ambulance	1FYACWDUOGHHF9273	Horton 623-1	2016	45025
6.	226	Freightliner	Horton	61 - Ambulance	1FYACWFD9JHJZ0171	Horton	2018	43890
7.	227	Freightliner	Horton	61 - Ambulance	1FDUF4HT3CEC73362		2012	97051
8.	228	Freightliner	Horton	61 - Ambulance	1FVACWFD4RHUW9975	Horton	2023	
9.	TBA-1	Freightliner	Horton	Freightliner	TBA	In Production	2025	
10	TBA-2	Ford	F550	61 - Ambulance	TBA	In Design Apparatus Team	2026	
11.	234	E-One	Cyclone	63- Fire, Ladders	4ENLAAA8XG1000631		2020	46635
12.	235	Ferrara	Inferno	19 – Fire, Ladder	1FTSS34P39DA66110		2009	91242
13.	236	E-One	Cyclone	69 - Fire, Ladder	1FMU7DE8AU A57903		2010	62220
14.	246	International	4400	67-Fire Rescue	1FM5 K8ARXHGC78186		2005	
15.	TBA-3	Ford	F550	4WD Squad	TBA	In production No pump	2026	
16.	248	Ford	F350	108 – 1 Ton 4WD	1FT8W3BT7NEF25478		2022	



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.e. O-2025-144

Ordinance for the Levy and Collection of Taxes for the Fiscal Year Commencing on the 1st Day of January 2026 and Ending the 31st Day of December 2026

Contacts

Liaison: Trustee Cesario

Staff: Chris Black

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an Ordinance to levy and collect Taxes for the Fiscal Year Commencing on the 1st Day of January, 2025 and Ending the 31st Day of December, 2025

Summary

See attached memorandum

Strategic Alignment

Guiding Principle

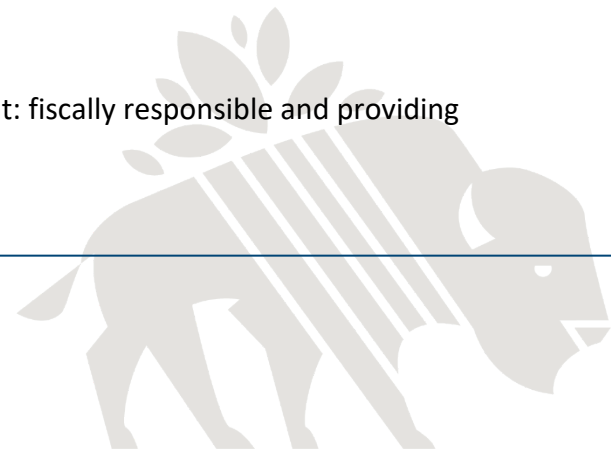
Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. BOT 12.01.25 Property Tax Levy
2. 12.01.25_BOT_Prop Tax Levy Ord
3. FY 2026 Bud Exp 12.1.25
4. FY 2025 Budget 12.1.25





MEMORANDUM

DATE: December 1, 2025
TO: Village Manager Dane Bragg
FROM: Chris Black, Finance Director
SUBJECT: Proposed 2025 Property Tax Levy

RECOMMENDATION

Staff recommends approval of a total levy prior to abatement of \$23,044,854, a 9.1 percent increase from the prior year. With the proposed abatements, the proposed net levy is \$17,441,179, an increase of 1.9 percent year-over-year.

Staff also recommends approval of an abatement an abatement of \$5,603,675 consisting of \$736,938 on the series 2012 bonds, \$382,131 on the Series 2016 Bonds, \$1,893,900 on the Series 2020 bonds, \$992,650 on the Series 2022 bonds, and \$1,598,056 on the Series 2025 bonds.

BACKGROUND

In conjunction with the development of the FY 2026 Village Budget, staff has developed a recommendation for the FY 2025 Property Tax Levy to be extended and collected in 2026. The current year's levy (2024 Tax Levy/collected in 2025) is \$21,123,080, minus abatements of \$4,007,539, resulting in a net levy of \$17,115,541. The net levy was at the same level as the prior year for an increase of 0.0 percent. The components of the change were the following:

<u>2024 Levy Purpose</u>	<u>Increase/(Decrease)</u>
Corporate Levy	0.0%
Special Purpose/IMRF	0.0%
Public Safety Pensions	0.0%
Debt Service	-1.5%

The initial levy request as part of the budget process (prior to abatement consideration) is \$23,044,854 or a 9.1% percent increase. The components of the change are as follows:

<u>2025 Levy Purpose</u>	<u>Increase/(Decrease)</u>	<u>Amount</u>
Corporate Levy	0.0%	\$0
Special Purpose/IMRF	0.0%	\$0

Public Safety Pensions	5.6%	\$325,638
Debt Service	36.8%	\$1,596,136

Corporate Levy

The request of \$9,171,988 represents an increase of 0.0% from the prior year for the Corporate Levy which is used to support public safety operations. The Village uses the Municipal Cost Index (MCI) to measure inflation. The MCI is a composite index that adjusts to the cost of materials and supplies, wages and contracted-for services. The composite index includes the Consumer Price Index, Producer Price Index, and a construction cost index. The composite index includes the Consumer Price Index, Producer Price Index, and a construction cost index. The MCI for the annual period ending August 2025 is 2.66 percent.

Debt Service

The current year's debt service requirement was \$4,342,808. Next year's debt service is \$5,938,944. The debt service payment on the Series 2025 Bonds is included in the property tax levy for the first time. The components of the debt payments are as follows:

Purpose	Debt Payment	Percent of Total
Series 2012 – Street Improvements (Various)	\$736,938	12.4%
Series 2016 – Street Improvements (Various)	\$382,131	6.4%
Series 2020 – Water, Sewer, & Street Improvements	\$1,893,900	31.9%
Series 2022 – Public Works Facility	\$992,650	16.7%
Series 2025 – Fire Stations 25 & 26 and Streets	\$1,933,325	32.6%

The Village will make debt service payments on five existing bond issues in 2026. The Village has committed a combination of general fund revenue and water/sewer revenue to service both the 2020 Bonds and 2022 Bonds. When factoring in these abatements, the debt service levy has not increased since 2019.

Pensions

An independent actuary calculates the amount to be levied for both the Police and Fire pension funds on an annual basis. In the past, the Village has funded above the actuarially required contribution if financially feasible while maintaining a stable property tax levy. The Village's history of meeting its annual pension funding obligations and high funding levels is an important element to our AAA bond rating.

The proposed levy exceeded the actuarially required contribution for the prior three years. From 2022 through 2024, the village's levy exceeded the actuarially required contribution by \$2.1 million. For 2024, the total combined amount for the police and fire pension levies was \$5,818,162, exceeding the required contribution for the two funds by \$376,700.

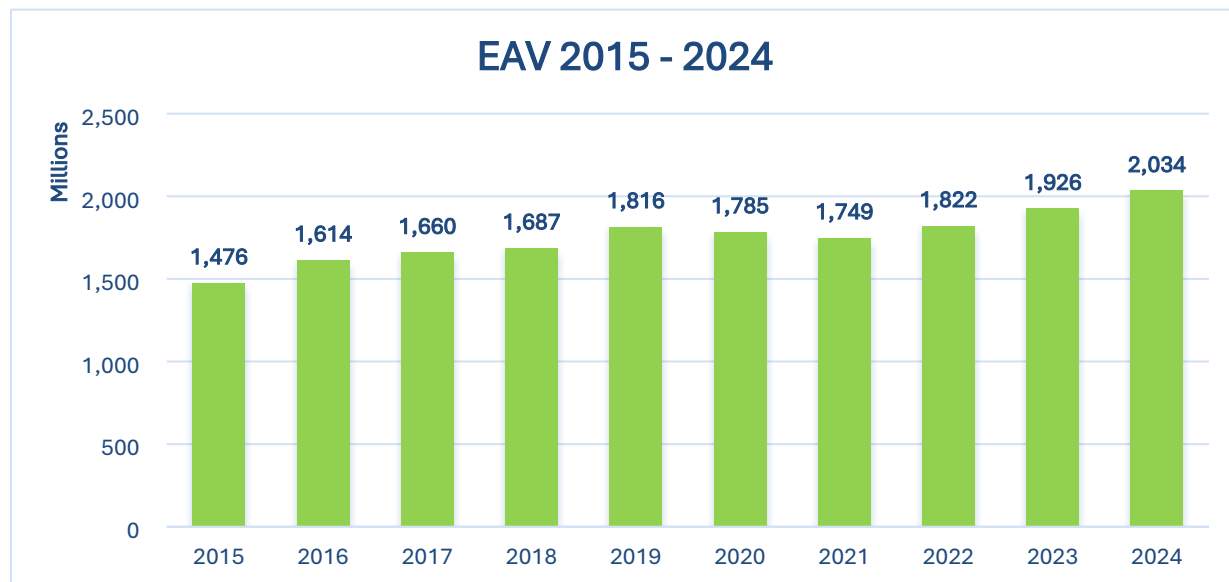
The 2025 proposed levy includes a fire pension levy of \$2,615,212 and a police pension levy of \$3,479,827. The total combined amount for the police and fire pension levies is \$6,143,800, an increase of \$325,638 over the prior year. The increase in the actuarially required contribution was \$654,100, \$339,900 for the fire pension fund and \$314,200 for the police pension fund. Since the 2024 levy included an additional contribution, the 2025 levy growth is less than the increase in the actuarially required contribution.

The Illinois Municipal Retirement Fund (IMRF) calculates the employer portion of the pension. The IMRF and Social Security portion of the levy will remain the same as the prior year.

Equalized Assessed Values (EAV)

The Village's EAV increased by 5.62 percent for the 2024 levy (collected in 2025). Buffalo Grove's total EAV was \$2.03 billion. The change between the two counties was disproportionate as Lake County increased by 6.59 percent and Cook County by 0.3 percent.

EAV calculations reside with each county's assessor's office. Lake County properties are assigned 80 percent of the total property tax burden for the Village. The final percentage allocation is assigned by the Illinois Department of Revenue. Below is a graph depicting the growth of EAV over the last ten years.



ANALYSIS

The proposed levy prior to abatement is \$23,044,854 or a 9.1 percent change. At this point in the process the gross levy appears as follows:

Estimated Distribution of 2025 Property Tax - Before Abatement		Cook County Levy	Lake County Levy	Total Levy 2024	Total Levy 2025
County Tax Burden		20.00%	80.00%	100.00%	100.00%
Tax Levies:					
	Police Protection	\$733,759	\$2,935,036	\$3,668,795	\$3,668,795
	Fire Protection	1,100,639	4,402,554	5,503,193	5,503,193
Sub-Total: Corporate Levy		1,834,398	7,337,590	9,171,988	9,171,988
	IMRF/Social Security	358,024	1,432,098	1,790,122	1,790,122
	Corp. Purpose Bonds Roads (2012)	147,388	589,550	566,925	736,938
	Corp. Purpose Bonds Roads (2016)	76,426	305,705	383,631	382,131

	2019 Series GO Bonds	0	0	255,702	0
	2020 Series GO Bonds	378,780	1,515,120	2,243,900	1,893,900
	2022 Series GO Bonds	198,530	794,120	892,650	992,650
	2025 Series GO Bonds	386,665	1,546,660	0	1,933,325
	Police Pension	701,533	2,806,133	3,446,922	3,507,666
	Fire Pension	527,227	2,108,907	2,371,240	2,636,134
Total		4,608,971	18,435,883	21,123,080	23,044,854

Staff recommends an abatement of \$5,603,675 consisting of \$736,938 on the series 2012 bonds, \$382,131 on the Series 2016 Bonds, \$1,893,900 on the Series 2020 bonds, \$992,650 on the Series 2022 bonds, and \$1,598,056 on the Series 2025 bonds. With the proposed abatements, the proposed net levy is \$17,441,179, an increase of 1.9 percent or \$325,638 year-over-year.

Levy	Section	Levy	Abatement	Net Levy
Corporate Purpose	2	\$9,171,988	\$0	\$9,171,988
Illinois Municipal Retirement Fund	3	500,000	0	500,000
Social Security Fund	4	1,290,122	0	1,290,122
Police Pension	5	3,507,666	0	3,507,666
Fire Pension	6	2,636,134	0	2,636,134
Corporate Purpose Bonds Series 2012	7	736,938	736,938	0
Corporate Purpose Bonds Series 2016	8	382,131	382,131	0
Series 2019 GO Bonds	9	0	0	0
Series 2020 GO Bonds	10	1,893,900	1,893,900	0
Series 2022 GO Bonds	11	992,650	992,650	0
Series 2025 GO Bonds	12	1,933,325	1,598,056	335,269
Total		\$23,044,854	\$5,603,675	\$17,441,179

It should be noted that a percentage increase or decrease in the levy does not equal the change in a homeowner's tax bill, depending upon growth in EAV and redistribution of assessed values across different real estate types (residential, industrial, commercial, and agricultural).

The Truth in Taxation determination was presented to the Village Board on November 3, 2025. Accompanying this memorandum is an ordinance for the levy and collection of taxes, as well as the FY 2026 Budget in line-item format.

FINANCIAL IMPACT

The proposed net levy is \$17,441,179, provides an increase of 1.9 percent or \$325,638 year-over-year in property tax revenue.



ORDINANCE 2025-xxx

AN ORDINANCE FOR THE LEVY AND COLLECTION OF TAXES FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF JANUARY 2026 AND ENDING ON THE 31ST DAY OF DECEMBER 2026

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. There is hereby levied upon all the taxable property within the corporate limits of said Village of Buffalo Grove, Counties of Cook and Lake, State of Illinois, the total sum of Twenty-Three Million Forty-Four Thousand Eight Hundred Four Dollars (\$23,044,854) for the following specific purposes and for the fiscal year commencing January 1, 2026, and ending December 31, 2026.

SECTION 3. General Corporate Tax. A tax is hereby imposed for the General Corporate purposes in this Village in the amount of Nine Million One Hundred Seventy-One Thousand Nine Hundred Eighty-Eight Dollars (\$9,171,988) spread equally over the value, as assessed and equalized by the Department of Revenue of all the taxable property within the corporate limits therein.

SECTION 4. Illinois Municipal Retirement Fund Tax. A further tax is hereby imposed for the purpose of Village retirement in this Village in the amount of Five Hundred Thousand Dollars (\$500,000) spread equally over the value, as assessed and equalized by the Department of Revenue of all taxable property therein, all in accordance with the provisions of Chapter 40, Section 5/7-171 of the Illinois Pension Code.

SECTION 5. Social Security Fund. A further tax is hereby imposed for the purpose of Village retirement in this Village in the amount of One Million Two Hundred Ninety Thousand One Hundred Twenty-Two Dollars (\$1,290,122) spread equally over the value, as assessed and equalized by the Department of Revenue of all property therein, all in accordance with the provisions of Chapter 40, Section 5/21-110 & 110.1 of the Illinois Pension Code.

SECTION 6. Police Pension Fund. A further tax is hereby imposed for the purpose of continuing to provide a Police Pension Fund in this Village in the amount of Three Million Five Hundred Seven Thousand Six Hundred Sixty-Six Dollars (\$3,507,666) spread equally over the value, as assessed and equalized by the Department of Revenue of all the taxable property therein all in accordance with the provision of Chapter 40, Section 5/3-125 of the Illinois Pension Code.

SECTION 7. Firefighter's Pension Fund. A further tax is hereby imposed for the purpose of continuing to provide a Firefighter's Pension Fund in this Village in the amount of Two Million Six Hundred Thirty-Six Thousand One Hundred Thirty-Four Dollars (\$2,636,134) spread equally over the value, as assessed and equalized by the Department of Revenue of all the taxable property therein, all in accordance with the provisions of Chapter 40, Section 5/4-118 of the Illinois Pension Code.

SECTION 8. Corporate Purpose General Obligation Bonds – Series 2012. A further tax is hereby imposed for the retirement of Corporate Purpose General Obligation Bonds, bond principal and interest, in the amount of Seven Hundred Thirty-Six Thousand Nine Hundred Thirty-Eight Dollars (\$736,938) spread equally over the value, assessed and equalized by the Department of Revenue of all taxable property therein, all in accordance with Chapter 65, Section 5/8-4-25 of the Illinois Municipal Code and by adoption of Ordinance No. 2012-036.

SECTION 9. Corporate Purpose General Obligation Bonds-Series 2016. A further tax is hereby imposed for the retirement of Corporate Purpose General Obligation Bonds, bond principal and interest, in the amount of Three Hundred Eighty-Two Thousand One Hundred Thirty-One Dollars (\$382,131) spread equally over the value, assessed and equalized by the Department of Revenue of all taxable property therein, all in accordance with Chapter 65, Section 5/8-4-25 of the Illinois Municipal Code and by adoption of Ordinance No. 2016-024.

SECTION 10. Corporate Purpose General Obligation Bonds-Series 2020. A further tax is hereby imposed for the retirement of Corporate Purpose General Obligation Bonds, bond principal and interest, in the amount of One Million Eight Hundred Ninety-Three Thousand Nine Hundred Dollars (\$1,893,900) spread equally over the value, assessed and equalized by the Department of Revenue of all taxable property therein, all in accordance with Chapter 65, Section 5/8-4-25 of the Illinois Municipal Code and by adoption of Ordinance No. 2020-29.

SECTION 11. Corporate Purpose General Obligation Bonds-Series 2022. A further tax is hereby imposed for the retirement of Corporate Purpose General Obligation Bonds, bond principal and interest, in the amount of Nine Hundred Ninety-Two Thousand Six Hundred Fifty Dollars (\$992,650) spread equally over the value, assessed and equalized by the Department of Revenue of all taxable property therein, all in accordance with Chapter 65, Section 5/8-4-25 of the Illinois Municipal Code and by adoption of Ordinance No. 2022-80.

SECTION 12. Corporate Purpose General Obligation Bonds-Series 2025. A further tax is hereby imposed for the retirement of Corporate Purpose General Obligation Bonds, bond principal and interest, in the amount of One Million Nine Hundred Thirty-Three Thousand Three Hundred Twenty-Five Dollars (\$1,933,325) spread equally over the value, assessed and equalized by the Department of Revenue of all taxable property therein, all in accordance with Chapter 65, Section 5/8-4-25 of the Illinois Municipal Code and by adoption of Ordinance No. 2025-45.

SECTION 13. A recapitulation of the foregoing levied funds is as follows:

LEVIED FUNDS

General Corporate	\$9,171,988
Illinois Municipal Retirement Fund	500,000
Social Security Fund	1,290,122
Police Pension Fund	3,507,666
Firefighter's Pension Fund	2,636,134
Facilities Development Debt Service-Series 2012	736,938
Facilities Development Debt Service-Series 2016	382,131
Facilities Development Debt Service-Series 2020	1,893,900
Facilities Development Debt Service-Series 2022	992,650
Facilities Development Debt Service-Series 2025	1,933,325
Grand Total Tax Levy	23,044,854

SECTION 14. The Village Clerk is hereby authorized to file a copy of this Ordinance, duly certified, along with any statutory representations or certifications, with the County Clerk of Cook County, Illinois, and the County Clerk of Lake County, Illinois, within the time limit prescribed by law.

SECTION 15. Detailed Budget Appropriations by cost category for the fiscal year commencing on the 1st day of January 2026 and ending on the 31st day of December 2026, along with corresponding levy by Fund are attached as Exhibit "A" to this Ordinance.

SECTION 16. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remaining portion of this Ordinance

SECTION 17. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
Fund: 100 - General Fund						
EXPENSES						
Department: 10 - Legislative						
100.10.500.25	Personal Services Salaries - Elected Officials	33,650.00	33,000.00	33,000.00	33,350.00	33,000.00
100.10.505.10	Personal Benefits Professional Training	4,668.04	4,463.66	10,000.00	5,000.00	6,000.00
100.10.505.15	Personal Benefits Dues & Memberships	37,919.10	48,135.03	42,000.00	42,000.00	44,000.00
100.10.505.75	Personal Benefits Employer's Contribution - FICA	2,086.30	2,046.00	2,046.00	2,067.00	2,046.00
100.10.505.85	Personal Benefits Employer's Contribution Medicare	488.00	478.57	479.00	483.00	479.00
100.10.510	Operating Expenses	660.00	0.00	0.00	0.00	0.00
100.10.510.04	Operating Expenses Travel	3,717.88	400.96	3,000.00	3,000.00	3,000.00
100.10.510.08	Operating Expenses Reception & Community Affairs	4,936.08	6,701.22	6,400.00	6,400.00	6,400.00
100.10.510.14	Operating Expenses Subscriptions & Publications	0.00	159.90	0.00	0.00	0.00
100.10.510.40	Operating Expenses Supplies - Office	59.80	152.53	0.00	0.00	0.00
100.10.525	Commission & Committees	0.00	84.85	0.00	0.00	0.00
100.10.525.05	Commission & Committees Blood Commission	0.00	0.00	500.00	500.00	500.00
100.10.525.20	Commission & Committees Fireworks for the Fourth	29,000.00	31,900.00	35,400.00	35,400.00	41,000.00
100.10.525.25	Commission & Committees Plan Commission	87.25	0.00	3,000.00	1,000.00	1,000.00
100.10.525.30	Commission & Committees Rick Kahen Comm Res with Disabil	3,959.60	6,590.12	6,000.00	6,000.00	6,000.00
100.10.525.45	Commission & Committees Village Board	738.26	0.00	0.00	0.00	0.00
100.10.525.50	Commission & Committees Symphonic Band	18,124.89	20,240.00	18,000.00	18,000.00	18,000.00
100.10.525.55	Commission & Committees Farmer's Market	3,028.05	2,613.72	2,500.00	2,500.00	3,000.00
100.10.580	All Other Expense	0.00	642.09	0.00	0.00	0.00
100.10.580.05	All Other Expense All Other Expenses	1,853.33	11,972.56	4,900.00	4,900.00	5,500.00
100.10.580.45	All Other Expense Cable Television Programming	20,100.00	22,050.00	18,900.00	18,900.00	18,900.00
100.10.580.50	All Other Expense Senior Taxi Program	58.10	0.00	1,000.00	0.00	0.00
Department Total: 10 - Legislative		\$165,134.68	\$191,631.21	\$187,125.00	\$179,500.00	\$188,825.00
Department: 15 - Office of the Village Manager						
100.15.500.05	Personal Services Salaries - Full Time	771,189.26	775,728.95	730,062.00	787,805.00	758,852.00
100.15.500.10	Personal Services Salaries - Part Time	0.00	12,804.92	35,078.00	31,723.00	37,205.00
100.15.500.40	Personal Services Salaries - Longevity	1,100.00	1,100.00	1,800.00	1,300.00	1,300.00
100.15.505.05	Personal Benefits Group & Medical Life	96,610.46	94,459.27	93,958.00	93,958.00	104,595.00
100.15.505.10	Personal Benefits Professional Training	9,259.32	5,734.34	10,000.00	10,000.00	10,000.00
100.15.505.15	Personal Benefits Dues & Memberships	3,855.95	6,354.40	9,500.00	8,000.00	9,500.00
100.15.505.75	Personal Benefits Employer's Contribution - FICA	31,018.12	29,186.47	32,771.00	34,941.00	33,320.00
100.15.505.80	Personal Benefits Employer's Contribution - IMRF	71,133.83	71,675.67	73,845.00	79,464.00	77,155.00
100.15.505.85	Personal Benefits Employer's Contribution Medicare	10,947.48	11,158.48	11,121.00	11,883.00	11,561.00
100.15.510.04	Operating Expenses Travel	3,047.39	4,855.53	5,000.00	5,000.00	5,000.00
100.15.510.06	Operating Expenses Per Diem Allowance	0.00	736.71	0.00	0.00	0.00
100.15.510.08	Operating Expenses Reception & Community Affairs	6,949.80	2,216.47	3,000.00	3,000.00	3,000.00
100.15.510.14	Operating Expenses Subscriptions & Publications	6,665.40	2,099.51	3,500.00	3,500.00	3,500.00
100.15.510.16	Operating Expenses Printing	179.00	351.58	400.00	400.00	400.00
100.15.510.21	Operating Expenses IT Internal Svc Contribution	24,016.00	29,855.00	34,668.00	34,377.00	39,474.00
100.15.510.40	Operating Expenses Supplies - Office	1,410.77	713.57	0.00	500.00	1,000.00
100.15.515.05	Insurance Premium	1,603.00	1,789.00	2,041.00	2,038.00	2,172.00
100.15.515.10	Insurance Unemployment Insurance	881.24	0.00	0.00	0.00	0.00
100.15.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	78,229.00	70,190.00	79,811.00	75,991.00	81,012.00
100.15.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	1,084.00	1,026.00	1,145.00	1,092.00	1,171.00
100.15.555.40	Capital Equipment Technology	0.00	0.00	1,250.00	0.00	1,250.00
100.15.555.50	Capital Equipment Buildings	0.00	0.00	5,730.00	0.00	5,730.00
100.15.580.05	All Other Expense All Other Expenses	61,194.29	4,362.55	2,000.00	2,000.00	2,000.00
100.15.580.10	All Other Expense Consultant Fees	0.00	19,670.00	27,000.00	27,000.00	0.00
Department Total: 15 - Office of the Village Manager		\$1,180,374.31	\$1,146,068.42	\$1,163,680.00	\$1,213,972.00	\$1,189,197.00
Department: 16 - Communications						
100.16.500.05	Personal Services Salaries - Full Time	185,276.31	201,039.72	204,372.00	222,867.00	227,079.00
100.16.505.05	Personal Benefits Group & Medical Life	19,055.89	23,087.87	23,114.00	23,114.00	25,108.00
100.16.505.10	Personal Benefits Professional Training	5,278.49	6,105.95	3,250.00	3,250.00	3,650.00
100.16.505.15	Personal Benefits Dues & Memberships	868.20	1,166.25	950.00	1,200.00	1,200.00
100.16.505.75	Personal Benefits Employer's Contribution - FICA	11,303.45	12,242.54	12,671.00	13,817.00	14,079.00
100.16.505.80	Personal Benefits Employer's Contribution - IMRF	17,223.55	17,861.29	20,621.00	22,487.00	23,049.00
100.16.505.85	Personal Benefits Employer's Contribution Medicare	2,643.45	2,863.33	2,963.00	3,231.00	3,293.00
100.16.510.03	Operating Expenses Postage	6,999.11	3,891.68	25,000.00	26,000.00	28,000.00
100.16.510.04	Operating Expenses Travel	1,778.36	1,894.23	2,000.00	2,000.00	2,500.00
100.16.510.08	Operating Expenses Reception & Community Affairs	2,301.98	1,096.36	1,600.00	2,500.00	2,500.00
100.16.510.14	Operating Expenses Subscriptions & Publications	10,449.39	7,814.13	12,000.00	10,000.00	7,500.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
100.16.510.16	Operating Expenses Printing	99.53	51,565.15	25,000.00	25,000.00	25,000.00
100.16.510.21	Operating Expenses IT Internal Svc Contribution	12,007.00	14,120.00	16,055.00	15,920.00	27,038.00
100.16.510.40	Operating Expenses Supplies - Office	843.07	1,023.76	1,200.00	1,200.00	1,200.00
100.16.510.79	Operating Expenses Advertising & Promotions	7,501.08	25,423.25	28,000.00	30,000.00	30,000.00
100.16.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	38,395.00	34,606.00	39,310.00	37,429.00	39,902.00
100.16.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	534.00	504.00	563.00	537.00	576.00
100.16.580.05	All Other Expense All Other Expenses	221.39	0.00	250.00	250.00	250.00
100.16.580.10	All Other Expense Consultant Fees	98,000.00	2,173.42	35,000.00	35,000.00	35,000.00
100.16.580.11	All Other Expense Contractual Services	7,134.00	24,155.00	30,000.00	30,000.00	30,000.00
Department Total: 16 - Communications		\$427,913.25	\$432,633.93	\$483,919.00	\$505,802.00	\$526,924.00
Department: 20 - Legal						
100.20.520.15	Legal Services Attorney's Fees	294,494.82	294,741.62	357,000.00	300,000.00	342,000.00
100.20.520.25	Legal Services Legal Notices	7,437.33	4,539.85	8,000.00	6,000.00	8,000.00
100.20.520.30	Legal Services Litigation	0.00	0.00	0.00	0.00	15,000.00
100.20.520.40	Legal Services Special Counsel	0.00	0.00	25,000.00	0.00	25,000.00
Department Total: 20 - Legal		\$301,932.15	\$299,281.47	\$390,000.00	\$306,000.00	\$390,000.00
Department: 25 - Administrative Services						
100.25.500.05	Personal Services Salaries - Full Time	352,862.30	351,082.88	251,448.00	264,830.00	273,136.00
100.25.500.10	Personal Services Salaries - Part Time	50,157.44	50,928.71	57,804.00	78,483.00	86,589.00
100.25.500.40	Personal Services Salaries - Longevity	1,800.00	1,800.00	800.00	800.00	800.00
100.25.505.05	Personal Benefits Group & Medical Life	64,936.42	61,257.16	64,751.00	64,751.00	38,818.00
100.25.505.10	Personal Benefits Professional Training	3,580.19	1,121.00	5,500.00	4,000.00	5,000.00
100.25.505.15	Personal Benefits Dues & Memberships	440.00	691.59	700.00	700.00	2,275.00
100.25.505.75	Personal Benefits Employer's Contribution - FICA	24,492.73	24,344.67	19,224.00	21,285.00	22,352.00
100.25.505.80	Personal Benefits Employer's Contribution - IMRF	33,586.03	35,415.06	25,452.00	31,357.00	33,121.00
100.25.505.85	Personal Benefits Employer's Contribution Medicare	5,728.08	5,694.51	4,496.00	4,978.00	5,228.00
100.25.510.04	Operating Expenses Travel	0.00	0.00	3,500.00	1,000.00	2,500.00
100.25.510.21	Operating Expenses IT Internal Svc Contribution	31,091.00	39,297.00	44,624.00	44,249.00	33,139.00
100.25.510.40	Operating Expenses Supplies - Office	619.80	1,627.45	2,700.00	2,700.00	2,700.00
100.25.580.05	All Other Expense All Other Expenses	877.31	435.44	1,000.00	1,000.00	1,000.00
100.25.580.11	All Other Expense Contractual Services	0.00	0.00	30,000.00	30,000.00	32,100.00
Department Total: 25 - Administrative Services		\$570,171.30	\$573,695.47	\$511,999.00	\$550,133.00	\$538,758.00
Department: 30 - Finance						
100.30.500.05	Personal Services Salaries - Full Time	745,664.49	796,979.97	808,964.00	823,570.00	870,721.00
100.30.500.25	Personal Services Salaries - Elected Officials	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
100.30.500.35	Personal Services Salaries - Overtime	0.00	0.00	2,500.00	0.00	1,500.00
100.30.500.40	Personal Services Salaries - Longevity	600.00	800.00	800.00	800.00	800.00
100.30.505.05	Personal Benefits Group & Medical Life	132,445.05	135,032.43	133,745.00	133,745.00	148,843.00
100.30.505.10	Personal Benefits Professional Training	2,207.00	1,815.00	7,000.00	4,500.00	6,000.00
100.30.505.15	Personal Benefits Dues & Memberships	1,380.00	905.00	1,500.00	2,500.00	2,500.00
100.30.505.75	Personal Benefits Employer's Contribution - FICA	43,077.90	45,011.95	47,905.00	48,612.00	49,407.00
100.30.505.80	Personal Benefits Employer's Contribution - IMRF	70,777.41	76,576.00	81,957.00	83,178.00	85,567.00
100.30.505.85	Personal Benefits Employer's Contribution Medicare	10,576.39	11,294.09	11,778.00	12,040.00	12,224.00
100.30.510.03	Operating Expenses Postage	19,519.24	15,105.10	22,000.00	20,000.00	22,000.00
100.30.510.04	Operating Expenses Travel	0.00	1,901.53	4,000.00	2,500.00	4,000.00
100.30.510.10	Operating Expenses Maintenance Contracts	8,539.43	899.86	4,500.00	2,500.00	4,500.00
100.30.510.12	Operating Expenses Equipment Rental	1,771.47	2,952.45	2,380.00	2,380.00	2,380.00
100.30.510.16	Operating Expenses Printing	4,027.50	1,800.20	4,400.00	4,000.00	4,400.00
100.30.510.21	Operating Expenses IT Internal Svc Contribution	60,862.67	71,827.04	81,251.00	80,568.00	84,009.00
100.30.510.28	Operating Expenses Audit Fees	36,310.00	36,100.00	41,000.00	34,250.00	41,000.00
100.30.510.40	Operating Expenses Supplies - Office	5,223.66	5,236.10	5,000.00	5,200.00	5,500.00
100.30.510.83	Operating Expenses Credit Card Fees	1,212.00	1,327.13	1,500.00	1,500.00	1,500.00
100.30.510.84	Operating Expenses Bank Fees	24.00	10.00	1,500.00	500.00	1,000.00
100.30.515.05	Insurance Premium	2,176.00	2,428.00	2,727.00	2,723.00	2,902.00
100.30.515.15	Insurance Deductible - Worker's Comp	0.00	0.00	1,000.00	0.00	1,000.00
100.30.525.10	Commission & Committees Buffalo Grove Days	108,477.95	101,913.35	117,300.00	115,000.00	115,000.00
100.30.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	125,043.96	112,033.77	127,719.00	121,606.00	129,642.00
100.30.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	3,141.07	2,972.39	3,319.00	3,166.00	3,395.00
100.30.555.40	Capital Equipment Technology	0.00	0.00	1,500.00	0.00	1,500.00
100.30.555.50	Capital Equipment Buildings	0.00	0.00	7,160.00	0.00	7,160.00
100.30.580	All Other Expense	0.00	2.34	0.00	0.00	0.00
100.30.580.05	All Other Expense All Other Expenses	932.71	2,079.26	0.00	0.00	0.00
100.30.580.10	All Other Expense Consultant Fees	62,554.89	61,434.04	70,000.00	65,000.00	70,000.00
100.30.580.11	All Other Expense Contractual Services	0.00	8,647.53	10,000.00	5,500.00	10,000.00
Department Total: 30 - Finance		\$1,452,544.79	\$1,503,084.53	\$1,610,405.00	\$1,581,338.00	\$1,694,450.00
Department: 35 - Human Resources						

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
100.35.500.05	Personal Services Salaries - Full Time	229,906.41	167,395.67	489,083.00	220,011.00	525,147.00
100.35.500.10	Personal Services Salaries - Part Time	19,112.44	31,830.27	32,681.00	26,869.00	35,045.00
100.35.500.40	Personal Services Salaries - Longevity	1,000.00	0.00	0.00	0.00	0.00
100.35.505.05	Personal Benefits Group & Medical Life	40,834.87	22,241.28	26,667.00	26,667.00	29,667.00
100.35.505.10	Personal Benefits Professional Training	2,919.55	6,824.00	15,500.00	15,500.00	15,500.00
100.35.505.15	Personal Benefits Dues & Memberships	1,363.00	654.00	2,200.00	1,800.00	2,200.00
100.35.505.40	Personal Benefits Tuition Reimbursement	52,798.50	46,788.25	50,000.00	50,000.00	50,000.00
100.35.505.50	Personal Benefits Employee Recognition	9,773.15	13,329.26	10,000.00	8,000.00	10,000.00
100.35.505.75	Personal Benefits Employer's Contribution - FICA	19,111.23	12,029.98	32,349.00	15,306.00	34,732.00
100.35.505.80	Personal Benefits Employer's Contribution - IMRF	22,193.57	16,089.92	44,952.00	22,199.00	48,735.00
100.35.505.85	Personal Benefits Employer's Contribution Medicare	3,505.83	2,813.70	7,566.00	3,579.00	8,123.00
100.35.510.04	Operating Expenses Travel	479.45	3,484.69	2,300.00	2,300.00	2,300.00
100.35.510.06	Operating Expenses Per Diem Allowance	0.00	0.00	400.00	200.00	400.00
100.35.510.14	Operating Expenses Subscriptions & Publications	1,973.84	1,951.58	10,000.00	4,000.00	10,000.00
100.35.510.21	Operating Expenses IT Internal Svc Contribution	12,007.00	15,735.00	17,923.00	17,772.00	21,291.00
100.35.510.22	Operating Expenses Recruitment Charges	24,831.57	24,459.60	20,000.00	10,000.00	20,000.00
100.35.510.24	Operating Expenses CDL Testing	1,042.00	1,356.00	2,800.00	0.00	0.00
100.35.510.40	Operating Expenses Supplies - Office	1,093.26	2,343.06	1,600.00	100.00	1,600.00
100.35.515	Insurance	4,317.00	2,064.00	0.00	0.00	0.00
100.35.515.05	Insurance Premium	63.32	55,151.11	2,727.00	2,723.00	2,902.00
100.35.515.10	Insurance Unemployment Insurance	269.80	0.00	0.00	0.00	0.00
100.35.515.15	Insurance Deductible - Worker's Comp	49,105.00	0.00	1,000.00	0.00	1,000.00
100.35.520	Legal Services	21,798.71	59,208.75	0.00	0.00	0.00
100.35.525	Commission & Committees	1,198.09	400.00	0.00	0.00	0.00
100.35.525.15	Commission & Committees Fire and Police Commission	36,039.87	17,652.74	40,000.00	25,000.00	40,000.00
100.35.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	40,654.00	36,561.00	41,525.00	39,538.00	42,150.00
100.35.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	1,616.33	1,531.00	1,709.00	1,630.00	1,748.00
100.35.580	All Other Expense	330.14	175.36	0.00	0.00	0.00
100.35.580.05	All Other Expense All Other Expenses	36,855.00	13,195.00	0.00	0.00	0.00
100.35.580.11	All Other Expense Contractual Services	0.00	0.00	0.00	0.00	10,000.00
Department Total: 35 - Human Resources		\$636,192.93	\$555,265.22	\$852,982.00	\$493,194.00	\$912,540.00

Department: 40 - Fire

100.40.500.05	Personal Services Salaries - Full Time	389,006.36	351,708.72	385,872.00	404,338.00	410,028.00
100.40.500.10	Personal Services Salaries - Part Time	81,311.12	103,371.67	137,997.00	134,858.00	142,194.00
100.40.500.20	Personal Services Salaries - Sworn	6,417,265.71	6,734,711.12	6,942,356.00	6,859,257.00	7,426,228.00
100.40.500.30	Personal Services Salaries - Special Duty	2,593.07	(359.07)	0.00	0.00	0.00
100.40.500.35	Personal Services Salaries - Overtime	1,071,935.13	1,189,214.11	975,000.00	1,150,000.00	1,000,000.00
100.40.500.40	Personal Services Salaries - Longevity	27,400.00	28,200.00	31,200.00	31,200.00	30,800.00
100.40.505	Personal Benefits	0.00	6,000.00	0.00	0.00	0.00
100.40.505.05	Personal Benefits Group & Medical Life	1,269,073.93	1,264,444.19	1,349,062.00	1,349,062.00	1,512,825.00
100.40.505.10	Personal Benefits Professional Training	32,478.23	39,642.51	49,800.00	45,000.00	55,130.00
100.40.505.15	Personal Benefits Dues & Memberships	15,576.00	18,750.50	19,000.00	19,000.00	19,800.00
100.40.505.20	Personal Benefits Clothing Allowance	41,729.49	45,756.82	47,100.00	47,100.00	52,395.00
100.40.505.35	Personal Benefits Safety Equipment	31,490.83	64,736.96	76,900.00	74,000.00	80,685.00
100.40.505.61	Personal Benefits Pension Payment - Fire	2,013,564.83	2,341,392.25	2,371,240.00	2,371,240.00	2,636,134.00
100.40.505.75	Personal Benefits Employer's Contribution - FICA	28,122.36	27,581.10	32,480.00	33,430.00	34,300.00
100.40.505.80	Personal Benefits Employer's Contribution - IMRF	37,005.26	36,826.10	44,197.00	39,960.00	47,073.00
100.40.505.85	Personal Benefits Employer's Contribution Medicare	107,413.87	114,524.60	121,771.00	124,404.00	129,270.00
100.40.510.04	Operating Expenses Travel	14,722.14	8,883.32	18,200.00	16,000.00	19,200.00
100.40.510.06	Operating Expenses Per Diem Allowance	2,388.94	3,167.84	5,850.00	4,500.00	6,050.00
100.40.510.08	Operating Expenses Reception & Community Affairs	28.19	46.11	100.00	100.00	100.00
100.40.510.10	Operating Expenses Maintenance Contracts	26,325.72	13,432.66	156,400.00	156,400.00	113,400.00
100.40.510.14	Operating Expenses Subscriptions & Publications	1,701.25	1,244.00	3,000.00	2,500.00	3,000.00
100.40.510.16	Operating Expenses Printing	1,188.48	940.09	2,300.00	2,000.00	2,750.00
100.40.510.21	Operating Expenses IT Internal Svc Contribution	379,334.00	469,168.00	531,045.00	526,581.00	612,170.00
100.40.510.40	Operating Expenses Supplies - Office	3,045.59	2,969.63	4,000.00	3,500.00	4,000.00
100.40.510.50	Operating Expenses Supplies - All Other	9,031.95	14,802.85	15,000.00	15,000.00	14,150.00
100.40.510.55	Operating Expenses Operating Equip - Department	70,749.03	135,256.57	64,050.00	64,050.00	77,300.00
100.40.510.65	Operating Expenses Northwest Central Dispatch	108,564.27	101,102.90	101,250.00	101,250.00	104,670.00
100.40.515.05	Insurance Premium	351,673.00	392,410.00	437,380.00	436,700.00	465,396.00
100.40.515.15	Insurance Deductible - Worker's Comp	117,933.01	470.56	30,000.00	5,000.00	30,000.00
100.40.530.50	Commodities Small Equipment Tools & Hardware	40,044.22	51,689.01	63,800.00	63,800.00	86,900.00
100.40.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	300,594.00	269,615.00	307,027.00	292,333.00	311,649.00
100.40.535.20	Maintenance & Repairs - Facilities Buildings & Facilities	6,407.71	23,874.65	28,500.00	28,500.00	28,500.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
100.40.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	468,814.00	443,924.00	495,565.00	472,669.00	506,960.00
100.40.545.15	Maintenance & Repairs - Vehicles Automotive Parts	0.00	12,364.15	0.00	0.00	0.00
100.40.545.25	Maintenance & Repairs - Vehicles Lubricants	3,092.00	0.00	0.00	0.00	0.00
100.40.550.05	Maintenance & Repairs - Other Department Equipment	7,946.80	8,893.86	33,400.00	33,400.00	24,050.00
100.40.555.10	Capital Equipment Office and Other Equipment	714,694.00	0.00	0.00	0.00	0.00
100.40.555.30	Capital Equipment Capital Replacement	0.00	409.83	577,400.00	5,000.00	577,400.00
100.40.555.40	Capital Equipment Technology	0.00	0.00	18,200.00	0.00	18,200.00
100.40.555.50	Capital Equipment Buildings	0.00	0.00	651,000.00	5,000.00	326,000.00
100.40.565.15	Debt Service Principal - Equipment Lease	72,493.00	70,454.00	0.00	0.00	0.00
100.40.565.25	Debt Service Interest on Equipment Rental	0.00	2,039.00	0.00	0.00	0.00
100.40.580.05	All Other Expense All Other Expenses	245,933.56	85,529.28	12,300.00	12,300.00	16,100.00
100.40.580.10	All Other Expense Consultant Fees	4,657.45	16,135.00	4,250.00	4,250.00	4,250.00
100.40.580.11	All Other Expense Contractual Services	18,895.10	20,683.85	29,600.00	29,600.00	30,800.00
100.40.580.20	All Other Expense CAFT Site	(14,440.21)	(28,777.62)	10,000.00	10,000.00	10,000.00
100.40.580.21	All Other Expense NWCH Administration Fee	4,020.00	5,370.00	5,775.00	5,775.00	6,265.00
Department Total: 40 - Fire		\$14,525,803.39	\$14,492,600.12	\$16,189,367.00	\$14,979,057.00	\$16,976,122.00
Department: 45 - Police						
100.45.500.05	Personal Services Salaries - Full Time	891,232.55	1,069,169.59	1,228,976.00	1,263,942.00	1,284,325.00
100.45.500.10	Personal Services Salaries - Part Time	167,641.20	141,559.24	157,243.00	160,828.00	159,754.00
100.45.500.20	Personal Services Salaries - Sworn	6,879,240.24	7,137,878.36	7,579,141.00	7,343,461.00	7,928,176.00
100.45.500.22	Personal Services Holiday & Stipends	198,596.14	160,945.93	222,569.00	159,600.00	220,000.00
100.45.500.35	Personal Services Salaries - Overtime	416,902.53	500,103.10	355,000.00	355,000.00	365,000.00
100.45.500.40	Personal Services Salaries - Longevity	34,600.00	34,800.00	35,600.00	35,600.00	37,200.00
100.45.505.05	Personal Benefits Group & Medical Life	1,444,221.04	1,580,510.29	1,686,670.00	1,686,670.00	1,876,101.00
100.45.505.10	Personal Benefits Professional Training	68,254.32	91,100.83	90,050.00	90,050.00	96,350.00
100.45.505.15	Personal Benefits Dues & Memberships	6,092.95	6,890.00	12,600.00	12,600.00	15,030.00
100.45.505.20	Personal Benefits Clothing Allowance	64,851.64	64,823.49	63,940.00	63,940.00	63,940.00
100.45.505.25	Personal Benefits Uniform Maintenance	3,489.78	7,277.45	13,750.00	13,750.00	13,750.00
100.45.505.30	Personal Benefits Recruit Uniforms	2,895.03	4,966.47	5,500.00	5,500.00	5,500.00
100.45.505.60	Personal Benefits Pension Payment - Police	3,776,521.40	3,401,080.72	3,446,922.00	3,446,922.00	3,507,666.00
100.45.505.75	Personal Benefits Employer's Contribution - FICA	66,748.59	76,340.13	80,353.00	88,354.00	77,945.00
100.45.505.80	Personal Benefits Employer's Contribution - IMRF	89,656.43	109,284.58	124,004.00	116,454.00	130,359.00
100.45.505.85	Personal Benefits Employer's Contribution Medicare	118,699.13	126,204.94	138,035.00	136,217.00	144,331.00
100.45.510.04	Operating Expenses Travel	6,915.02	11,903.55	13,300.00	13,300.00	14,550.00
100.45.510.06	Operating Expenses Per Diem Allowance	1,930.01	2,166.51	3,150.00	3,150.00	3,400.00
100.45.510.10	Operating Expenses Maintenance Contracts	0.00	666.72	0.00	0.00	0.00
100.45.510.14	Operating Expenses Subscriptions & Publications	649.15	378.08	1,000.00	1,000.00	1,000.00
100.45.510.16	Operating Expenses Printing	12,183.24	8,090.30	11,000.00	11,000.00	11,000.00
100.45.510.21	Operating Expenses IT Internal Svc Contribution	477,353.00	1,241,203.00	979,288.00	971,057.00	1,102,226.00
100.45.510.22	Operating Expenses Recruitment Charges	980.23	1,404.74	1,500.00	1,500.00	1,500.00
100.45.510.26	Operating Expenses Physical Fitness Equipment	3,243.91	3,110.82	5,000.00	5,000.00	5,000.00
100.45.510.30	Operating Expenses Safety Equipment - Patrol	30,253.17	46,436.92	37,000.00	37,000.00	38,950.00
100.45.510.32	Operating Expenses Safety Equipment - FOSG	25.48	191.20	750.00	750.00	750.00
100.45.510.33	Operating Expenses Operating Equip - Staff	3,928.75	2,311.05	4,000.00	4,000.00	4,000.00
100.45.510.34	Operating Expenses DUI Assessment Purchases	23,292.18	30,682.70	0.00	0.00	0.00
100.45.510.35	Operating Expenses Reimbursable Expenses	138,282.06	133,431.38	0.00	0.00	0.00
100.45.510.41	Operating Expenses Supplies - Patrol	28,879.68	18,169.18	19,875.00	19,875.00	19,875.00
100.45.510.42	Operating Expenses Supplies - FOSG	1,734.23	1,007.32	2,500.00	2,500.00	2,500.00
100.45.510.43	Operating Expenses Supplies - Communications	2,128.40	1,551.65	2,500.00	2,500.00	2,750.00
100.45.510.44	Operating Expenses Supplies - Records	7,659.80	7,109.09	8,750.00	8,750.00	8,750.00
100.45.510.45	Operating Expenses Supplies - OCOP	1,022.79	167.00	1,000.00	1,000.00	1,100.00
100.45.510.46	Operating Expenses Supplies - Training	14,003.17	14,633.32	16,720.00	16,720.00	21,005.00
100.45.510.47	Operating Expenses Supplies - Crime Prevention	7,276.15	7,386.79	10,050.00	10,050.00	11,300.00
100.45.510.48	Operating Expenses Supplies - Detention	369.39	32.93	700.00	700.00	700.00
100.45.510.55	Operating Expenses Operating Equip - Department	16,076.69	17,339.92	19,250.00	1,925.00	19,975.00
100.45.510.56	Operating Expenses Operating Equip - Patrol	1,375.84	1,636.27	3,950.00	3,950.00	3,950.00
100.45.510.57	Operating Expenses Operating Equip - FOSG	15,029.60	13,919.51	12,995.00	12,995.00	12,995.00
100.45.510.58	Operating Expenses Operating Equip - Communications	465.54	238.51	1,000.00	1,000.00	1,000.00
100.45.510.60	Operating Expenses Operating Equip - OCOP	876.29	657.92	975.00	975.00	1,050.00
100.45.510.61	Operating Expenses Operating Equip - Training	94.98	580.77	750.00	750.00	800.00
100.45.510.62	Operating Expenses Operating Equip - Detention	210.77	164.45	725.00	725.00	725.00
100.45.510.63	Operating Expenses Operating Equip - Bike Patrol	175.74	260.00	500.00	500.00	500.00
100.45.510.64	Operating Expenses Operating Equipment - Records	2,035.43	927.30	3,500.00	3,500.00	3,000.00
100.45.510.65	Operating Expenses Northwest Central Dispatch	253,316.94	235,906.65	236,250.00	236,250.00	244,230.00
100.45.510.66	Operating Expenses NIPAS	7,801.98	11,106.29	10,665.00	10,665.00	10,665.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
100.45.510.67	Operating Expenses Northern IL Police Crime Lab	66,090.00	66,399.00	69,290.00	69,290.00	71,018.00
100.45.510.68	Operating Expenses Animal Control	2,574.69	2,449.95	3,000.00	3,000.00	3,250.00
100.45.510.69	Operating Expenses Prisoner Care	1,334.41	1,669.05	1,900.00	1,900.00	2,000.00
100.45.515.05	Insurance Premium	467,104.00	521,212.00	580,861.00	579,958.00	618,068.00
100.45.515.15	Insurance Deductible - Worker's Comp	14,918.27	72,154.00	50,000.00	20,000.00	50,000.00
100.45.515.20	Insurance Deductible - Non Wrker's Co	244.00	213.00	0.00	0.00	0.00
100.45.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	408,594.00	366,589.00	417,342.00	397,368.00	423,624.00
100.45.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	470,431.00	445,457.00	497,275.00	474,299.00	508,709.00
100.45.550.10	Maintenance & Repairs - Other Radios	996.85	1,863.70	3,000.00	3,000.00	3,000.00
100.45.550.15	Maintenance & Repairs - Other Mobile Data Terminals	0.00	0.00	500.00	500.00	500.00
100.45.550.20	Maintenance & Repairs - Other Patrol Equipment	4,948.98	3,346.21	6,000.00	6,000.00	6,000.00
100.45.550.25	Maintenance & Repairs - Other F.O.S.G. Equipment	0.00	753.80	1,000.00	1,000.00	1,250.00
100.45.550.30	Maintenance & Repairs - Other Staff Equipment	2,356.68	1,745.14	5,770.00	5,770.00	5,770.00
100.45.555.30	Capital Equipment Capital Replacement	0.00	0.00	228,600.00	5,000.00	228,600.00
100.45.555.40	Capital Equipment Technology	0.00	0.00	10,000.00	0.00	10,000.00
100.45.555.50	Capital Equipment Buildings	0.00	0.00	58,915.00	5,000.00	58,915.00
100.45.580.05	All Other Expense All Other Expenses	15,898.59	18,859.17	17,900.00	17,900.00	43,900.00
100.45.580.15	All Other Expense Committee on Accreditation	7,383.80	7,332.32	8,945.00	8,945.00	8,970.00
100.45.580.26	All Other Expense Opioid Funds	0.00	5,000.00	0.00	0.00	0.00
100.45.580.30	All Other Expense Overweight Truck Enforcement	13,828.11	4,539.11	5,750.00	5,750.00	6,950.00
100.45.580.57	All Other Expense Police Grant Charges	9,125.11	12,000.00	13,000.00	13,000.00	14,000.00
Department Total: 45 - Police		\$16,775,041.07	\$17,859,289.41	\$18,628,044.00	\$17,979,655.00	\$19,539,197.00
Department: 50 - Community Development						
100.50.500.05	Personal Services Salaries - Full Time	1,031,360.66	1,140,966.63	1,289,019.00	1,236,185.00	1,344,612.00
100.50.500.10	Personal Services Salaries - Part Time	15,963.71	34,676.40	0.00	2,045.00	0.00
100.50.500.35	Personal Services Salaries - Overtime	2,903.42	3,679.63	3,000.00	1,500.00	3,000.00
100.50.500.40	Personal Services Salaries - Longevity	800.00	800.00	800.00	800.00	1,000.00
100.50.505.05	Personal Benefits Group & Medical Life	111,383.20	171,586.28	232,331.00	205,000.00	223,522.00
100.50.505.10	Personal Benefits Professional Training	2,254.00	5,214.00	3,000.00	6,300.00	6,000.00
100.50.505.15	Personal Benefits Dues & Memberships	2,152.00	2,222.38	2,000.00	2,000.00	2,000.00
100.50.505.25	Personal Benefits Uniform Maintenance	0.00	0.00	3,700.00	3,700.00	3,700.00
100.50.505.75	Personal Benefits Employer's Contribution - FICA	63,964.20	69,295.82	80,155.00	74,696.00	83,614.00
100.50.505.80	Personal Benefits Employer's Contribution - IMRF	93,914.66	101,738.36	130,445.00	124,963.00	136,884.00
100.50.505.85	Personal Benefits Employer's Contribution Medicare	14,965.15	16,655.60	18,746.00	17,978.00	19,555.00
100.50.510	Operating Expenses	0.00	260.29	0.00	0.00	0.00
100.50.510.04	Operating Expenses Travel	1,731.64	895.67	5,000.00	4,000.00	4,500.00
100.50.510.06	Operating Expenses Per Diem Allowance	0.00	123.19	300.00	300.00	500.00
100.50.510.08	Operating Expenses Reception & Community Affairs	0.00	90.00	200.00	200.00	200.00
100.50.510.10	Operating Expenses Maintenance Contracts	54,871.24	55,831.48	57,000.00	57,000.00	58,000.00
100.50.510.14	Operating Expenses Subscriptions & Publications	0.00	0.00	300.00	700.00	700.00
100.50.510.16	Operating Expenses Printing	1,900.25	0.00	400.00	400.00	400.00
100.50.510.21	Operating Expenses IT Internal Svc Contribution	104,457.00	126,988.00	140,351.00	139,171.00	143,247.00
100.50.510.40	Operating Expenses Supplies - Office	8,729.83	2,937.74	4,000.00	3,000.00	3,000.00
100.50.510.83	Operating Expenses Credit Card Fees	(46.00)	(16.00)	0.00	0.00	0.00
100.50.515.05	Insurance Premium	2,176.00	2,428.00	2,727.00	2,723.00	2,902.00
100.50.515.10	Insurance Unemployment Insurance	0.00	14,567.00	0.00	0.00	0.00
100.50.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	160,152.00	143,702.00	163,581.00	155,752.00	166,043.00
100.50.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	56,582.00	53,576.00	59,809.00	57,046.00	61,184.00
100.50.555.30	Capital Equipment Capital Replacement	0.00	0.00	33,400.00	0.00	33,400.00
100.50.555.40	Capital Equipment Technology	1,278.00	0.00	1,800.00	0.00	1,800.00
100.50.555.50	Capital Equipment Buildings	0.00	0.00	8,055.00	2,500.00	8,055.00
100.50.580	All Other Expense	119.99	1,289.91	0.00	100.00	100.00
100.50.580.05	All Other Expense All Other Expenses	766.00	600.00	1,000.00	1,000.00	1,000.00
100.50.580.10	All Other Expense Consultant Fees	0.00	212.00	3,000.00	2,000.00	3,000.00
100.50.580.12	All Other Expense Contractual Inspections	203,856.98	186,130.31	100,000.00	100,000.00	100,000.00
Department Total: 50 - Community Development		\$1,936,235.93	\$2,136,450.69	\$2,344,119.00	\$2,201,059.00	\$2,411,918.00
Department: 55 - Public Works						
Division: 10 - Streets						
100.55.10.500.05	Personal Services Salaries - Full Time	564,710.02	599,805.26	617,414.00	565,490.00	590,152.00
100.55.10.500.10	Personal Services Salaries - Part Time	15,299.42	7,779.97	73,587.00	22,074.00	36,730.00
100.55.10.500.15	Personal Services Salaries - Seasonal	84,662.26	72,442.88	92,425.00	60,000.00	123,233.00
100.55.10.500.35	Personal Services Salaries - Overtime	57,749.84	76,727.06	162,500.00	150,000.00	162,500.00
100.55.10.500.40	Personal Services Salaries - Longevity	3,000.00	3,000.00	3,000.00	3,000.00	2,400.00
100.55.10.505.05	Personal Benefits Group & Medical Life	112,666.36	116,158.60	117,552.00	117,552.00	112,500.00
100.55.10.505.10	Personal Benefits Professional Training	8,695.73	2,788.18	2,900.00	2,000.00	9,400.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
100.55.10.505.15	Personal Benefits Dues & Memberships	1,198.35	711.00	1,500.00	1,250.00	1,500.00
100.55.10.505.20	Personal Benefits Clothing Allowance	5,250.00	4,620.00	4,800.00	5,484.00	4,950.00
100.55.10.505.35	Personal Benefits Safety Equipment	39.34	323.30	880.00	900.00	900.00
100.55.10.505.75	Personal Benefits Employer's Contribution - FICA	43,840.45	45,875.73	61,354.00	47,408.00	56,730.00
100.55.10.505.80	Personal Benefits Employer's Contribution - IMRF	58,130.93	61,841.33	90,523.00	75,263.00	80,365.00
100.55.10.505.85	Personal Benefits Employer's Contribution Medicare	10,252.57	10,728.93	14,349.00	11,087.00	13,268.00
100.55.10.510.04	Operating Expenses Travel	(772.81)	0.00	2,800.00	500.00	9,300.00
100.55.10.510.06	Operating Expenses Per Diem Allowance	154.60	270.89	1,000.00	500.00	2,500.00
100.55.10.510.10	Operating Expenses Maintenance Contracts	92,037.24	93,306.47	170,000.00	97,000.00	219,000.00
100.55.10.510.12	Operating Expenses Equipment Rental	200.00	2,429.26	0.00	800.00	500.00
100.55.10.510.14	Operating Expenses Subscriptions & Publications	15.00	0.00	100.00	100.00	100.00
100.55.10.510.21	Operating Expenses IT Internal Svc Contribution	69,091.00	77,774.00	90,333.00	89,574.00	101,386.00
100.55.10.510.40	Operating Expenses Supplies - Office	495.06	482.13	500.00	500.00	500.00
100.55.10.510.50	Operating Expenses Supplies - All Other	7,612.69	7,678.73	8,030.00	8,000.00	8,700.00
100.55.10.510.55	Operating Expenses Operating Equip - Department	3,131.52	3,792.67	3,900.00	3,900.00	19,250.00
100.55.10.515.05	Insurance Premium	48,783.00	54,434.00	60,636.00	60,542.00	64,520.00
100.55.10.515.10	Insurance Unemployment Insurance	0.00	4,136.00	0.00	0.00	0.00
100.55.10.515.15	Insurance Deductible - Worker's Comp	0.00	3,772.45	1,435.00	0.00	1,435.00
100.55.10.530.40	Commodities Snow & Ice Control Mix	290,016.31	192,930.56	343,798.00	259,000.00	362,900.00
100.55.10.530.50	Commodities Small Equipment Tools & Hardware	700.78	512.33	600.00	600.00	600.00
100.55.10.530.55	Commodities Traffic & Street Signs	25,274.99	34,581.30	38,000.00	40,500.00	50,000.00
100.55.10.535	Maintenance & Repairs - Facilities	0.00	0.00	0.00	1,696.00	0.00
100.55.10.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	87,058.00	94,825.00	107,888.00	102,724.00	109,512.00
100.55.10.535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	220,514.98	0.00	206,401.00	200,000.00	224,000.00
100.55.10.535.10	Maintenance & Repairs - Facilities Streets & Highways	96,315.54	126,333.62	221,975.00	208,000.00	150,000.00
100.55.10.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	333,020.00	315,341.00	352,021.00	335,757.00	360,115.00
100.55.10.545.15	Maintenance & Repairs - Vehicles Automotive Parts	(6,561.51)	(5,051.13)	0.00	0.00	0.00
100.55.10.550.05	Maintenance & Repairs - Other Department Equipment	9,648.12	8,720.01	10,900.00	1,000.00	11,800.00
100.55.10.550.10	Maintenance & Repairs - Other Radios	0.00	0.00	600.00	600.00	600.00
100.55.10.555.10	Capital Equipment Office and Other Equipment	0.00	0.00	600.00	600.00	600.00
100.55.10.555.30	Capital Equipment Capital Replacement	0.00	0.00	173,200.00	5,000.00	173,200.00
100.55.10.555.40	Capital Equipment Technology	0.00	0.00	1,000.00	0.00	1,000.00
100.55.10.555.50	Capital Equipment Buildings	0.00	0.00	5,370.00	2,500.00	5,370.00
Division Total: 10 - Streets		\$2,242,229.78	\$2,019,071.53	\$3,043,871.00	\$2,480,901.00	\$3,071,516.00
Division: 15 - Administration						
100.55.15.500.05	Personal Services Salaries - Full Time	849,753.34	918,502.46	1,024,533.00	1,060,818.00	910,398.00
100.55.15.500.35	Personal Services Salaries - Overtime	24.94	729.08	50.00	460.00	0.00
100.55.15.500.40	Personal Services Salaries - Longevity	3,100.00	3,900.00	3,400.00	3,900.00	4,900.00
100.55.15.505.05	Personal Benefits Group & Medical Life	172,246.81	190,771.19	207,800.00	207,800.00	211,535.00
100.55.15.505.10	Personal Benefits Professional Training	11,980.64	16,306.27	17,400.00	18,200.00	24,364.00
100.55.15.505.15	Personal Benefits Dues & Memberships	10,124.75	7,646.22	22,400.00	22,400.00	22,400.00
100.55.15.505.20	Personal Benefits Clothing Allowance	5,250.00	5,775.00	6,400.00	6,400.00	6,600.00
100.55.15.505.35	Personal Benefits Safety Equipment	0.00	42.68	100.00	100.00	150.00
100.55.15.505.75	Personal Benefits Employer's Contribution - FICA	49,473.88	52,061.78	59,839.00	66,337.00	52,187.00
100.55.15.505.80	Personal Benefits Employer's Contribution - IMRF	78,951.47	85,991.69	103,723.00	108,035.00	91,809.00
100.55.15.505.85	Personal Benefits Employer's Contribution Medicare	11,868.24	12,744.99	13,667.00	15,525.00	13,116.00
100.55.15.510.04	Operating Expenses Travel	6,828.54	4,896.69	10,800.00	10,800.00	16,580.00
100.55.15.510.06	Operating Expenses Per Diem Allowance	21.03	558.09	1,900.00	1,900.00	2,450.00
100.55.15.510.10	Operating Expenses Maintenance Contracts	18,908.02	7,108.66	8,311.00	8,311.00	9,058.00
100.55.15.510.14	Operating Expenses Subscriptions & Publications	375.00	0.00	0.00	0.00	0.00
100.55.15.510.21	Operating Expenses IT Internal Svc Contribution	58,562.00	86,719.00	100,086.00	99,245.00	112,707.00
100.55.15.510.40	Operating Expenses Supplies - Office	2,333.80	3,400.79	2,180.00	2,180.00	2,300.00
100.55.15.510.50	Operating Expenses Supplies - All Other	1,281.43	1,024.74	1,871.00	1,870.00	2,300.00
100.55.15.515.05	Insurance Premium	11,222.00	12,522.00	13,927.00	13,905.00	14,819.00
100.55.15.515.15	Insurance Deductible - Worker's Comp	0.00	0.00	1,600.00	0.00	1,600.00
100.55.15.515.20	Insurance Deductible - Non Wrker's Co	96.00	660.00	0.00	0.00	0.00
100.55.15.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	36,548.00	52,006.00	59,323.00	56,484.00	60,216.00
100.55.15.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	1,616.00	1,531.00	1,709.00	1,630.00	1,748.00
100.55.15.555.10	Capital Equipment Office and Other Equipment	8,586.00	44.00	4,360.00	4,360.00	5,500.00
100.55.15.555.40	Capital Equipment Technology	18,714.00	0.00	1,000.00	0.00	1,000.00
100.55.15.555.50	Capital Equipment Buildings	0.00	0.00	3,580.00	0.00	3,580.00
Division Total: 15 - Administration		\$1,357,865.89	\$1,464,942.33	\$1,669,959.00	\$1,710,660.00	\$1,571,317.00
Division: 20 - Forestry						
100.55.20.500.05	Personal Services Salaries - Full Time	681,272.18	706,066.45	728,660.00	660,609.00	762,097.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
100.55.20.500.10	Personal Services Salaries - Part Time	15,781.35	7,584.33	0.00	26,141.00	36,857.00
100.55.20.500.15	Personal Services Salaries - Seasonal	98,590.81	111,045.37	154,042.00	101,450.00	123,233.00
100.55.20.500.35	Personal Services Salaries - Overtime	18,009.62	21,293.70	55,000.00	46,000.00	55,000.00
100.55.20.500.40	Personal Services Salaries - Longevity	4,800.00	4,800.00	4,800.00	4,800.00	4,200.00
100.55.20.505.05	Personal Benefits Group & Medical Life	135,388.22	137,173.44	139,995.00	139,995.00	155,647.00
100.55.20.505.10	Personal Benefits Professional Training	5,512.69	4,789.29	9,500.00	7,000.00	9,500.00
100.55.20.505.15	Personal Benefits Dues & Memberships	1,353.35	2,710.00	4,200.00	4,000.00	4,200.00
100.55.20.505.20	Personal Benefits Clothing Allowance	4,500.00	5,390.00	5,600.00	5,600.00	5,775.00
100.55.20.505.35	Personal Benefits Safety Equipment	4,445.68	5,110.54	5,000.00	5,000.00	5,250.00
100.55.20.505.75	Personal Benefits Employer's Contribution - FICA	49,726.70	51,422.86	58,436.00	58,436.00	59,730.00
100.55.20.505.80	Personal Benefits Employer's Contribution - IMRF	70,287.49	73,184.41	79,556.00	79,556.00	85,277.00
100.55.20.505.85	Personal Benefits Employer's Contribution Medicare	11,629.57	12,026.79	13,667.00	13,667.00	13,969.00
100.55.20.510	Operating Expenses	0.00	189.70	0.00	0.00	0.00
100.55.20.510.04	Operating Expenses Travel	2,299.66	567.12	6,000.00	3,000.00	6,000.00
100.55.20.510.06	Operating Expenses Per Diem Allowance	226.53	98.22	1,650.00	1,000.00	1,650.00
100.55.20.510.10	Operating Expenses Maintenance Contracts	470,068.15	419,284.73	575,000.00	500,000.00	575,000.00
100.55.20.510.12	Operating Expenses Equipment Rental	0.00	0.00	250.00	0.00	250.00
100.55.20.510.14	Operating Expenses Subscriptions & Publications	0.00	0.00	100.00	100.00	100.00
100.55.20.510.21	Operating Expenses IT Internal Svc Contribution	69,091.00	87,712.00	102,068.00	101,210.00	100,290.00
100.55.20.510.40	Operating Expenses Supplies - Office	213.00	0.00	280.00	280.00	280.00
100.55.20.510.50	Operating Expenses Supplies - All Other	25,295.22	29,258.57	26,000.00	26,000.00	28,000.00
100.55.20.510.55	Operating Expenses Operating Equip - Department	10,594.01	11,056.04	10,000.00	10,000.00	11,000.00
100.55.20.515.05	Insurance Premium	32,408.00	36,162.00	40,323.00	40,260.00	42,906.00
100.55.20.515.15	Insurance Deductible - Worker's Comp	1,055.12	1,945.07	2,265.00	0.00	2,265.00
100.55.20.530.45	Commodities Chemicals and Fertilizers	1,029.52	2,003.19	3,000.00	5,000.00	3,000.00
100.55.20.530.50	Commodities Small Equipment Tools & Hardware	702.06	518.88	800.00	1,000.00	800.00
100.55.20.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	77,201.00	88,569.00	100,847.00	96,020.00	102,365.00
100.55.20.535.30	Maintenance & Repairs - Facilities Parkway Trees	155,506.08	109,993.14	125,000.00	120,000.00	130,000.00
100.55.20.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	211,773.00	200,531.00	223,857.00	213,514.00	229,004.00
100.55.20.550.05	Maintenance & Repairs - Other Department Equipment	0.00	0.00	0.00	105.00	0.00
100.55.20.555.30	Capital Equipment Capital Replacement	0.00	0.00	81,000.00	5,000.00	81,000.00
100.55.20.555.40	Capital Equipment Technology	0.00	0.00	1,000.00	0.00	1,000.00
100.55.20.555.50	Capital Equipment Buildings	0.00	0.00	9,845.00	5,000.00	9,845.00
Division Total: 20 - Forestry		\$2,158,760.01	\$2,130,485.84	\$2,567,741.00	\$2,279,743.00	\$2,645,490.00
Division: 25 - Drainage						
100.55.25.500.05	Personal Services Salaries - Full Time	125,078.96	137,173.21	143,594.00	158,932.00	154,675.00
100.55.25.500.35	Personal Services Salaries - Overtime	6,445.06	8,074.76	9,800.00	4,983.00	10,682.00
100.55.25.500.40	Personal Services Salaries - Longevity	500.00	0.00	0.00	0.00	0.00
100.55.25.505.05	Personal Benefits Group & Medical Life	33,351.97	8,843.99	10,494.00	10,494.00	11,496.00
100.55.25.505.10	Personal Benefits Professional Training	3,232.63	1,027.70	2,800.00	2,000.00	3,000.00
100.55.25.505.15	Personal Benefits Dues & Memberships	3,957.67	3,675.70	7,900.00	7,900.00	7,900.00
100.55.25.505.20	Personal Benefits Clothing Allowance	1,875.00	1,510.00	1,600.00	1,600.00	1,650.00
100.55.25.505.35	Personal Benefits Safety Equipment	261.58	635.36	1,188.00	1,188.00	1,295.00
100.55.25.505.75	Personal Benefits Employer's Contribution - FICA	7,516.03	9,006.15	9,511.00	10,180.00	10,252.00
100.55.25.505.80	Personal Benefits Employer's Contribution - IMRF	13,245.72	14,843.84	15,478.00	16,567.00	16,784.00
100.55.25.505.85	Personal Benefits Employer's Contribution Medicare	1,758.67	2,106.64	2,224.00	2,380.00	2,398.00
100.55.25.510.04	Operating Expenses Travel	0.00	0.00	2,200.00	2,200.00	1,650.00
100.55.25.510.06	Operating Expenses Per Diem Allowance	99.06	127.38	800.00	250.00	850.00
100.55.25.510.12	Operating Expenses Equipment Rental	0.00	0.00	300.00	0.00	900.00
100.55.25.510.14	Operating Expenses Subscriptions & Publications	0.00	0.00	100.00	0.00	0.00
100.55.25.510.21	Operating Expenses IT Internal Svc Contribution	20,891.00	26,320.00	30,581.00	30,324.00	34,336.00
100.55.25.510.40	Operating Expenses Supplies - Office	288.95	123.71	545.00	540.00	600.00
100.55.25.510.50	Operating Expenses Supplies - All Other	2,688.10	1,408.22	2,544.00	2,500.00	2,772.00
100.55.25.510.55	Operating Expenses Operating Equip - Department	3,374.29	5,672.60	11,085.00	11,000.00	12,082.00
100.55.25.515.05	Insurance Premium	14,200.00	15,845.00	17,634.00	17,607.00	18,764.00
100.55.25.515.10	Insurance Unemployment Insurance	0.00	6,894.00	0.00	0.00	0.00
100.55.25.515.15	Insurance Deductible - Worker's Comp	0.00	1,904.89	0.00	0.00	0.00
100.55.25.530.50	Commodities Small Equipment Tools & Hardware	360.51	612.70	1,635.00	1,600.00	1,782.00
100.55.25.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	28,130.00	30,695.00	35,016.00	33,340.00	35,543.00
100.55.25.540.35	Maintenance & Repairs - Water & Sewer Storm and Sanitary Sewers	11,223.82	8,326.56	10,900.00	10,900.00	13,081.00
100.55.25.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	50,114.00	47,455.00	52,974.00	50,527.00	54,192.00
100.55.25.550.05	Maintenance & Repairs - Other Department Equipment	1,366.35	1,936.44	5,988.00	5,900.00	6,537.00
100.55.25.550.10	Maintenance & Repairs - Other Radios	196.98	0.00	0.00	0.00	0.00

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100.55.25.555.30	Capital Equipment Capital Replacement	0.00	0.00	18,301.00	5,000.00	18,301.00
100.55.25.555.40	Capital Equipment Technology	0.00	0.00	750.00	0.00	750.00
100.55.25.555.50	Capital Equipment Buildings	0.00	0.00	1,800.00	0.00	1,800.00
100.55.25.560.40	Capital Projects Improvements Other Than Building	90,343.11	93,412.15	200,000.00	200,000.00	200,000.00
Division Total: 25 - Drainage		\$420,499.46	\$427,631.00	\$597,742.00	\$587,912.00	\$624,072.00
Department Total: 55 - Public Works		\$6,179,355.14	\$6,042,130.70	\$7,879,313.00	\$7,059,216.00	\$7,912,395.00
Department: 60 - Engineering						
100.60.500.05	Personal Services Salaries - Full Time	428,005.88	415,208.38	480,673.00	497,436.00	885,758.00
100.60.500.10	Personal Services Salaries - Part Time	12,881.00	721.94	15,000.00	7,065.00	15,000.00
100.60.500.35	Personal Services Salaries - Overtime	348.39	0.00	1,000.00	1,000.00	1,000.00
100.60.500.40	Personal Services Salaries - Longevity	600.00	0.00	0.00	0.00	0.00
100.60.505.05	Personal Benefits Group & Medical Life	50,868.80	55,471.08	80,429.00	80,429.00	116,919.00
100.60.505.10	Personal Benefits Professional Training	3,460.43	2,887.18	11,000.00	11,000.00	12,000.00
100.60.505.15	Personal Benefits Dues & Memberships	251.35	165.80	1,700.00	1,600.00	1,950.00
100.60.505.20	Personal Benefits Clothing Allowance	3,000.00	2,945.00	3,200.00	3,600.00	4,950.00
100.60.505.35	Personal Benefits Safety Equipment	24.99	0.00	300.00	307.00	500.00
100.60.505.75	Personal Benefits Employer's Contribution - FICA	26,562.01	24,555.31	30,794.00	31,564.00	57,160.00
100.60.505.80	Personal Benefits Employer's Contribution - IMRF	38,234.45	37,213.91	48,601.00	50,655.00	92,054.00
100.60.505.85	Personal Benefits Employer's Contribution Medicare	6,212.12	5,864.22	7,203.00	7,381.00	13,369.00
100.60.510.04	Operating Expenses Travel	10,908.53	2,415.33	7,100.00	7,100.00	12,000.00
100.60.510.06	Operating Expenses Per Diem Allowance	518.03	103.01	800.00	800.00	2,350.00
100.60.510.14	Operating Expenses Subscriptions & Publications	0.00	375.00	200.00	100.00	300.00
100.60.510.16	Operating Expenses Printing	2,267.17	0.00	1,200.00	100.00	1,200.00
100.60.510.21	Operating Expenses IT Internal Svc Contribution	40,795.00	51,606.00	61,542.00	61,024.00	85,785.00
100.60.510.40	Operating Expenses Supplies - Office	2,303.84	3,086.76	3,200.00	3,200.00	3,360.00
100.60.510.50	Operating Expenses Supplies - All Other	1,719.61	1,510.92	3,500.00	3,500.00	3,675.00
100.60.510.55	Operating Expenses Operating Equip - Department	531.13	0.00	1,300.00	4,585.00	5,000.00
100.60.515.05	Insurance Premium	19,696.00	21,978.00	24,445.00	24,407.00	26,011.00
100.60.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	23,817.00	32,455.00	36,895.00	35,129.00	37,450.00
100.60.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	17,782.00	16,838.00	18,797.00	17,929.00	19,229.00
100.60.550.05	Maintenance & Repairs - Other Department Equipment	1,100.00	0.00	0.00	0.00	0.00
100.60.555.30	Capital Equipment Capital Replacement	0.00	0.00	3,800.00	1,500.00	3,800.00
100.60.555.40	Capital Equipment Technology	0.00	0.00	3,000.00	0.00	3,000.00
100.60.555.50	Capital Equipment Buildings	0.00	0.00	4,475.00	0.00	4,475.00
100.60.580.10	All Other Expense Consultant Fees	32,594.13	317,821.10	60,000.00	260,000.00	60,000.00
Department Total: 60 - Engineering		\$724,481.86	\$993,221.94	\$910,154.00	\$1,111,411.00	\$1,468,295.00
Department: 67 - Non-Departmental						
100.67.580.07	All Other Expense Sales Tax Rebates/Incentives	3,596,858.56	3,279,757.25	3,276,300.00	3,100,000.00	3,600,000.00
Department Total: 67 - Non-Departmental		\$3,596,858.56	\$3,279,757.25	\$3,276,300.00	\$3,100,000.00	\$3,600,000.00
Department: 70 - Transfer Non-Operating						
Division: 40 - General Government						
100.70.40.570.01	Operating Transfers From Assigned Reserves-Veh/Equip	2,740,977.88	843,875.61	2,264,617.00	1,977,755.00	3,268,400.00
100.70.40.570.02	Operating Transfers Fr Assigned Reserves-Facilities	597,764.99	13,877,716.94	1,999,633.00	562,453.00	2,868,833.00
100.70.40.570.03	Operating Transfers Fr Assigned Reserves-Infrastruct	0.00	0.00	2,970,000.00	2,970,000.00	0.00
100.70.40.570.20	Operating Transfers Debt Service Fund	700,000.00	703,000.00	1,196,623.00	1,196,623.00	1,991,500.00
100.70.40.570.25	Operating Transfers Retiree Health Savings Fund	221,131.30	159,376.61	0.00	200,000.00	0.00
100.70.40.570.50	Operating Transfers Motor Fuel Tax Fund	500,000.00	0.00	0.00	0.00	0.00
100.70.40.570.85	Operating Transfers Metra Parking Lot Fund	146,000.00	143,968.13	160,000.00	0.00	35,000.00
100.70.40.580.05	All Other Expense All Other Expenses	5,000.00	0.00	200,000.00	50,000.00	200,000.00
Division Total: 40 - General Government		\$4,910,874.17	\$15,727,937.29	\$8,790,873.00	\$6,956,831.00	\$8,363,733.00
Division: 50 - Public Works						
100.70.50.570.30	Operating Transfers Capital Projects Fund	1,113,675.31	4,521,746.07	980,000.00	980,000.00	980,000.00
Division Total: 50 - Public Works		\$1,113,675.31	\$4,521,746.07	\$980,000.00	\$980,000.00	\$980,000.00
Department Total: 70 - Transfer Non-Operating		\$6,024,549.48	\$20,249,683.36	\$9,770,873.00	\$7,936,831.00	\$9,343,733.00
EXPENSES Total		\$54,496,588.84	\$69,754,793.72	\$64,198,280.00	\$59,197,168.00	\$66,692,354.00
Fund EXPENSE Total: 100 - General Fund		\$54,496,588.84	\$69,754,793.72	\$64,198,280.00	\$59,197,168.00	\$66,692,354.00
Fund: 120 - Metra Parking Lot Fund						
EXPENSES						
Department: 81 - Metra Parking						
120.81.510.10	Operating Expenses Maintenance Contracts	7,983.00	6,818.00	8,120.00	7,000.00	8,120.00
120.81.510.50	Operating Expenses Supplies - All Other	20.99	0.00	650.00	0.00	0.00
120.81.510.83	Operating Expenses Credit Card Fees	11,000.30	12,197.85	9,500.00	10,000.00	10,000.00
120.81.510.92	Operating Expenses Lease Payments	141,695.00	146,220.10	0.00	0.00	45,000.00
120.81.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	52,564.00	47,119.00	53,688.00	51,118.00	54,496.00
120.81.535.25	Maintenance & Repairs - Facilities Parking Lots	0.00	0.00	2,500.00	0.00	2,500.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
120.81.580.05	All Other Expense All Other Expenses	7,084.75	0.00	146,500.00	0.00	0.00
Department Total: 81 - Metra Parking		\$220,348.04	\$212,354.95	\$220,958.00	\$68,118.00	\$120,116.00
EXPENSES Total		\$220,348.04	\$212,354.95	\$220,958.00	\$68,118.00	\$120,116.00
Fund EXPENSE Total: 120 - Metra Parking Lot Fund		\$220,348.04	\$212,354.95	\$220,958.00	\$68,118.00	\$120,116.00
Fund: 125 - Lake Cook Rd TIF Fund						
EXPENSES						
Department: 50 - Community Development						
125.50.580.09	All Other Expense Revenue Sharing Agreements	0.00	0.00	0.00	697,094.00	1,303,970.00
125.50.580.10	All Other Expense Consultant Fees	6,000.00	14,081.25	0.00	80,000.00	150,000.00
Department Total: 50 - Community Development		\$6,000.00	\$14,081.25	\$0.00	\$777,094.00	\$1,453,970.00
EXPENSES Total		\$6,000.00	\$14,081.25	\$0.00	\$777,094.00	\$1,453,970.00
Fund EXPENSE Total: 125 - Lake Cook Rd TIF Fund		\$6,000.00	\$14,081.25	\$0.00	\$777,094.00	\$1,453,970.00
Fund: 126 - Dundee Rd TIF Fund						
EXPENSES						
Department: 50 - Community Development						
126.50.580.10	All Other Expense Consultant Fees	84,371.65	4,071.25	0.00	0.00	0.00
Department Total: 50 - Community Development		\$84,371.65	\$4,071.25	\$0.00	\$0.00	\$0.00
EXPENSES Total		\$84,371.65	\$4,071.25	\$0.00	\$0.00	\$0.00
Fund EXPENSE Total: 126 - Dundee Rd TIF Fund		\$84,371.65	\$4,071.25	\$0.00	\$0.00	\$0.00
Fund: 130 - Motor Fuel Tax Fund						
EXPENSES						
Department: 75 - Capital Improvement						
130.75.570.10	Operating Transfers Corporate Fund	133,675.31	0.00	0.00	0.00	0.00
130.75.570.15	Operating Transfers Capital Projects Streets	1,142,949.62	811,603.36	1,048,215.00	889,541.00	1,225,000.00
130.75.570.20	Operating Transfers Debt Service Fund	875,000.00	875,000.00	875,000.00	875,000.00	875,000.00
Department Total: 75 - Capital Improvement		\$2,151,624.93	\$1,686,603.36	\$1,923,215.00	\$1,764,541.00	\$2,100,000.00
EXPENSES Total		\$2,151,624.93	\$1,686,603.36	\$1,923,215.00	\$1,764,541.00	\$2,100,000.00
Fund EXPENSE Total: 130 - Motor Fuel Tax Fund		\$2,151,624.93	\$1,686,603.36	\$1,923,215.00	\$1,764,541.00	\$2,100,000.00
Fund: 135 - Local Motor Fuel Tax Fund						
EXPENSES						
Department: 75 - Capital Improvement						
135.75.570.20	Operating Transfers Debt Service Fund	416,492.00	460,000.00	246,950.00	362,677.00	554,775.00
135.75.570.30	Operating Transfers Capital Projects Fund	0.00	166,255.40	0.00	0.00	0.00
Department Total: 75 - Capital Improvement		\$416,492.00	\$626,255.40	\$246,950.00	\$362,677.00	\$554,775.00
EXPENSES Total		\$416,492.00	\$626,255.40	\$246,950.00	\$362,677.00	\$554,775.00
Fund EXPENSE Total: 135 - Local Motor Fuel Tax Fund		\$416,492.00	\$626,255.40	\$246,950.00	\$362,677.00	\$554,775.00
Fund: 140 - Debt Service Fund						
EXPENSES						
Department: 85 - Debt						
140.85.565.10	Debt Service Principal	2,591,265.00	2,611,366.00	2,646,180.00	2,646,180.00	3,200,000.00
140.85.565.20	Debt Service Interest	2,160,411.99	1,796,114.70	2,287,552.00	2,542,680.00	2,738,944.00
140.85.565.30	Debt Service Paying Agent Fees	2,681.25	2,225.00	3,000.00	3,000.00	3,000.00
140.85.570.15	Operating Transfers Capital Projects Streets	25,358.54	0.00	0.00	0.00	0.00
Department Total: 85 - Debt		\$4,779,716.78	\$4,409,705.70	\$4,936,732.00	\$5,191,860.00	\$5,941,944.00
EXPENSES Total		\$4,779,716.78	\$4,409,705.70	\$4,936,732.00	\$5,191,860.00	\$5,941,944.00
Fund EXPENSE Total: 140 - Debt Service Fund		\$4,779,716.78	\$4,409,705.70	\$4,936,732.00	\$5,191,860.00	\$5,941,944.00
Fund: 150 - Capital Projects Facilities Fund						
EXPENSES						
Department: 75 - Capital Improvement						
150.75.560.30	Capital Projects Buildings & Structures	7,073,739.49	14,614,588.26	13,440,033.00	6,840,453.00	8,305,233.00
150.75.560.40	Capital Projects Improvements Other Than Building	(750.00)	6,850.00	120,000.00	0.00	140,000.00
150.75.565.40	Debt Service Bond Issue Costs	0.00	0.00	0.00	263,144.00	0.00
Department Total: 75 - Capital Improvement		\$7,072,989.49	\$14,621,438.26	\$13,560,033.00	\$7,103,597.00	\$8,445,233.00
EXPENSES Total		\$7,072,989.49	\$14,621,438.26	\$13,560,033.00	\$7,103,597.00	\$8,445,233.00
Fund EXPENSE Total: 150 - Capital Projects Facilities Fund		\$7,072,989.49	\$14,621,438.26	\$13,560,033.00	\$7,103,597.00	\$8,445,233.00
Fund: 155 - Capital Projects Vehicles/Equip						
EXPENSES						
Department: 75 - Capital Improvement						
155.75.555.10	Capital Equipment Office and Other Equipment	0.00	117,670.08	453,000.00	207,135.00	920,000.00
155.75.555.20	Capital Equipment Automobiles & Trucks	2,357,831.79	749,422.72	1,591,000.00	1,591,000.00	2,167,000.00
155.75.560.50	Capital Projects Technology	1,014,709.97	232,429.94	535,617.00	179,620.00	496,400.00
155.75.580.05	All Other Expense All Other Expenses	53,320.00	0.00	0.00	0.00	0.00
Department Total: 75 - Capital Improvement		\$3,425,861.76	\$1,099,522.74	\$2,579,617.00	\$1,977,755.00	\$3,583,400.00
EXPENSES Total		\$3,425,861.76	\$1,099,522.74	\$2,579,617.00	\$1,977,755.00	\$3,583,400.00
Fund EXPENSE Total: 155 - Capital Projects Vehicles/Equip		\$3,425,861.76	\$1,099,522.74	\$2,579,617.00	\$1,977,755.00	\$3,583,400.00
Fund: 160 - Capital Projects Streets Fund						
EXPENSES						
Department: 75 - Capital Improvement						

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
160.75.560.20	Capital Projects Streets & Highways	2,418,600.75	5,719,149.17	26,350,094.00	16,786,371.00	5,390,000.00
160.75.560.25	Capital Projects Debt Issuance Closing Costs	0.00	0.00	0.00	114,115.00	0.00
160.75.570.20	Operating Transfers Debt Service Fund	342.20	0.00	0.00	0.00	0.00
Department Total: 75 - Capital Improvement		\$2,418,942.95	\$5,719,149.17	\$26,350,094.00	\$16,900,486.00	\$5,390,000.00
EXPENSES Total		\$2,418,942.95	\$5,719,149.17	\$26,350,094.00	\$16,900,486.00	\$5,390,000.00
Fund EXPENSE	Total: 160 - Capital Projects Streets Fund	\$2,418,942.95	\$5,719,149.17	\$26,350,094.00	\$16,900,486.00	\$5,390,000.00
Fund: 170 - Water & Sewer Fund						
EXPENSES						
Department: 55 - Public Works						
Division: 35 - Water						
170.55.35.500.05	Personal Services Salaries - Full Time	670,667.40	794,018.08	742,308.00	757,145.00	777,730.00
170.55.35.500.10	Personal Services Salaries - Part Time	24,873.30	(2,197.08)	0.00	0.00	18,000.00
170.55.35.500.35	Personal Services Salaries - Overtime	92,792.82	131,324.14	100,000.00	144,793.00	125,000.00
170.55.35.500.40	Personal Services Salaries - Longevity	2,800.00	2,800.00	3,000.00	3,000.00	3,000.00
170.55.35.505.05	Personal Benefits Group & Medical Life	106,423.11	154,343.56	145,552.00	145,552.00	161,673.00
170.55.35.505.10	Personal Benefits Professional Training	5,497.00	6,062.44	8,000.00	8,000.00	8,000.00
170.55.35.505.15	Personal Benefits Dues & Memberships	2,155.60	485.46	1,200.00	1,200.00	1,308.00
170.55.35.505.20	Personal Benefits Clothing Allowance	6,206.73	6,930.00	6,400.00	7,170.00	6,600.00
170.55.35.505.35	Personal Benefits Safety Equipment	6,490.06	886.75	4,500.00	4,500.00	4,500.00
170.55.35.505.75	Personal Benefits Employer's Contribution - FICA	48,459.68	55,619.26	52,409.00	56,550.00	57,271.00
170.55.35.505.80	Personal Benefits Employer's Contribution - IMRF	73,259.92	85,633.61	85,292.00	92,031.00	91,932.00
170.55.35.505.85	Personal Benefits Employer's Contribution Medicare	11,333.38	13,007.16	12,257.00	13,225.00	13,394.00
170.55.35.510	Operating Expenses	28,377.33	22,975.00	0.00	0.00	0.00
170.55.35.510.04	Operating Expenses Travel	3,292.05	6,117.92	5,400.00	5,400.00	5,600.00
170.55.35.510.06	Operating Expenses Per Diem Allowance	476.90	366.90	1,900.00	1,900.00	2,000.00
170.55.35.510.10	Operating Expenses Maintenance Contracts	87,938.43	81,093.45	5,500.00	40,000.00	5,995.00
170.55.35.510.12	Operating Expenses Equipment Rental	8,740.74	155.00	500.00	250.00	500.00
170.55.35.510.14	Operating Expenses Subscriptions & Publications	0.00	207.50	400.00	400.00	436.00
170.55.35.510.16	Operating Expenses Printing	0.00	7,577.00	1,500.00	1,500.00	1,635.00
170.55.35.510.21	Operating Expenses IT Internal Svc Contribution	164,498.00	199,781.00	237,257.00	235,263.00	239,003.00
170.55.35.510.40	Operating Expenses Supplies - Office	1,426.28	503.49	700.00	700.00	700.00
170.55.35.510.50	Operating Expenses Supplies - All Other	5,749.91	5,550.03	7,000.00	7,000.00	7,000.00
170.55.35.510.55	Operating Expenses Operating Equip - Department	16,383.35	7,778.60	16,000.00	16,000.00	16,000.00
170.55.35.510.83	Operating Expenses Credit Card Fees	1,774.67	4,981.01	10,000.00	5,500.00	10,000.00
170.55.35.510.84	Operating Expenses Bank Fees	0.00	230.00	0.00	0.00	0.00
170.55.35.510.90	Operating Expenses Northwest Water Commission	2,020,364.00	2,097,360.00	2,300,026.00	2,399,217.00	2,620,000.00
170.55.35.515.05	Insurance Premium	76,610.00	85,484.00	95,233.00	95,085.00	101,333.00
170.55.35.515.15	Insurance Deductible - Worker's Comp	0.00	2,477.03	3,590.00	1,500.00	3,590.00
170.55.35.515.20	Insurance Deductible - Non Wrker's Co	0.00	1,000.00	0.00	0.00	0.00
170.55.35.530.15	Commodities Electricity - Water & Sewer	191,296.32	266,149.26	210,000.00	220,000.00	225,000.00
170.55.35.530.20	Commodities Gas - Facilities	9,947.94	2,385.64	4,000.00	4,000.00	4,000.00
170.55.35.530.45	Commodities Chemicals and Fertilizers	4,315.05	9,201.50	5,500.00	5,500.00	6,000.00
170.55.35.530.50	Commodities Small Equipment Tools & Hardware	1,642.57	2,514.28	2,160.00	2,100.00	2,300.00
170.55.35.530.60	Commodities Water Sample Analysis	19,636.56	17,246.71	37,000.00	37,000.00	45,000.00
170.55.35.530.65	Commodities Water Meter Purchases	68,463.17	47,454.26	25,000.00	25,000.00	27,500.00
170.55.35.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	182,739.00	191,409.00	267,249.00	301,078.00	317,892.00
170.55.35.535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	0.00	0.00	40,000.00	40,000.00	44,000.00
170.55.35.540.05	Maintenance & Repairs - Water & Sewer Well Equipment	144.04	3,232.58	10,000.00	10,000.00	10,000.00
170.55.35.540.10	Maintenance & Repairs - Water & Sewer Pumping Stations	107,561.44	215,618.46	150,000.00	150,000.00	150,000.00
170.55.35.540.15	Maintenance & Repairs - Water & Sewer Watermains & Services	51,738.05	50,917.97	35,000.00	35,000.00	40,000.00
170.55.35.540.20	Maintenance & Repairs - Water & Sewer Reservoirs	474.85	0.00	2,000.00	2,000.00	2,500.00
170.55.35.540.25	Maintenance & Repairs - Water & Sewer Water Meters	15,195.25	149,266.15	180,000.00	180,000.00	180,000.00
170.55.35.540.30	Maintenance & Repairs - Water & Sewer Hydrants & Valves	24,100.44	14,375.96	25,000.00	25,000.00	27,000.00
170.55.35.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	173,090.00	163,899.00	182,964.00	174,511.00	187,171.00
170.55.35.545.15	Maintenance & Repairs - Vehicles Automotive Parts	0.00	2,363.64	0.00	0.00	0.00
170.55.35.545.30	Maintenance & Repairs - Vehicles Garage Overhead	346.99	0.00	0.00	0.00	0.00
170.55.35.550.05	Maintenance & Repairs - Other Department Equipment	43,264.06	76,550.15	71,000.00	71,000.00	75,000.00
170.55.35.555.20	Capital Equipment Automobiles & Trucks	0.00	0.00	64,000.00	64,000.00	281,500.00
170.55.35.560.60	Capital Projects Water System	3,337.50	3,700.00	6,642,000.00	5,309,245.00	8,050,000.00
170.55.35.565.10	Debt Service Principal	0.00	0.00	697,495.00	697,495.00	768,553.00
170.55.35.565.16	Debt Service Principal - SBITA	10,339.00	0.00	0.00	0.00	0.00
170.55.35.565.20	Debt Service Interest	111,232.50	97,306.07	81,878.00	81,878.00	64,845.00
170.55.35.570.10	Operating Transfers Corporate Fund	780,000.00	830,000.00	854,900.00	854,900.00	884,800.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
170.55.35.570.20	Operating Transfers Debt Service Fund	2,224,912.00	1,862,212.00	2,104,891.00	2,104,891.00	1,765,000.00
170.55.35.580.05	All Other Expense All Other Expenses	68,113.39	67,150.00	79,661.00	69,150.00	75,000.00
170.55.35.580.72	All Other Expense OPEB Expense	77,030.00	146,109.00	0.00	0.00	0.00
170.55.35.581	IMRF Expenditure	163,754.00	(192,136.00)	0.00	0.00	0.00
170.55.35.800	Depreciation	1,705,597.95	1,925,800.10	0.00	0.00	0.00
Division Total: 35 - Water		\$9,504,862.73	\$9,725,277.04	\$15,617,622.00	\$14,506,629.00	\$17,515,261.00
Division: 36 - Sewer						
170.55.36.500.05	Personal Services Salaries - Full Time	303,665.67	337,819.83	414,522.00	307,817.00	495,768.00
170.55.36.500.10	Personal Services Salaries - Part Time	23,128.41	(2,400.71)	0.00	0.00	0.00
170.55.36.500.35	Personal Services Salaries - Overtime	30,550.65	24,518.05	30,000.00	35,525.00	35,000.00
170.55.36.500.40	Personal Services Salaries - Longevity	2,100.00	1,000.00	1,000.00	1,000.00	1,000.00
170.55.36.505.05	Personal Benefits Group & Medical Life	81,250.89	73,848.58	91,922.00	91,922.00	101,229.00
170.55.36.505.10	Personal Benefits Professional Training	2,407.00	4,514.42	6,100.00	6,100.00	6,649.00
170.55.36.505.15	Personal Benefits Dues & Memberships	0.00	0.00	1,700.00	1,635.00	1,700.00
170.55.36.505.20	Personal Benefits Clothing Allowance	3,663.46	3,080.00	4,000.00	4,000.00	4,125.00
170.55.36.505.35	Personal Benefits Safety Equipment	2,814.83	1,877.60	2,400.00	2,250.00	2,616.00
170.55.36.505.75	Personal Benefits Employer's Contribution - FICA	21,273.69	21,564.98	27,374.00	21,508.00	32,970.00
170.55.36.505.80	Personal Benefits Employer's Contribution - IMRF	33,712.04	35,553.79	44,549.00	35,003.00	53,974.00
170.55.36.505.85	Personal Benefits Employer's Contribution Medicare	4,975.55	5,042.56	6,403.00	5,030.00	7,711.00
170.55.36.510.04	Operating Expenses Travel	1,188.32	708.10	0.00	695.00	0.00
170.55.36.510.06	Operating Expenses Per Diem Allowance	78.23	0.00	0.00	0.00	0.00
170.55.36.510.10	Operating Expenses Maintenance Contracts	5,441.99	18,917.33	26,000.00	5,100.00	20,000.00
170.55.36.510.12	Operating Expenses Equipment Rental	5,430.00	0.00	350.00	350.00	350.00
170.55.36.510.14	Operating Expenses Subscriptions & Publications	0.00	0.00	100.00	0.00	100.00
170.55.36.510.21	Operating Expenses IT Internal Svc Contribution	51,654.00	59,538.00	68,524.00	67,951.00	92,066.00
170.55.36.510.40	Operating Expenses Supplies - Office	264.65	309.85	545.00	545.00	600.00
170.55.36.510.50	Operating Expenses Supplies - All Other	8,144.01	5,868.69	7,249.00	7,200.00	7,900.00
170.55.36.510.55	Operating Expenses Operating Equip - Department	2,910.54	9,480.96	47,500.00	16,700.00	17,000.00
170.55.36.515.05	Insurance Premium	51,760.00	57,756.00	64,367.00	64,267.00	68,490.00
170.55.36.515.10	Insurance Unemployment Insurance	8,670.00	0.00	0.00	0.00	0.00
170.55.36.515.15	Insurance Deductible - Worker's Comp	1,252.40	4,095.32	1,500.00	1,500.00	1,500.00
170.55.36.530.15	Commodities Electricity - Water & Sewer	37,167.43	51,818.38	55,000.00	55,000.00	55,000.00
170.55.36.530.50	Commodities Small Equipment Tools & Hardware	1,308.52	1,521.14	1,853.00	1,800.00	1,853.00
170.55.36.530.70	Commodities Lake County Tap-On Fees	1,946,437.96	46,826.50	100,000.00	100,000.00	100,000.00
170.55.36.530.75	Commodities Lake County Sanitary Sewer Fees	3,533,034.96	3,642,874.12	3,822,000.00	3,742,000.00	3,888,000.00
170.55.36.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	153,787.00	151,719.00	175,464.00	167,066.00	178,105.00
170.55.36.535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	0.00	0.00	10,000.00	0.00	0.00
170.55.36.540.35	Maintenance & Repairs - Water & Sewer Storm and Sanitary Sewers	208,482.74	7,299.53	17,167.00	17,000.00	23,000.00
170.55.36.540.40	Maintenance & Repairs - Water & Sewer Lift Stations	10,400.48	45,801.52	46,440.00	46,400.00	50,000.00
170.55.36.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	62,085.00	58,790.00	65,628.00	62,596.00	67,137.00
170.55.36.550.05	Maintenance & Repairs - Other Department Equipment	2,559.58	3,503.15	9,687.00	9,500.00	10,558.00
170.55.36.555.10	Capital Equipment Office and Other Equipment	9,932.37	0.00	0.00	0.00	0.00
170.55.36.555.20	Capital Equipment Automobiles & Trucks	0.00	0.00	117,000.00	0.00	320,000.00
170.55.36.560.70	Capital Projects Sewer System	87,488.93	12,603.25	3,090,000.00	405,620.00	895,000.00
170.55.36.565.20	Debt Service Interest	0.00	9,888.00	0.00	0.00	0.00
170.55.36.580.05	All Other Expense All Other Expenses	(1,616.60)	6,510.11	7,500.00	7,500.00	7,500.00
Division Total: 36 - Sewer		\$6,697,404.70	\$4,702,248.05	\$8,363,844.00	\$5,290,580.00	\$6,546,901.00
Department Total: 55 - Public Works		\$16,202,267.43	\$14,427,525.09	\$23,981,466.00	\$19,797,209.00	\$24,062,162.00
EXPENSES Total		\$16,202,267.43	\$14,427,525.09	\$23,981,466.00	\$19,797,209.00	\$24,062,162.00
Fund EXPENSE Total: 170 - Water & Sewer Fund		\$16,202,267.43	\$14,427,525.09	\$23,981,466.00	\$19,797,209.00	\$24,062,162.00

Fund: 180 - Buffalo Grove Golf Fund

EXPENSES

Department: 84 - Golf

180.84.500.05	Personal Services Salaries - Full Time	176,720.09	195,641.08	190,899.00	200,805.00	263,324.00
180.84.500.10	Personal Services Salaries - Part Time	37,498.85	43,141.08	44,024.00	46,953.00	0.00
180.84.500.15	Personal Services Salaries - Seasonal	125,138.61	131,340.41	130,000.00	133,000.00	132,190.00
180.84.500.35	Personal Services Salaries - Overtime	0.00	352.56	0.00	0.00	0.00
180.84.500.40	Personal Services Salaries - Longevity	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
180.84.505.05	Personal Benefits Group & Medical Life	25,818.88	24,434.15	24,881.00	24,881.00	39,556.00
180.84.505.15	Personal Benefits Dues & Memberships	987.00	1,169.00	1,514.00	1,169.00	1,514.00
180.84.505.75	Personal Benefits Employer's Contribution - FICA	20,895.01	22,489.49	21,268.00	23,700.00	24,615.00
180.84.505.80	Personal Benefits Employer's Contribution - IMRF	20,458.94	22,601.28	23,855.00	25,150.00	26,879.00
180.84.505.85	Personal Benefits Employer's Contribution Medicare	4,886.37	5,260.50	4,974.00	5,542.00	6,149.00
180.84.510.10	Operating Expenses Maintenance Contracts	429,562.73	434,811.10	438,774.00	438,774.00	447,472.00
180.84.510.16	Operating Expenses Printing	1,546.50	1,732.61	1,700.00	2,000.00	2,000.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
180.84.510.21	Operating Expenses IT Internal Svc Contribution	15,793.00	18,323.00	20,761.00	20,586.00	23,542.00
180.84.510.40	Operating Expenses Supplies - Office	1,961.98	1,064.93	2,500.00	2,000.00	2,500.00
180.84.510.49	Operating Expenses Supplies - Golf Course	7,433.96	10,314.95	10,000.00	10,000.00	10,000.00
180.84.510.70	Operating Expenses Merchandise Purchases	54,196.86	66,635.89	55,000.00	60,000.00	60,000.00
180.84.510.73	Operating Expenses Golf Cart Rental	420.64	1,848.20	63,301.00	63,301.00	63,301.00
180.84.510.76	Operating Expenses Driving Range	4,809.02	6,093.94	5,000.00	6,000.00	5,500.00
180.84.510.79	Operating Expenses Advertising & Promotions	3,126.94	1,730.00	3,000.00	2,000.00	2,500.00
180.84.510.83	Operating Expenses Credit Card Fees	39,986.56	44,428.80	45,000.00	40,000.00	45,000.00
180.84.510.85	Operating Expenses State Sales Tax	6,807.00	7,279.00	7,000.00	32,000.00	35,000.00
180.84.515.05	Insurance Premium	16,834.00	18,784.00	20,889.00	20,857.00	22,227.00
180.84.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	134,693.00	120,828.00	137,576.00	130,992.00	139,647.00
180.84.535.20	Maintenance & Repairs - Facilities Buildings & Facilities	430.03	0.00	400.00	350.00	400.00
180.84.535.35	Maintenance & Repairs - Facilities Golf Course	11,940.29	10,091.89	7,500.00	8,500.00	8,500.00
180.84.535.40	Maintenance & Repairs - Facilities Irrigation System	13,345.13	13,039.17	14,000.00	14,000.00	14,000.00
180.84.545.05	Maintenance & Repairs - Vehicles Gasoline	10,326.68	8,479.74	8,500.00	8,500.00	8,500.00
180.84.560.30	Capital Projects Buildings & Structures	9,295.00	8,140.00	0.00	13,270.00	0.00
180.84.560.80	Capital Projects Golf Course	25,069.15	25,757.00	169,000.00	25,000.00	169,000.00
180.84.565.25	Debt Service Interest on Equipment Rental	11,627.00	8,425.00	0.00	0.00	0.00
180.84.580.05	All Other Expense All Other Expenses	7,143.70	0.00	0.00	0.00	0.00
180.84.580.72	All Other Expense OPEB Expense	9,293.00	(4,010.00)	0.00	0.00	0.00
180.84.581	IMRF Expenditure	28,549.00	(37,125.00)	0.00	0.00	0.00
180.84.800	Depreciation	110,451.20	45,945.42	0.00	0.00	0.00
180.84.800.05	Depreciation Golf Cart Lease	0.00	56,786.00	0.00	0.00	0.00
Department Total: 84 - Golf		\$1,368,546.12	\$1,317,333.19	\$1,452,816.00	\$1,360,830.00	\$1,554,816.00
EXPENSES Total		\$1,368,546.12	\$1,317,333.19	\$1,452,816.00	\$1,360,830.00	\$1,554,816.00
Fund EXPENSE	Total: 180 - Buffalo Grove Golf Fund	\$1,368,546.12	\$1,317,333.19	\$1,452,816.00	\$1,360,830.00	\$1,554,816.00

Fund: 190 - Arboretum Golf Fund

EXPENSES

Department: 84 - Golf

190.84.500.05	Personal Services Salaries - Full Time	71,467.31	83,343.68	78,729.00	83,332.00	83,585.00
190.84.500.10	Personal Services Salaries - Part Time	41,060.18	47,292.94	46,445.00	19,541.00	62,204.00
190.84.500.15	Personal Services Salaries - Seasonal	135,593.06	168,534.48	125,000.00	160,000.00	152,992.00
190.84.500.40	Personal Services Salaries - Longevity	500.00	500.00	500.00	500.00	500.00
190.84.505.05	Personal Benefits Group & Medical Life	8,567.72	7,194.27	7,110.00	7,110.00	9,889.00
190.84.505.15	Personal Benefits Dues & Memberships	737.00	764.00	770.00	770.00	770.00
190.84.505.75	Personal Benefits Employer's Contribution - FICA	15,335.87	18,259.07	14,114.00	16,329.00	18,556.00
190.84.505.80	Personal Benefits Employer's Contribution - IMRF	10,852.98	12,598.62	12,680.00	10,430.00	14,849.00
190.84.505.85	Personal Benefits Employer's Contribution Medicare	3,587.16	4,269.53	3,301.00	3,818.00	4,339.00
190.84.510	Operating Expenses	0.00	248.75	0.00	0.00	0.00
190.84.510.10	Operating Expenses Maintenance Contracts	764,354.18	773,195.20	783,700.00	783,700.00	799,270.00
190.84.510.16	Operating Expenses Printing	1,599.46	1,578.04	1,500.00	1,200.00	1,500.00
190.84.510.21	Operating Expenses IT Internal Svc Contribution	14,970.00	18,323.00	20,761.00	20,586.00	23,542.00
190.84.510.40	Operating Expenses Supplies - Office	4,397.84	4,657.54	5,000.00	5,200.00	5,000.00
190.84.510.49	Operating Expenses Supplies - Golf Course	11,561.88	17,627.92	13,500.00	13,000.00	13,500.00
190.84.510.70	Operating Expenses Merchandise Purchases	79,133.79	92,625.44	55,000.00	80,000.00	60,000.00
190.84.510.73	Operating Expenses Golf Cart Rental	6,909.99	23,395.39	99,125.00	99,125.00	99,125.00
190.84.510.79	Operating Expenses Advertising & Promotions	16,461.76	22,298.14	21,000.00	17,000.00	21,000.00
190.84.510.83	Operating Expenses Credit Card Fees	38,294.59	41,303.33	40,000.00	38,000.00	40,000.00
190.84.510.85	Operating Expenses State Sales Tax	7,114.00	7,426.00	5,500.00	32,000.00	35,000.00
190.84.515.05	Insurance Premium	458.00	511.00	547.00	546.00	582.00
190.84.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	125,043.00	112,225.00	127,719.00	121,606.00	129,642.00
190.84.535.20	Maintenance & Repairs - Facilities Buildings & Facilities	413.14	0.00	0.00	0.00	0.00
190.84.535.35	Maintenance & Repairs - Facilities Golf Course	9,094.25	11,756.52	9,200.00	9,200.00	9,800.00
190.84.535.40	Maintenance & Repairs - Facilities Irrigation System	6,486.84	4,292.93	7,500.00	6,500.00	7,500.00
190.84.560.30	Capital Projects Buildings & Structures	11,719.00	0.00	0.00	0.00	0.00
190.84.560.80	Capital Projects Golf Course	9,175.86	96,711.87	336,000.00	100,000.00	336,000.00
190.84.565.25	Debt Service Interest on Equipment Rental	31,400.00	0.00	0.00	0.00	0.00
190.84.580.05	All Other Expense All Other Expenses	19,358.90	0.00	0.00	8,833.00	0.00
190.84.581	IMRF Expenditure	16,321.00	(19,295.00)	0.00	0.00	0.00
190.84.800	Depreciation	187,683.51	98,762.51	0.00	0.00	0.00
190.84.800.05	Depreciation Golf Cart Lease	0.00	88,921.00	0.00	0.00	0.00
Department Total: 84 - Golf		\$1,649,652.27	\$1,739,321.17	\$1,814,701.00	\$1,638,326.00	\$1,929,145.00
EXPENSES Total		\$1,649,652.27	\$1,739,321.17	\$1,814,701.00	\$1,638,326.00	\$1,929,145.00
Fund EXPENSE	Total: 190 - Arboretum Golf Fund	\$1,649,652.27	\$1,739,321.17	\$1,814,701.00	\$1,638,326.00	\$1,929,145.00

Fund: 200 - Refuse Fund

EXPENSES

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
Department: 86 - Refuse						
200.86.570.20	Operating Transfers Debt Service Fund	200,000.00	175,000.00	175,000.00	175,000.00	275,000.00
200.86.580.35	All Other Expense SWANCC User Fees	930,852.00	924,040.96	1,026,750.00	934,700.00	1,059,530.00
Department Total: 86 - Refuse		\$1,130,852.00	\$1,099,040.96	\$1,201,750.00	\$1,109,700.00	\$1,334,530.00
EXPENSES Total		\$1,130,852.00	\$1,099,040.96	\$1,201,750.00	\$1,109,700.00	\$1,334,530.00
Fund EXPENSE	Total: 200 - Refuse Fund	\$1,130,852.00	\$1,099,040.96	\$1,201,750.00	\$1,109,700.00	\$1,334,530.00
Fund: 211 - Information Technology Fund						
EXPENSES						
Department: 92 - Information Technology						
211.92.510.02	Operating Expenses Telephone	296,932.05	268,906.84	285,000.00	230,000.00	230,000.00
211.92.510.10	Operating Expenses Maintenance Contracts	1,195,572.39	933,010.34	1,183,259.00	1,140,000.00	1,292,208.00
211.92.510.11	Operating Expenses Software Maintenance Contracts	0.00	517,806.21	899,488.00	1,100,000.00	1,295,995.00
211.92.510.14	Operating Expenses Subscriptions & Publications	5,186.16	8,890.08	19,750.00	19,750.00	27,061.00
211.92.510.20	Operating Expenses Computer Services	32,185.64	138,325.93	120,795.00	100,000.00	77,500.00
211.92.510.40	Operating Expenses Supplies - Office	2,658.00	775.99	2,000.00	2,000.00	2,000.00
211.92.515.20	Insurance Deductible - Non Wrker's Co	33,616.00	38,972.00	42,100.00	42,100.00	44,205.00
211.92.550.05	Maintenance & Repairs - Other Department Equipment	5,900.95	8,082.39	17,500.00	17,500.00	17,500.00
211.92.555	Capital Equipment	179.98	0.00	0.00	0.00	0.00
211.92.555.40	Capital Equipment Technology	2,461.50	796.26	0.00	0.00	0.00
211.92.565.10	Debt Service Principal	0.00	0.00	100,475.00	0.00	0.00
211.92.565.20	Debt Service Interest	47,118.00	99,820.00	3,457.00	0.00	0.00
211.92.570.35	Operating Transfers Capital Equipment & Vehicles	0.00	497,228.00	0.00	0.00	0.00
211.92.580.05	All Other Expense All Other Expenses	0.00	0.00	250.00	250.00	0.00
211.92.800	Depreciation	67,595.00	203,026.00	0.00	0.00	0.00
Department Total: 92 - Information Technology		\$1,689,405.67	\$2,715,640.04	\$2,674,074.00	\$2,651,600.00	\$2,986,469.00
EXPENSES Total		\$1,689,405.67	\$2,715,640.04	\$2,674,074.00	\$2,651,600.00	\$2,986,469.00
Fund EXPENSE	Total: 211 - Information Technology Fund	\$1,689,405.67	\$2,715,640.04	\$2,674,074.00	\$2,651,600.00	\$2,986,469.00
Fund: 212 - Central Garage Fund						
EXPENSES						
Department: 93 - Central Garage						
212.93.500.05	Personal Services Salaries - Full Time	518,663.31	545,486.96	558,005.00	471,844.00	545,886.00
212.93.500.10	Personal Services Salaries - Part Time	406.50	0.00	0.00	0.00	0.00
212.93.500.35	Personal Services Salaries - Overtime	7,689.17	9,718.29	8,000.00	20,000.00	12,000.00
212.93.500.40	Personal Services Salaries - Longevity	2,800.00	2,800.00	3,000.00	3,000.00	3,400.00
212.93.505.05	Personal Benefits Group & Medical Life	122,242.19	128,576.01	129,502.00	129,502.00	144,151.00
212.93.505.10	Personal Benefits Professional Training	3,799.90	2,389.10	1,500.00	2,000.00	2,000.00
212.93.505.15	Personal Benefits Dues & Memberships	898.00	928.00	1,000.00	1,200.00	1,250.00
212.93.505.20	Personal Benefits Clothing Allowance	3,750.00	3,850.00	4,000.00	4,500.00	4,125.00
212.93.505.35	Personal Benefits Safety Equipment	854.14	736.01	850.00	850.00	900.00
212.93.505.75	Personal Benefits Employer's Contribution - FICA	31,824.87	33,522.88	35,278.00	31,154.00	34,800.00
212.93.505.80	Personal Benefits Employer's Contribution - IMRF	50,121.45	53,380.12	57,413.00	50,701.00	56,970.00
212.93.505.85	Personal Benefits Employer's Contribution Medicare	7,442.54	7,840.22	8,251.00	7,286.00	8,138.00
212.93.510	Operating Expenses	598.20	0.00	0.00	0.00	0.00
212.93.510.04	Operating Expenses Travel	0.00	2,381.34	5,300.00	500.00	5,300.00
212.93.510.06	Operating Expenses Per Diem Allowance	141.12	258.53	900.00	350.00	900.00
212.93.510.10	Operating Expenses Maintenance Contracts	5,940.01	1,259.74	0.00	150.00	0.00
212.93.510.14	Operating Expenses Subscriptions & Publications	0.00	0.00	200.00	200.00	200.00
212.93.510.21	Operating Expenses IT Internal Svc Contribution	26,484.00	33,261.00	55,974.00	55,504.00	63,363.00
212.93.510.40	Operating Expenses Supplies - Office	256.55	375.72	450.00	450.00	475.00
212.93.510.50	Operating Expenses Supplies - All Other	5,123.36	8,899.65	10,000.00	10,000.00	10,500.00
212.93.510.55	Operating Expenses Operating Equip - Department	7,401.57	10,216.46	18,220.00	18,220.00	20,000.00
212.93.515.05	Insurance Premium	24,964.00	27,856.00	31,047.00	31,047.00	33,036.00
212.93.515.15	Insurance Deductible - Worker's Comp	0.00	0.00	4,945.00	4,945.00	4,945.00
212.93.530.50	Commodities Small Equipment Tools & Hardware	36,375.16	14,465.16	14,000.00	14,000.00	15,000.00
212.93.545.05	Maintenance & Repairs - Vehicles Gasoline	274,166.01	275,474.46	300,000.00	300,000.00	300,000.00
212.93.545.10	Maintenance & Repairs - Vehicles Diesel Fuel	51,736.71	30,040.39	75,000.00	75,000.00	75,000.00
212.93.545.15	Maintenance & Repairs - Vehicles Automotive Parts	204,702.03	197,501.33	207,000.00	207,000.00	220,000.00
212.93.545.25	Maintenance & Repairs - Vehicles Lubricants	13,752.77	13,999.29	14,500.00	14,500.00	15,000.00
212.93.545.40	Maintenance & Repairs - Vehicles Contractual Auto Services	427,063.56	347,745.18	413,000.00	413,000.00	425,000.00
212.93.550.05	Maintenance & Repairs - Other Department Equipment	22,485.28	0.00	0.00	0.00	0.00
212.93.555.20	Capital Equipment Automobiles & Trucks	0.00	413.55	0.00	0.00	0.00
Department Total: 93 - Central Garage		\$1,851,682.40	\$1,753,375.39	\$1,957,335.00	\$1,866,903.00	\$2,002,339.00
EXPENSES Total		\$1,851,682.40	\$1,753,375.39	\$1,957,335.00	\$1,866,903.00	\$2,002,339.00
Fund EXPENSE	Total: 212 - Central Garage Fund	\$1,851,682.40	\$1,753,375.39	\$1,957,335.00	\$1,866,903.00	\$2,002,339.00
Fund: 213 - Building Maintenance Fund						

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
EXPENSES						
Department: 94 - Building Maintenance						
213.94.500.05	Personal Services Salaries - Full Time	513,569.77	536,955.08	556,362.00	458,867.00	502,917.00
213.94.500.10	Personal Services Salaries - Part Time	5,961.06	0.00	0.00	15,357.00	26,577.00
213.94.500.35	Personal Services Salaries - Overtime	8,215.80	17,320.91	9,800.00	28,000.00	14,000.00
213.94.500.40	Personal Services Salaries - Longevity	2,800.00	2,800.00	2,800.00	2,800.00	2,200.00
213.94.505.05	Personal Benefits Group & Medical Life	135,888.69	115,661.91	115,954.00	115,954.00	129,064.00
213.94.505.10	Personal Benefits Professional Training	1,097.38	1,300.00	1,000.00	1,900.00	1,500.00
213.94.505.15	Personal Benefits Dues & Memberships	150.00	0.00	650.00	650.00	650.00
213.94.505.20	Personal Benefits Clothing Allowance	3,750.00	4,086.92	4,000.00	5,000.00	4,125.00
213.94.505.35	Personal Benefits Safety Equipment	1,761.55	3,395.06	2,850.00	2,850.00	3,000.00
213.94.505.75	Personal Benefits Employer's Contribution - FICA	31,704.47	33,524.01	35,275.00	31,282.00	32,822.00
213.94.505.80	Personal Benefits Employer's Contribution - IMRF	50,600.12	53,391.52	57,408.00	49,360.00	51,035.00
213.94.505.85	Personal Benefits Employer's Contribution Medicare	7,414.83	7,840.86	8,250.00	7,316.00	7,676.00
213.94.510.04	Operating Expenses Travel	0.00	0.00	3,000.00	1,500.00	3,000.00
213.94.510.06	Operating Expenses Per Diem Allowance	(250.00)	0.00	850.00	550.00	850.00
213.94.510.10	Operating Expenses Maintenance Contracts	325,541.59	198,247.69	287,027.00	287,027.00	318,000.00
213.94.510.12	Operating Expenses Equipment Rental	0.00	2,739.31	4,000.00	3,000.00	4,000.00
213.94.510.14	Operating Expenses Subscriptions & Publications	0.00	0.00	75.00	75.00	100.00
213.94.510.20	Operating Expenses Computer Services	0.00	664.86	0.00	0.00	0.00
213.94.510.21	Operating Expenses IT Internal Svc Contribution	26,484.00	33,261.00	40,982.00	40,638.00	47,815.00
213.94.510.40	Operating Expenses Supplies - Office	688.47	361.95	530.00	530.00	550.00
213.94.510.50	Operating Expenses Supplies - All Other	94,272.29	99,203.19	92,803.00	100,000.00	108,000.00
213.94.515.05	Insurance Premium	21,300.00	23,767.00	26,503.00	26,503.00	28,201.00
213.94.515.15	Insurance Deductible - Worker's Comp	(67.00)	0.00	5,600.00	5,600.00	5,600.00
213.94.530.05	Commodities Electricity - Facilities	118,090.79	159,403.52	111,765.00	120,262.00	120,000.00
213.94.530.10	Commodities Electricity - Street Lights	114,007.57	85,440.75	72,610.00	72,610.00	75,000.00
213.94.530.20	Commodities Gas - Facilities	105,133.08	123,412.57	272,491.00	272,491.00	275,000.00
213.94.530.50	Commodities Small Equipment Tools & Hardware	5,811.01	3,951.55	4,600.00	4,600.00	5,000.00
213.94.535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	18,842.58	0.00	0.00	0.00	0.00
213.94.535.15	Maintenance & Repairs - Facilities Street Lights	185,487.95	217,682.50	276,895.00	276,895.00	308,208.00
213.94.535.20	Maintenance & Repairs - Facilities Buildings & Facilities	97,252.65	105,424.02	155,000.00	155,000.00	155,000.00
213.94.545.20	Maintenance & Repairs - Vehicles Garage Labor	0.00	0.00	0.00	458.00	0.00
213.94.550.05	Maintenance & Repairs - Other Department Equipment	420.96	1,286.87	2,900.00	2,500.00	3,000.00
213.94.570.20	Operating Transfers Debt Service Fund	0.00	0.00	0.00	142,400.00	142,400.00
213.94.580	All Other Expense	0.00	157.97	0.00	0.00	0.00
213.94.580.05	All Other Expense All Other Expenses	177,312.35	115,610.03	126,000.00	126,000.00	126,000.00
Department Total: 94 - Building Maintenance		\$2,053,241.96	\$1,946,891.05	\$2,277,980.00	\$2,357,975.00	\$2,501,290.00
EXPENSES Total		\$2,053,241.96	\$1,946,891.05	\$2,277,980.00	\$2,357,975.00	\$2,501,290.00
Fund EXPENSE	Total: 213 - Building Maintenance Fund	\$2,053,241.96	\$1,946,891.05	\$2,277,980.00	\$2,357,975.00	\$2,501,290.00
Fund: 220 - Police Pension Fund						
EXPENSES						
Department: 88 - Police Pension						
220.88.505.55	Personal Benefits Survivor Pension - Police	417,875.36	376,467.84	478,950.00	387,762.00	403,272.00
220.88.505.60	Personal Benefits Pension Payment - Police	5,508,219.47	6,029,834.28	5,974,000.00	6,451,923.00	6,710,000.00
220.88.505.65	Personal Benefits Disability Payment - Police	42,579.60	46,241.35	47,300.00	47,629.00	49,534.00
220.88.505.70	Personal Benefits Pension Refund - Police	0.00	83,331.43	0.00	0.00	0.00
220.88.580.05	All Other Expense All Other Expenses	187,530.59	445,319.07	140,000.00	458,679.00	477,025.00
220.88.580.40	All Other Expense Investment Fees	262.54	1,750.00	0.00	1,803.00	1,875.00
Department Total: 88 - Police Pension		\$6,156,467.56	\$6,982,943.97	\$6,640,250.00	\$7,347,796.00	\$7,641,706.00
EXPENSES Total		\$6,156,467.56	\$6,982,943.97	\$6,640,250.00	\$7,347,796.00	\$7,641,706.00
Fund EXPENSE	Total: 220 - Police Pension Fund	\$6,156,467.56	\$6,982,943.97	\$6,640,250.00	\$7,347,796.00	\$7,641,706.00
Fund: 230 - Fire Pension Fund						
EXPENSES						
Department: 89 - Fire Pension						
230.89.505.56	Personal Benefits Survivor Pension - Fire	279,744.00	279,744.00	312,000.00	288,136.00	299,662.00
230.89.505.61	Personal Benefits Pension Payment - Fire	4,194,082.93	4,445,696.03	4,638,400.00	4,579,067.00	4,762,230.00
230.89.505.66	Personal Benefits Disability Payment - Fire	266,306.64	270,389.64	298,500.00	278,501.00	289,641.00
230.89.580.05	All Other Expense All Other Expenses	131,722.10	200,882.45	137,100.00	206,909.00	215,186.00
230.89.580.40	All Other Expense Investment Fees	6,000.00	6,000.00	0.00	6,180.00	6,427.00
Department Total: 89 - Fire Pension		\$4,877,855.67	\$5,202,712.12	\$5,386,000.00	\$5,358,793.00	\$5,573,146.00
EXPENSES Total		\$4,877,855.67	\$5,202,712.12	\$5,386,000.00	\$5,358,793.00	\$5,573,146.00
Fund EXPENSE	Total: 230 - Fire Pension Fund	\$4,877,855.67	\$5,202,712.12	\$5,386,000.00	\$5,358,793.00	\$5,573,146.00
Fund: 250 - Retiree Health Savings Fund						
EXPENSES						
Department: 91 - Retiree Health Savings						
250.91.505.90	Personal Benefits RHS Contribution	221,131.30	159,376.61	0.00	0.00	0.00

G/L Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Estimated Amount	2026 Finance/OVM Approval
	Department Total: 91 - Retiree Health Savings	\$221,131.30	\$159,376.61	\$0.00	\$0.00	\$0.00
	EXPENSES Total	\$221,131.30	\$159,376.61	\$0.00	\$0.00	\$0.00
Fund EXPENSE	Total: 250 - Retiree Health Savings Fund	\$221,131.30	\$159,376.61	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND Totals:	\$112,274,038.82	\$135,492,135.39	\$161,402,251.00	\$136,832,428.00	\$143,867,395.00

Village of Buffalo Grove

G/L Account Number		Account Description	2025 Adopted Budget
Fund: 100 - General Fund			
REVENUES			
10 - Property Taxes			
100.400.03		Taxes - Property Police Protection - Cook County	721,285.00
100.400.04		Taxes - Property Police Protection - Lake County	2,947,510.00
100.400.07		Taxes - Property Fire Protection - Cook County	1,081,928.00
100.400.08		Taxes - Property Fire Protection - Lake County	4,421,265.00
100.400.30		Taxes - Property FICA Levy - Cook County	258,024.00
100.400.31		Taxes - Property FICA Levy - Lake County	1,032,098.00
100.400.32		Taxes - Property IMRF Levy - Cook County	100,000.00
100.400.33		Taxes - Property IMRF Levy - Lake County	400,000.00
100.400.50		Taxes - Property Police Pension - Lake County	2,757,538.00
100.400.51		Taxes - Property Police Pension - Cook County	689,384.00
100.400.60		Taxes - Property Fire Pension - Lake County	1,896,992.00
100.400.61		Taxes - Property Fire Pension - Cook County	474,248.00
Account Classification Total: 10 - Property Taxes			\$16,780,272.00
15 - Other Taxes			
100.410.05		Taxes - State Shared Local Use Tax	1,246,330.00
100.410.10		Taxes - State Shared State Income Tax	6,900,012.00
100.410.15		Taxes - State Shared Sales Tax - State	9,926,210.00
100.410.20		Taxes - State Shared Road & Bridge Tax Wheeling	25,000.00
100.410.25		Taxes - State Shared Road & Bridge Tax Vernon	128,752.00
100.410.32		Taxes - State Shared Cannabis Tax	251,551.00
100.410.40		Taxes - State Shared Video Gaming Tax	185,000.00
100.410.50		Taxes - State Shared Replacement Tax	40,000.00
100.415.05		Taxes - Local Sales Tax - Home Rule	7,361,900.00
100.415.15		Taxes - Local Real Estate Transfer Tax	990,000.00
100.415.20		Taxes - Local Hotel/Motel Tax	70,000.00
100.415.25		Taxes - Local Simplified Telecommunications Tx	650,000.00
100.415.30		Taxes - Local Prepared Food & Beverage Tax	1,000,000.00
100.415.35		Taxes - Local Electricity Use Tax	1,600,000.00
100.415.40		Taxes - Local Natural Gas Use Tax	1,100,000.00
Account Classification Total: 15 - Other Taxes			\$31,474,755.00
20 - Intergovernmental Revenue			
100.440.15		Intergovernmental Revenue - Local Reimb - District #214 Officer	116,450.00
100.440.25		Intergovernmental Revenue - Local Reimb - D.A.R.E. Officer	205,064.00
100.440.40		Intergovernmental Revenue - Local Crossing Guard Reimbursement	40,900.00
100.440.46		Intergovernmental Revenue - Local Overtime Reimb - DEA	15,500.00
100.440.50		Intergovernmental Revenue - Local Overtime Reimb - ICE	12,000.00
Account Classification Total: 20 - Intergovernmental Revenue			\$389,914.00
25 - Licenses			
100.420.05		Business Licenses Business Licenses	135,645.00
100.420.10		Business Licenses Tobacco Licenses	2,400.00
100.420.15		Business Licenses Vending Machine Licenses	5,760.00
100.420.25		Business Licenses Alarm Permits	28,635.00
100.420.50		Business Licenses All Other Licenses	11,000.00
100.425.05		Liquor Licenses Class A	43,750.00
100.425.10		Liquor Licenses Class B	29,900.00
100.425.15		Liquor Licenses Class C	32,500.00
100.425.20		Liquor Licenses Class D	18,600.00
100.425.25		Liquor Licenses Class E	9,000.00
100.425.30		Liquor Licenses Class F	2,000.00
100.425.50		Liquor Licenses Other	17,162.00
Account Classification Total: 25 - Licenses			\$336,352.00
30 - Permits			
100.420.30		Business Licenses Video Gaming Permit	75,000.00
100.435.10		Building Revenue & Fees Engineering Fees	100,000.00
100.435.15		Building Revenue & Fees Contractor Registration	85,000.00
100.435.25		Building Revenue & Fees Filing Fees	4,000.00
100.435.30		Building Revenue & Fees Annexation Fees	30,000.00
100.435.35		Building Revenue & Fees Building Inspection Fees	715,600.00
100.435.40		Building Revenue & Fees Plumbing Inspection Fees	25,000.00
100.435.45		Building Revenue & Fees Electrical Inspection Fees	35,000.00
100.435.55		Building Revenue & Fees Mechanical Inspection Fees	30,000.00
100.435.60		Building Revenue & Fees Sign Inspection Fees	5,000.00
100.435.65		Building Revenue & Fees Elevator Inspection Fees	25,000.00
100.435.70		Building Revenue & Fees Fire Suppression Inspection Fees	10,000.00
100.435.75		Building Revenue & Fees Rental Inspection Fees	153,200.00
100.435.71		Building Revenue & Fees Other Non-Business Lic & Permits	45,000.00
Account Classification Total: 30 - Permits			\$1,337,800.00
35 - Fines and Fees			
100.455.05		Fines & Fees Court Fines Cook	6,846.00
100.455.07		Fines & Fees Prison Fees Lake County	661.00
100.455.10		Fines & Fees Court Fines Lake	280,000.00
100.455.15		Fines & Fees Village Ordinance Fines	110,000.00
100.455.20		Fines & Fees Alarm Service Calls	23,700.00
100.455.25		Fines & Fees Accident Reports	5,500.00
100.455.35		Fines & Fees Ambulance Transport Fees	2,396,563.00
100.455.40		Fines & Fees Subpoena Fees	25.00
100.455.45		Fines & Fees DUI Assessments	350.00
100.455.50		Fines & Fees Impounding Fees	50,000.00
100.455.60		Fines & Fees Administrative Bail Fee	3,000.00
Account Classification Total: 35 - Fines and Fees			\$2,876,645.00
40 - Charges for Services			
100.441.30		Sales of Water Construction Water	3,000.00
Account Classification Total: 40 - Charges for Services			\$3,000.00
45 - Interest Income			
100.450.10		Investment Revenue Interest Income -Investment Pool	185,000.00
100.450.15		Investment Revenue Interest Income - Money Market	270,000.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
100.450.20	Investment Revenue Interest Income - CD's	150,000.00
100.450.25	Investment Revenue Interest Income - Securities	105,000.00
Account Classification Total: 45 - Interest Income		\$710,000.00
50 - Miscellaneous Revenue		
100.465.05	All Other Revenue Cable Franchise Fees	630,000.00
100.465.07	All Other Revenue Storm Water Management Fees	1,140,000.00
100.465.10	All Other Revenue Buffalo Grove Days	130,000.00
100.465.12	All Other Revenue Symphonic Band	2,000.00
100.465.30	All Other Revenue Farmers Market	7,000.00
100.465.44	All Other Revenue Fire Miscellaneous	10,000.00
100.465.45	All Other Revenue Police Miscellaneous	10,000.00
100.465.80	All Other Revenue Cannabis Fees	225,000.00
100.465.90	All Other Revenue Miscellaneous Income	50,000.00
Account Classification Total: 50 - Miscellaneous Revenue		\$2,204,000.00
55 - Operating Transfers		
100.460.05	Operating Transfers Interfund Transfers In	854,900.00
Account Classification Total: 55 - Operating Transfers		\$854,900.00
REVENUES Total		\$56,967,638.00
EXPENSES		
Department: 10 - Legislative		
10 - Salaries		
100.10.500.25	Personal Services Salaries - Elected Officials	33,000.00
Account Classification Total: 10 - Salaries		\$33,000.00
15 - Taxes and Benefits		
100.10.505.10	Personal Benefits Professional Training	10,000.00
100.10.505.15	Personal Benefits Dues & Memberships	42,000.00
100.10.505.75	Personal Benefits Employer's Contribution - FICA	2,046.00
100.10.505.85	Personal Benefits Employer's Contribution Medicare	479.00
Account Classification Total: 15 - Taxes and Benefits		\$54,525.00
25 - Operating Expenses		
100.10.510.04	Operating Expenses Travel	3,000.00
100.10.510.08	Operating Expenses Reception & Community Affairs	6,400.00
Account Classification Total: 25 - Operating Expenses		\$9,400.00
35 - Other Services		
100.10.525.05	Commission & Committees Blood Commission	500.00
100.10.525.20	Commission & Committees Fireworks for the Fourth	35,400.00
100.10.525.25	Commission & Committees Plan Commission	3,000.00
100.10.525.30	Commission & Committees Rick Kahan Comm Res with Disabil	6,000.00
100.10.525.50	Commission & Committees Symphonic Band	18,000.00
100.10.525.55	Commission & Committees Farmer's Market	2,500.00
Account Classification Total: 35 - Other Services		\$65,400.00
50 - Other Expenses		
100.10.580.05	All Other Expense All Other Expenses	4,900.00
100.10.580.45	All Other Expense Cable Television Programming	18,900.00
100.10.580.50	All Other Expense Senior Taxi Program	1,000.00
Account Classification Total: 50 - Other Expenses		\$24,800.00
Department Total: 10 - Legislative		\$187,125.00
Department: 15 - Office of the Village Manager		
10 - Salaries		
100.15.500.05	Personal Services Salaries - Full Time	730,062.00
100.15.500.10	Personal Services Salaries - Part Time	35,078.00
100.15.500.40	Personal Services Salaries - Longevity	1,800.00
Account Classification Total: 10 - Salaries		\$766,940.00
15 - Taxes and Benefits		
100.15.505.05	Personal Benefits Group & Medical Life	93,958.00
100.15.505.10	Personal Benefits Professional Training	10,000.00
100.15.505.15	Personal Benefits Dues & Memberships	9,500.00
100.15.505.75	Personal Benefits Employer's Contribution - FICA	32,771.00
100.15.505.80	Personal Benefits Employer's Contribution - IMRF	73,845.00
100.15.505.85	Personal Benefits Employer's Contribution Medicare	11,121.00
Account Classification Total: 15 - Taxes and Benefits		\$231,195.00
25 - Operating Expenses		
100.15.510.04	Operating Expenses Travel	5,000.00
100.15.510.08	Operating Expenses Reception & Community Affairs	3,000.00
100.15.510.14	Operating Expenses Subscriptions & Publications	3,500.00
100.15.510.16	Operating Expenses Printing	400.00
100.15.510.21	Operating Expenses IT Internal Svc Contribution	34,668.00
100.15.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	79,811.00
100.15.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	1,145.00
Account Classification Total: 25 - Operating Expenses		\$127,524.00
30 - Contractual Services		
100.15.515.05	Insurance Premium	2,041.00
Account Classification Total: 30 - Contractual Services		\$2,041.00
50 - Other Expenses		
100.15.580.05	All Other Expense All Other Expenses	2,000.00
100.15.580.10	All Other Expense Consultant Fees	27,000.00
Account Classification Total: 50 - Other Expenses		\$29,000.00
55 - Capital Outlay		
100.15.555.40	Capital Equipment Technology	1,250.00
100.15.555.50	Capital Equipment Buildings	5,730.00
Account Classification Total: 55 - Capital Outlay		\$6,980.00
Department Total: 15 - Office of the Village Manager		\$1,163,680.00
Department: 16 - Communications		
10 - Salaries		
100.16.500.05	Personal Services Salaries - Full Time	204,372.00
Account Classification Total: 10 - Salaries		\$204,372.00
15 - Taxes and Benefits		
100.16.505.05	Personal Benefits Group & Medical Life	23,114.00
100.16.505.10	Personal Benefits Professional Training	3,250.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
100.16.505.15	Personal Benefits Dues & Memberships	950.00
100.16.505.75	Personal Benefits Employer's Contribution - FICA	12,671.00
100.16.505.80	Personal Benefits Employer's Contribution - IMRF	20,621.00
100.16.505.85	Personal Benefits Employer's Contribution Medicare	2,963.00
Account Classification Total: 15 - Taxes and Benefits		\$63,569.00
25 - Operating Expenses		
100.16.510.03	Operating Expenses Postage	25,000.00
100.16.510.04	Operating Expenses Travel	2,000.00
100.16.510.08	Operating Expenses Reception & Community Affairs	1,600.00
100.16.510.14	Operating Expenses Subscriptions & Publications	12,000.00
100.16.510.16	Operating Expenses Printing	25,000.00
100.16.510.21	Operating Expenses IT Internal Svc Contribution	16,055.00
100.16.510.40	Operating Expenses Supplies - Office	1,200.00
100.16.510.79	Operating Expenses Advertising & Promotions	28,000.00
100.16.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	39,310.00
100.16.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	563.00
Account Classification Total: 25 - Operating Expenses		\$150,728.00
50 - Other Expenses		
100.16.580.05	All Other Expense All Other Expenses	250.00
100.16.580.10	All Other Expense Consultant Fees	35,000.00
100.16.580.11	All Other Expense Contractual Services	30,000.00
Account Classification Total: 50 - Other Expenses		\$65,250.00
Department Total: 16 - Communications		\$483,919.00
Department: 20 - Legal		
30 - Contractual Services		
100.20.520.15	Legal Services Attorney's Fees	357,000.00
100.20.520.25	Legal Services Legal Notices	8,000.00
100.20.520.40	Legal Services Special Counsel	25,000.00
Account Classification Total: 30 - Contractual Services		\$390,000.00
Department Total: 20 - Legal		\$390,000.00
Department: 25 - Administrative Services		
10 - Salaries		
100.25.500.05	Personal Services Salaries - Full Time	251,448.00
100.25.500.10	Personal Services Salaries - Part Time	57,804.00
100.25.500.40	Personal Services Salaries - Longevity	800.00
Account Classification Total: 10 - Salaries		\$310,052.00
15 - Taxes and Benefits		
100.25.505.05	Personal Benefits Group & Medical Life	64,751.00
100.25.505.10	Personal Benefits Professional Training	5,500.00
100.25.505.15	Personal Benefits Dues & Memberships	700.00
100.25.505.75	Personal Benefits Employer's Contribution - FICA	19,224.00
100.25.505.80	Personal Benefits Employer's Contribution - IMRF	25,452.00
100.25.505.85	Personal Benefits Employer's Contribution Medicare	4,496.00
Account Classification Total: 15 - Taxes and Benefits		\$120,123.00
25 - Operating Expenses		
100.25.510.04	Operating Expenses Travel	3,500.00
100.25.510.21	Operating Expenses IT Internal Svc Contribution	44,624.00
100.25.510.40	Operating Expenses Supplies - Office	2,700.00
Account Classification Total: 25 - Operating Expenses		\$50,824.00
50 - Other Expenses		
100.25.580.05	All Other Expense All Other Expenses	1,000.00
100.25.580.11	All Other Expense Contractual Services	30,000.00
Account Classification Total: 50 - Other Expenses		\$31,000.00
Department Total: 25 - Administrative Services		\$511,999.00
Department: 30 - Finance		
10 - Salaries		
100.30.500.05	Personal Services Salaries - Full Time	808,964.00
100.30.500.25	Personal Services Salaries - Elected Officials	6,000.00
100.30.500.35	Personal Services Salaries - Overtime	2,500.00
100.30.500.40	Personal Services Salaries - Longevity	800.00
Account Classification Total: 10 - Salaries		\$818,264.00
15 - Taxes and Benefits		
100.30.505.05	Personal Benefits Group & Medical Life	133,745.00
100.30.505.10	Personal Benefits Professional Training	7,000.00
100.30.505.15	Personal Benefits Dues & Memberships	1,500.00
100.30.505.75	Personal Benefits Employer's Contribution - FICA	47,905.00
100.30.505.80	Personal Benefits Employer's Contribution - IMRF	81,957.00
100.30.505.85	Personal Benefits Employer's Contribution Medicare	11,778.00
Account Classification Total: 15 - Taxes and Benefits		\$283,885.00
25 - Operating Expenses		
100.30.510.03	Operating Expenses Postage	22,000.00
100.30.510.04	Operating Expenses Travel	4,000.00
100.30.510.10	Operating Expenses Maintenance Contracts	4,500.00
100.30.510.12	Operating Expenses Equipment Rental	2,380.00
100.30.510.16	Operating Expenses Printing	4,400.00
100.30.510.21	Operating Expenses IT Internal Svc Contribution	81,251.00
100.30.510.28	Operating Expenses Audit Fees	41,000.00
100.30.510.40	Operating Expenses Supplies - Office	5,000.00
100.30.510.83	Operating Expenses Credit Card Fees	1,500.00
100.30.510.84	Operating Expenses Bank Fees	1,500.00
100.30.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	127,719.00
100.30.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	3,319.00
Account Classification Total: 25 - Operating Expenses		\$298,569.00
30 - Contractual Services		
100.30.515.05	Insurance Premium	2,727.00
100.30.515.15	Insurance Deductible - Worker's Comp	1,000.00
Account Classification Total: 30 - Contractual Services		\$3,727.00
35 - Other Services		
100.30.525.10	Commission & Committees Buffalo Grove Days	117,300.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
Account Classification Total: 35 - Other Services		\$117,300.00
50 - Other Expenses		
100.30.580.10	All Other Expense Consultant Fees	70,000.00
100.30.580.11	All Other Expense Contractual Services	10,000.00
Account Classification Total: 50 - Other Expenses		\$80,000.00
55 - Capital Outlay		
100.30.555.40	Capital Equipment Technology	1,500.00
100.30.555.50	Capital Equipment Buildings	7,160.00
Account Classification Total: 55 - Capital Outlay		\$8,660.00
Department Total: 30 - Finance		\$1,610,405.00
Department: 35 - Human Resources		
10 - Salaries		
100.35.500.05	Personal Services Salaries - Full Time	489,083.00
100.35.500.10	Personal Services Salaries - Part Time	32,681.00
Account Classification Total: 10 - Salaries		\$521,764.00
15 - Taxes and Benefits		
100.35.505.05	Personal Benefits Group & Medical Life	26,667.00
100.35.505.10	Personal Benefits Professional Training	15,500.00
100.35.505.15	Personal Benefits Dues & Memberships	2,200.00
100.35.505.40	Personal Benefits Tuition Reimbursement	50,000.00
100.35.505.50	Personal Benefits Employee Recognition	10,000.00
100.35.505.75	Personal Benefits Employer's Contribution - FICA	32,349.00
100.35.505.80	Personal Benefits Employer's Contribution - IMRF	44,952.00
100.35.505.85	Personal Benefits Employer's Contribution Medicare	7,566.00
Account Classification Total: 15 - Taxes and Benefits		\$189,234.00
25 - Operating Expenses		
100.35.510.04	Operating Expenses Travel	2,300.00
100.35.510.06	Operating Expenses Per Diem Allowance	400.00
100.35.510.14	Operating Expenses Subscriptions & Publications	10,000.00
100.35.510.21	Operating Expenses IT Internal Svc Contribution	17,923.00
100.35.510.22	Operating Expenses Recruitment Charges	20,000.00
100.35.510.24	Operating Expenses CDL Testing	2,800.00
100.35.510.40	Operating Expenses Supplies - Office	1,600.00
100.35.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	41,525.00
100.35.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	1,709.00
Account Classification Total: 25 - Operating Expenses		\$98,257.00
30 - Contractual Services		
100.35.515.05	Insurance Premium	2,727.00
100.35.515.15	Insurance Deductible - Worker's Comp	1,000.00
Account Classification Total: 30 - Contractual Services		\$3,727.00
35 - Other Services		
100.35.525.15	Commission & Committees Fire and Police Commission	40,000.00
Account Classification Total: 35 - Other Services		\$40,000.00
Department Total: 35 - Human Resources		\$852,982.00
Department: 40 - Fire		
10 - Salaries		
100.40.500.05	Personal Services Salaries - Full Time	385,872.00
100.40.500.10	Personal Services Salaries - Part Time	137,997.00
100.40.500.20	Personal Services Salaries - Sworn	6,942,356.00
100.40.500.35	Personal Services Salaries - Overtime	975,000.00
100.40.500.40	Personal Services Salaries - Longevity	31,200.00
Account Classification Total: 10 - Salaries		\$8,472,425.00
15 - Taxes and Benefits		
100.40.505.05	Personal Benefits Group & Medical Life	1,349,062.00
100.40.505.10	Personal Benefits Professional Training	49,800.00
100.40.505.15	Personal Benefits Dues & Memberships	19,000.00
100.40.505.20	Personal Benefits Clothing Allowance	47,100.00
100.40.505.35	Personal Benefits Safety Equipment	76,900.00
100.40.505.61	Personal Benefits Pension Payment - Fire	2,371,240.00
100.40.505.75	Personal Benefits Employer's Contribution - FICA	32,480.00
100.40.505.80	Personal Benefits Employer's Contribution - IMRF	44,197.00
100.40.505.85	Personal Benefits Employer's Contribution Medicare	121,771.00
Account Classification Total: 15 - Taxes and Benefits		\$4,111,550.00
25 - Operating Expenses		
100.40.510.04	Operating Expenses Travel	18,200.00
100.40.510.06	Operating Expenses Per Diem Allowance	5,850.00
100.40.510.08	Operating Expenses Reception & Community Affairs	100.00
100.40.510.10	Operating Expenses Maintenance Contracts	156,400.00
100.40.510.14	Operating Expenses Subscriptions & Publications	3,000.00
100.40.510.16	Operating Expenses Printing	2,300.00
100.40.510.21	Operating Expenses IT Internal Svc Contribution	531,045.00
100.40.510.40	Operating Expenses Supplies - Office	4,000.00
100.40.510.50	Operating Expenses Supplies - All Other	15,000.00
100.40.510.55	Operating Expenses Operating Equip - Department	64,050.00
100.40.510.65	Operating Expenses Northwest Central Dispatch	101,250.00
100.40.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	307,027.00
100.40.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	495,565.00
Account Classification Total: 25 - Operating Expenses		\$1,703,787.00
30 - Contractual Services		
100.40.515.05	Insurance Premium	437,380.00
100.40.515.15	Insurance Deductible - Worker's Comp	30,000.00
Account Classification Total: 30 - Contractual Services		\$467,380.00
40 - Repairs and Maintenance		
100.40.535.20	Maintenance & Repairs - Facilities Buildings & Facilities	28,500.00
100.40.550.05	Maintenance & Repairs - Other Department Equipment	33,400.00
Account Classification Total: 40 - Repairs and Maintenance		\$61,900.00
45 - Commodities		
100.40.530.50	Commodities Small Equipment Tools & Hardware	63,800.00
Account Classification Total: 45 - Commodities		\$63,800.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
50 - Other Expenses		
100.40.580.05	All Other Expense All Other Expenses	12,300.00
100.40.580.10	All Other Expense Consultant Fees	4,250.00
100.40.580.11	All Other Expense Contractual Services	29,600.00
100.40.580.20	All Other Expense CAFT Site	10,000.00
100.40.580.21	All Other Expense NWCH Administration Fee	5,775.00
Account Classification Total: 50 - Other Expenses		\$61,925.00
55 - Capital Outlay		
100.40.555.30	Capital Equipment Capital Replacement	577,400.00
100.40.555.40	Capital Equipment Technology	18,200.00
100.40.555.50	Capital Equipment Buildings	651,000.00
Account Classification Total: 55 - Capital Outlay		\$1,246,600.00
Department Total: 40 - Fire		\$16,189,367.00
Department: 45 - Police		
10 - Salaries		
100.45.500.05	Personal Services Salaries - Full Time	1,228,976.00
100.45.500.10	Personal Services Salaries - Part Time	157,243.00
100.45.500.20	Personal Services Salaries - Sworn	7,579,141.00
100.45.500.22	Personal Services Holiday & Stipends	222,569.00
100.45.500.35	Personal Services Salaries - Overtime	355,000.00
100.45.500.40	Personal Services Salaries - Longevity	35,600.00
Account Classification Total: 10 - Salaries		\$9,578,529.00
15 - Taxes and Benefits		
100.45.505.05	Personal Benefits Group & Medical Life	1,686,670.00
100.45.505.10	Personal Benefits Professional Training	90,050.00
100.45.505.15	Personal Benefits Dues & Memberships	12,600.00
100.45.505.20	Personal Benefits Clothing Allowance	63,940.00
100.45.505.25	Personal Benefits Uniform Maintenance	13,750.00
100.45.505.30	Personal Benefits Recruit Uniforms	5,500.00
100.45.505.60	Personal Benefits Pension Payment - Police	3,446,922.00
100.45.505.75	Personal Benefits Employer's Contribution - FICA	80,353.00
100.45.505.80	Personal Benefits Employer's Contribution - IMRF	124,004.00
100.45.505.85	Personal Benefits Employer's Contribution Medicare	138,035.00
Account Classification Total: 15 - Taxes and Benefits		\$5,661,824.00
25 - Operating Expenses		
100.45.510.04	Operating Expenses Travel	13,300.00
100.45.510.06	Operating Expenses Per Diem Allowance	3,150.00
100.45.510.14	Operating Expenses Subscriptions & Publications	1,000.00
100.45.510.16	Operating Expenses Printing	11,000.00
100.45.510.21	Operating Expenses IT Internal Svc Contribution	979,288.00
100.45.510.22	Operating Expenses Recruitment Charges	1,500.00
100.45.510.26	Operating Expenses Physical Fitness Equipment	5,000.00
100.45.510.30	Operating Expenses Safety Equipment - Patrol	37,000.00
100.45.510.32	Operating Expenses Safety Equipment - FOSG	750.00
100.45.510.33	Operating Expenses Operating Equip - Staff	4,000.00
100.45.510.41	Operating Expenses Supplies - Patrol	19,875.00
100.45.510.42	Operating Expenses Supplies - FOSG	2,500.00
100.45.510.43	Operating Expenses Supplies - Communications	2,500.00
100.45.510.44	Operating Expenses Supplies - Records	8,750.00
100.45.510.45	Operating Expenses Supplies - OCOP	1,000.00
100.45.510.46	Operating Expenses Supplies - Training	16,720.00
100.45.510.47	Operating Expenses Supplies - Crime Prevention	10,050.00
100.45.510.48	Operating Expenses Supplies - Detention	700.00
100.45.510.55	Operating Expenses Operating Equip - Department	19,250.00
100.45.510.56	Operating Expenses Operating Equip - Patrol	3,950.00
100.45.510.57	Operating Expenses Operating Equip - FOSG	12,995.00
100.45.510.58	Operating Expenses Operating Equip - Communications	1,000.00
100.45.510.60	Operating Expenses Operating Equip - OCOP	975.00
100.45.510.61	Operating Expenses Operating Equip - Training	750.00
100.45.510.62	Operating Expenses Operating Equip - Detention	725.00
100.45.510.63	Operating Expenses Operating Equip - Bike Patrol	500.00
100.45.510.64	Operating Expenses Operating Equipment - Records	3,500.00
100.45.510.65	Operating Expenses Northwest Central Dispatch	236,250.00
100.45.510.66	Operating Expenses NIPAS	10,665.00
100.45.510.67	Operating Expenses Northern IL Police Crime Lab	69,290.00
100.45.510.68	Operating Expenses Animal Control	3,000.00
100.45.510.69	Operating Expenses Prisoner Care	1,900.00
100.45.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	417,342.00
100.45.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	497,275.00
Account Classification Total: 25 - Operating Expenses		\$2,397,450.00
30 - Contractual Services		
100.45.515.05	Insurance Premium	580,861.00
100.45.515.15	Insurance Deductible - Worker's Comp	50,000.00
Account Classification Total: 30 - Contractual Services		\$630,861.00
40 - Repairs and Maintenance		
100.45.550.10	Maintenance & Repairs - Other Radios	3,000.00
100.45.550.15	Maintenance & Repairs - Other Mobile Data Terminals	500.00
100.45.550.20	Maintenance & Repairs - Other Patrol Equipment	6,000.00
100.45.550.25	Maintenance & Repairs - Other F.O.S.G. Equipment	1,000.00
100.45.550.30	Maintenance & Repairs - Other Staff Equipment	5,770.00
Account Classification Total: 40 - Repairs and Maintenance		\$16,270.00
50 - Other Expenses		
100.45.580.05	All Other Expense All Other Expenses	17,900.00
100.45.580.15	All Other Expense Committee on Accreditation	8,945.00
100.45.580.30	All Other Expense Overweight Truck Enforcement	5,750.00
100.45.580.57	All Other Expense Police Grant Charges	13,000.00
Account Classification Total: 50 - Other Expenses		\$45,595.00
55 - Capital Outlay		
100.45.555.30	Capital Equipment Capital Replacement	228,600.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
100.45.555.40	Capital Equipment Technology	10,000.00
100.45.555.50	Capital Equipment Buildings	58,915.00
Account Classification Total: 55 - Capital Outlay		\$297,515.00
Department Total: 45 - Police		\$18,628,044.00
Department: 50 - Community Development		
10 - Salaries		
100.50.500.05	Personal Services Salaries - Full Time	1,289,019.00
100.50.500.35	Personal Services Salaries - Overtime	3,000.00
100.50.500.40	Personal Services Salaries - Longevity	800.00
Account Classification Total: 10 - Salaries		\$1,292,819.00
15 - Taxes and Benefits		
100.50.505.05	Personal Benefits Group & Medical Life	232,331.00
100.50.505.10	Personal Benefits Professional Training	3,000.00
100.50.505.15	Personal Benefits Dues & Memberships	2,000.00
100.50.505.25	Personal Benefits Uniform Maintenance	3,700.00
100.50.505.75	Personal Benefits Employer's Contribution - FICA	80,155.00
100.50.505.80	Personal Benefits Employer's Contribution - IMRF	130,445.00
100.50.505.85	Personal Benefits Employer's Contribution Medicare	18,746.00
Account Classification Total: 15 - Taxes and Benefits		\$470,377.00
25 - Operating Expenses		
100.50.510.04	Operating Expenses Travel	5,000.00
100.50.510.06	Operating Expenses Per Diem Allowance	300.00
100.50.510.08	Operating Expenses Reception & Community Affairs	200.00
100.50.510.10	Operating Expenses Maintenance Contracts	57,000.00
100.50.510.14	Operating Expenses Subscriptions & Publications	300.00
100.50.510.16	Operating Expenses Printing	400.00
100.50.510.21	Operating Expenses IT Internal Svc Contribution	140,351.00
100.50.510.40	Operating Expenses Supplies - Office	4,000.00
100.50.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	163,581.00
100.50.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	59,809.00
Account Classification Total: 25 - Operating Expenses		\$430,941.00
30 - Contractual Services		
100.50.515.05	Insurance Premium	2,727.00
100.50.580.12	All Other Expense Contractual Inspections	100,000.00
Account Classification Total: 30 - Contractual Services		\$102,727.00
50 - Other Expenses		
100.50.580.05	All Other Expense All Other Expenses	1,000.00
100.50.580.10	All Other Expense Consultant Fees	3,000.00
Account Classification Total: 50 - Other Expenses		\$4,000.00
55 - Capital Outlay		
100.50.555.30	Capital Equipment Capital Replacement	33,400.00
100.50.555.40	Capital Equipment Technology	1,800.00
100.50.555.50	Capital Equipment Buildings	8,055.00
Account Classification Total: 55 - Capital Outlay		\$43,255.00
Department Total: 50 - Community Development		\$2,344,119.00
Department: 55 - Public Works		
Division: 10 - Streets		
10 - Salaries		
100.55.10.500.05	Personal Services Salaries - Full Time	617,414.00
100.55.10.500.10	Personal Services Salaries - Part Time	73,587.00
100.55.10.500.15	Personal Services Salaries - Seasonal	92,425.00
100.55.10.500.35	Personal Services Salaries - Overtime	162,500.00
100.55.10.500.40	Personal Services Salaries - Longevity	3,000.00
Account Classification Total: 10 - Salaries		\$948,926.00
15 - Taxes and Benefits		
100.55.10.505.05	Personal Benefits Group & Medical Life	117,552.00
100.55.10.505.10	Personal Benefits Professional Training	2,900.00
100.55.10.505.15	Personal Benefits Dues & Memberships	1,500.00
100.55.10.505.20	Personal Benefits Clothing Allowance	4,800.00
100.55.10.505.35	Personal Benefits Safety Equipment	880.00
100.55.10.505.75	Personal Benefits Employer's Contribution - FICA	61,354.00
100.55.10.505.80	Personal Benefits Employer's Contribution - IMRF	90,523.00
100.55.10.505.85	Personal Benefits Employer's Contribution Medicare	14,349.00
Account Classification Total: 15 - Taxes and Benefits		\$293,858.00
25 - Operating Expenses		
100.55.10.510.04	Operating Expenses Travel	2,800.00
100.55.10.510.06	Operating Expenses Per Diem Allowance	1,000.00
100.55.10.510.10	Operating Expenses Maintenance Contracts	170,000.00
100.55.10.510.14	Operating Expenses Subscriptions & Publications	100.00
100.55.10.510.21	Operating Expenses IT Internal Svc Contribution	90,333.00
100.55.10.510.40	Operating Expenses Supplies - Office	500.00
100.55.10.510.50	Operating Expenses Supplies - All Other	8,030.00
100.55.10.510.55	Operating Expenses Operating Equip - Department	3,900.00
100.55.10.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	107,888.00
100.55.10.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	352,021.00
Account Classification Total: 25 - Operating Expenses		\$736,572.00
30 - Contractual Services		
100.55.10.515.05	Insurance Premium	60,636.00
100.55.10.515.15	Insurance Deductible - Worker's Comp	1,435.00
Account Classification Total: 30 - Contractual Services		\$62,071.00
40 - Repairs and Maintenance		
100.55.10.535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	206,401.00
100.55.10.535.10	Maintenance & Repairs - Facilities Streets & Highways	221,975.00
100.55.10.550.05	Maintenance & Repairs - Other Department Equipment	10,900.00
100.55.10.550.10	Maintenance & Repairs - Other Radios	600.00
Account Classification Total: 40 - Repairs and Maintenance		\$439,876.00
45 - Commodities		
100.55.10.530.40	Commodities Snow & Ice Control Mix	343,798.00
100.55.10.530.50	Commodities Small Equipment Tools & Hardware	600.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
100.55.10.530.55	Commodities Traffic & Street Signs	38,000.00
Account Classification Total: 45 - Commodities		\$382,398.00
55 - Capital Outlay		
100.55.10.555.10	Capital Equipment Office and Other Equipment	600.00
100.55.10.555.30	Capital Equipment Capital Replacement	173,200.00
100.55.10.555.40	Capital Equipment Technology	1,000.00
100.55.10.555.50	Capital Equipment Buildings	5,370.00
Account Classification Total: 55 - Capital Outlay		\$180,170.00
Division Total: 10 - Streets		\$3,043,871.00
Division: 15 - Administration		
10 - Salaries		
100.55.15.500.05	Personal Services Salaries - Full Time	1,024,533.00
100.55.15.500.35	Personal Services Salaries - Overtime	50.00
100.55.15.500.40	Personal Services Salaries - Longevity	3,400.00
Account Classification Total: 10 - Salaries		\$1,027,983.00
15 - Taxes and Benefits		
100.55.15.505.05	Personal Benefits Group & Medical Life	207,800.00
100.55.15.505.10	Personal Benefits Professional Training	17,400.00
100.55.15.505.15	Personal Benefits Dues & Memberships	22,400.00
100.55.15.505.20	Personal Benefits Clothing Allowance	6,400.00
100.55.15.505.35	Personal Benefits Safety Equipment	100.00
100.55.15.505.75	Personal Benefits Employer's Contribution - FICA	59,839.00
100.55.15.505.80	Personal Benefits Employer's Contribution - IMRF	103,723.00
100.55.15.505.85	Personal Benefits Employer's Contribution Medicare	13,667.00
Account Classification Total: 15 - Taxes and Benefits		\$431,329.00
25 - Operating Expenses		
100.55.15.510.04	Operating Expenses Travel	10,800.00
100.55.15.510.06	Operating Expenses Per Diem Allowance	1,900.00
100.55.15.510.10	Operating Expenses Maintenance Contracts	8,311.00
100.55.15.510.21	Operating Expenses IT Internal Svc Contribution	100,086.00
100.55.15.510.40	Operating Expenses Supplies - Office	2,180.00
100.55.15.510.50	Operating Expenses Supplies - All Other	1,871.00
100.55.15.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	59,323.00
100.55.15.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	1,709.00
Account Classification Total: 25 - Operating Expenses		\$186,180.00
30 - Contractual Services		
100.55.15.515.05	Insurance Premium	13,927.00
100.55.15.515.15	Insurance Deductible - Worker's Comp	1,600.00
Account Classification Total: 30 - Contractual Services		\$15,527.00
55 - Capital Outlay		
100.55.15.555.10	Capital Equipment Office and Other Equipment	4,360.00
100.55.15.555.40	Capital Equipment Technology	1,000.00
100.55.15.555.50	Capital Equipment Buildings	3,580.00
Account Classification Total: 55 - Capital Outlay		\$8,940.00
Division Total: 15 - Administration		\$1,669,959.00
Division: 20 - Forestry		
10 - Salaries		
100.55.20.500.05	Personal Services Salaries - Full Time	728,660.00
100.55.20.500.15	Personal Services Salaries - Seasonal	154,042.00
100.55.20.500.35	Personal Services Salaries - Overtime	55,000.00
100.55.20.500.40	Personal Services Salaries - Longevity	4,800.00
Account Classification Total: 10 - Salaries		\$942,502.00
15 - Taxes and Benefits		
100.55.20.505.05	Personal Benefits Group & Medical Life	139,995.00
100.55.20.505.10	Personal Benefits Professional Training	9,500.00
100.55.20.505.15	Personal Benefits Dues & Memberships	4,200.00
100.55.20.505.20	Personal Benefits Clothing Allowance	5,600.00
100.55.20.505.35	Personal Benefits Safety Equipment	5,000.00
100.55.20.505.75	Personal Benefits Employer's Contribution - FICA	58,436.00
100.55.20.505.80	Personal Benefits Employer's Contribution - IMRF	79,556.00
100.55.20.505.85	Personal Benefits Employer's Contribution Medicare	13,667.00
Account Classification Total: 15 - Taxes and Benefits		\$315,954.00
25 - Operating Expenses		
100.55.20.510.04	Operating Expenses Travel	6,000.00
100.55.20.510.06	Operating Expenses Per Diem Allowance	1,650.00
100.55.20.510.10	Operating Expenses Maintenance Contracts	575,000.00
100.55.20.510.12	Operating Expenses Equipment Rental	250.00
100.55.20.510.14	Operating Expenses Subscriptions & Publications	100.00
100.55.20.510.21	Operating Expenses IT Internal Svc Contribution	102,068.00
100.55.20.510.40	Operating Expenses Supplies - Office	280.00
100.55.20.510.50	Operating Expenses Supplies - All Other	26,000.00
100.55.20.510.55	Operating Expenses Operating Equip - Department	10,000.00
100.55.20.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	100,847.00
100.55.20.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	223,857.00
Account Classification Total: 25 - Operating Expenses		\$1,046,052.00
30 - Contractual Services		
100.55.20.515.05	Insurance Premium	40,323.00
100.55.20.515.15	Insurance Deductible - Worker's Comp	2,265.00
Account Classification Total: 30 - Contractual Services		\$42,588.00
40 - Repairs and Maintenance		
100.55.20.535.30	Maintenance & Repairs - Facilities Parkway Trees	125,000.00
Account Classification Total: 40 - Repairs and Maintenance		\$125,000.00
45 - Commodities		
100.55.20.530.45	Commodities Chemicals and Fertilizers	3,000.00
100.55.20.530.50	Commodities Small Equipment Tools & Hardware	800.00
Account Classification Total: 45 - Commodities		\$3,800.00
55 - Capital Outlay		
100.55.20.555.30	Capital Equipment Capital Replacement	81,000.00
100.55.20.555.40	Capital Equipment Technology	1,000.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
100.55.20.555.50	Capital Equipment Buildings	9,845.00
Account Classification Total: 55 - Capital Outlay		\$91,845.00
Division Total: 20 - Forestry		\$2,567,741.00
Division: 25 - Drainage		
10 - Salaries		
100.55.25.500.05	Personal Services Salaries - Full Time	143,594.00
100.55.25.500.35	Personal Services Salaries - Overtime	9,800.00
Account Classification Total: 10 - Salaries		\$153,394.00
15 - Taxes and Benefits		
100.55.25.505.05	Personal Benefits Group & Medical Life	10,494.00
100.55.25.505.10	Personal Benefits Professional Training	2,800.00
100.55.25.505.15	Personal Benefits Dues & Memberships	7,900.00
100.55.25.505.20	Personal Benefits Clothing Allowance	1,600.00
100.55.25.505.35	Personal Benefits Safety Equipment	1,188.00
100.55.25.505.75	Personal Benefits Employer's Contribution - FICA	9,511.00
100.55.25.505.80	Personal Benefits Employer's Contribution - IMRF	15,478.00
100.55.25.505.85	Personal Benefits Employer's Contribution Medicare	2,224.00
Account Classification Total: 15 - Taxes and Benefits		\$51,195.00
25 - Operating Expenses		
100.55.25.510.04	Operating Expenses Travel	2,200.00
100.55.25.510.06	Operating Expenses Per Diem Allowance	800.00
100.55.25.510.12	Operating Expenses Equipment Rental	300.00
100.55.25.510.14	Operating Expenses Subscriptions & Publications	100.00
100.55.25.510.21	Operating Expenses IT Internal Svc Contribution	30,581.00
100.55.25.510.40	Operating Expenses Supplies - Office	545.00
100.55.25.510.50	Operating Expenses Supplies - All Other	2,544.00
100.55.25.510.55	Operating Expenses Operating Equip - Department	11,085.00
100.55.25.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	35,016.00
100.55.25.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	52,974.00
Account Classification Total: 25 - Operating Expenses		\$136,145.00
30 - Contractual Services		
100.55.25.515.05	Insurance Premium	17,634.00
Account Classification Total: 30 - Contractual Services		\$17,634.00
40 - Repairs and Maintenance		
100.55.25.540.35	Maintenance & Repairs - Water & Sewer Storm and Sanitary Sewers	10,900.00
100.55.25.550.05	Maintenance & Repairs - Other Department Equipment	5,988.00
Account Classification Total: 40 - Repairs and Maintenance		\$16,888.00
45 - Commodities		
100.55.25.530.50	Commodities Small Equipment Tools & Hardware	1,635.00
Account Classification Total: 45 - Commodities		\$1,635.00
55 - Capital Outlay		
100.55.25.555.30	Capital Equipment Capital Replacement	18,301.00
100.55.25.555.40	Capital Equipment Technology	750.00
100.55.25.555.50	Capital Equipment Buildings	1,800.00
100.55.25.560.40	Capital Projects Improvements Other Than Building	200,000.00
Account Classification Total: 55 - Capital Outlay		\$220,851.00
Division Total: 25 - Drainage		\$597,742.00
Department Total: 55 - Public Works		\$7,879,313.00
Department: 60 - Engineering		
10 - Salaries		
100.60.500.05	Personal Services Salaries - Full Time	480,673.00
100.60.500.10	Personal Services Salaries - Part Time	15,000.00
100.60.500.35	Personal Services Salaries - Overtime	1,000.00
Account Classification Total: 10 - Salaries		\$496,673.00
15 - Taxes and Benefits		
100.60.505.05	Personal Benefits Group & Medical Life	80,429.00
100.60.505.10	Personal Benefits Professional Training	11,000.00
100.60.505.15	Personal Benefits Dues & Memberships	1,700.00
100.60.505.20	Personal Benefits Clothing Allowance	3,200.00
100.60.505.35	Personal Benefits Safety Equipment	300.00
100.60.505.75	Personal Benefits Employer's Contribution - FICA	30,794.00
100.60.505.80	Personal Benefits Employer's Contribution - IMRF	48,601.00
100.60.505.85	Personal Benefits Employer's Contribution Medicare	7,203.00
Account Classification Total: 15 - Taxes and Benefits		\$183,227.00
25 - Operating Expenses		
100.60.510.04	Operating Expenses Travel	7,100.00
100.60.510.06	Operating Expenses Per Diem Allowance	800.00
100.60.510.14	Operating Expenses Subscriptions & Publications	200.00
100.60.510.16	Operating Expenses Printing	1,200.00
100.60.510.21	Operating Expenses IT Internal Svc Contribution	61,542.00
100.60.510.40	Operating Expenses Supplies - Office	3,200.00
100.60.510.50	Operating Expenses Supplies - All Other	3,500.00
100.60.510.55	Operating Expenses Operating Equip - Department	1,300.00
100.60.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	36,895.00
100.60.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	18,797.00
Account Classification Total: 25 - Operating Expenses		\$134,534.00
30 - Contractual Services		
100.60.515.05	Insurance Premium	24,445.00
Account Classification Total: 30 - Contractual Services		\$24,445.00
50 - Other Expenses		
100.60.580.10	All Other Expense Consultant Fees	60,000.00
Account Classification Total: 50 - Other Expenses		\$60,000.00
55 - Capital Outlay		
100.60.555.30	Capital Equipment Capital Replacement	3,800.00
100.60.555.40	Capital Equipment Technology	3,000.00
100.60.555.50	Capital Equipment Buildings	4,475.00
Account Classification Total: 55 - Capital Outlay		\$11,275.00
Department Total: 60 - Engineering		\$910,154.00
Department: 67 - Non-Departmental		

Village of Buffalo Grove

G/L Account Number		Account Description	2025 Adopted Budget
25 - Operating Expenses			
100.67.580.07		All Other Expense Sales Tax Rebates/Incentives	3,276,300.00
		Account Classification Total: 25 - Operating Expenses	\$3,276,300.00
		Department Total: 67 - Non-Departmental	\$3,276,300.00
Department: 70 - Transfer Non-Operating			
Division: 40 - General Government			
50 - Other Expenses			
100.70.40.580.05		All Other Expense All Other Expenses	200,000.00
		Account Classification Total: 50 - Other Expenses	\$200,000.00
65 - Other Financing Uses			
100.70.40.570.01		Operating Transfers From Assigned Reserves-Veh/Equip	2,264,617.00
100.70.40.570.02		Operating Transfers Fr Assigned Reserves-Facilities	1,999,633.00
100.70.40.570.03		Operating Transfers Fr Assigned Reserves-Infrastruct	2,970,000.00
100.70.40.570.20		Operating Transfers Debt Service Fund	1,196,623.00
100.70.40.570.85		Operating Transfers Metra Parking Lot Fund	160,000.00
		Account Classification Total: 65 - Other Financing Uses	\$8,590,873.00
		Division Total: 40 - General Government	\$8,790,873.00
Division: 50 - Public Works			
65 - Other Financing Uses			
100.70.50.570.30		Operating Transfers Capital Projects Fund	980,000.00
		Account Classification Total: 65 - Other Financing Uses	\$980,000.00
		Division Total: 50 - Public Works	\$980,000.00
		Department Total: 70 - Transfer Non-Operating	\$9,770,873.00
		EXPENSES Total	\$64,198,280.00
		Fund REVENUE Total: 100 - General Fund	\$56,967,638.00
		Fund EXPENSE Total: 100 - General Fund	\$64,198,280.00
		Fund Total: 100 - General Fund	(\$7,230,642.00)
Fund: 120 - Metra Parking Lot Fund			
REVENUES			
35 - Fines and Fees			
120.455.70		Fines & Fees Parking Fees - Daily Metra	60,000.00
120.455.75		Fines & Fees Parking Fees - Parking Passes	1,000.00
		Account Classification Total: 35 - Fines and Fees	\$61,000.00
55 - Operating Transfers			
120.460.05		Operating Transfers Interfund Transfers In	160,000.00
		Account Classification Total: 55 - Operating Transfers	\$160,000.00
		REVENUES Total	\$221,000.00
EXPENSES			
Department: 81 - Metra Parking			
25 - Operating Expenses			
120.81.510.10		Operating Expenses Maintenance Contracts	8,120.00
120.81.510.50		Operating Expenses Supplies - All Other	650.00
120.81.510.83		Operating Expenses Credit Card Fees	9,500.00
120.81.535.01		Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	53,688.00
		Account Classification Total: 25 - Operating Expenses	\$71,958.00
40 - Repairs and Maintenance			
120.81.535.25		Maintenance & Repairs - Facilities Parking Lots	2,500.00
		Account Classification Total: 40 - Repairs and Maintenance	\$2,500.00
50 - Other Expenses			
120.81.580.05		All Other Expense All Other Expenses	146,500.00
		Account Classification Total: 50 - Other Expenses	\$146,500.00
		Department Total: 81 - Metra Parking	\$220,958.00
		EXPENSES Total	\$220,958.00
		Fund REVENUE Total: 120 - Metra Parking Lot Fund	\$221,000.00
		Fund EXPENSE Total: 120 - Metra Parking Lot Fund	\$220,958.00
		Fund Total: 120 - Metra Parking Lot Fund	\$42.00
Fund: 125 - Lake Cook Rd TIF Fund			
REVENUES			
10 - Property Taxes			
125.400.15		Taxes - Property Lake Cook Rd TIF - Lake County	710,000.00
125.400.16		Taxes - Property Lake Cook Rd TIF - Cook County	137,500.00
		Account Classification Total: 10 - Property Taxes	\$847,500.00
		REVENUES Total	\$847,500.00
		Fund REVENUE Total: 125 - Lake Cook Rd TIF Fund	\$847,500.00
		Fund EXPENSE Total: 125 - Lake Cook Rd TIF Fund	
		Fund Total: 125 - Lake Cook Rd TIF Fund	\$847,500.00
Fund: 126 - Dundee Rd TIF Fund			
REVENUES			
10 - Property Taxes			
126.400.17		Taxes - Property Dundee Rd TIF - Cook County	59,000.00
		Account Classification Total: 10 - Property Taxes	\$59,000.00
		REVENUES Total	\$59,000.00
		Fund REVENUE Total: 126 - Dundee Rd TIF Fund	\$59,000.00
		Fund EXPENSE Total: 126 - Dundee Rd TIF Fund	
		Fund Total: 126 - Dundee Rd TIF Fund	\$59,000.00
Fund: 130 - Motor Fuel Tax Fund			
REVENUES			
15 - Other Taxes			
130.410.37		Taxes - State Shared MFT Trans. Renewal Fund Distr.	979,600.00
130.410.60		Taxes - State Shared Motor Fuel Tax	971,400.00
		Account Classification Total: 15 - Other Taxes	\$1,951,000.00
45 - Interest Income			
130.450.10		Investment Revenue Interest Income -Investment Pool	190,000.00
		Account Classification Total: 45 - Interest Income	\$190,000.00
		REVENUES Total	\$2,141,000.00
EXPENSES			
Department: 75 - Capital Improvement			

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
65 - Other Financing Uses		
130.75.570.15	Operating Transfers Capital Projects Streets	1,048,215.00
130.75.570.20	Operating Transfers Debt Service Fund	875,000.00
	Account Classification Total: 65 - Other Financing Uses	\$1,923,215.00
	Department Total: 75 - Capital Improvement	\$1,923,215.00
	EXPENSES Total	\$1,923,215.00
	Fund REVENUE Total: 130 - Motor Fuel Tax Fund	\$2,141,000.00
	Fund EXPENSE Total: 130 - Motor Fuel Tax Fund	\$1,923,215.00
	Fund Total: 130 - Motor Fuel Tax Fund	\$217,785.00
Fund: 135 - Local Motor Fuel Tax Fund		
REVENUES		
15 - Other Taxes		
135.415.31	Taxes - Local Local MFT	640,000.00
	Account Classification Total: 15 - Other Taxes	\$640,000.00
	REVENUES Total	\$640,000.00
EXPENSES		
Department: 75 - Capital Improvement		
65 - Other Financing Uses		
135.75.570.20	Operating Transfers Debt Service Fund	246,950.00
	Account Classification Total: 65 - Other Financing Uses	\$246,950.00
	Department Total: 75 - Capital Improvement	\$246,950.00
	EXPENSES Total	\$246,950.00
	Fund REVENUE Total: 135 - Local Motor Fuel Tax Fund	\$640,000.00
	Fund EXPENSE Total: 135 - Local Motor Fuel Tax Fund	\$246,950.00
	Fund Total: 135 - Local Motor Fuel Tax Fund	\$393,050.00
Fund: 140 - Debt Service Fund		
REVENUES		
10 - Property Taxes		
140.400.40	Taxes - Property Debt Service - Lake County	268,215.00
140.400.41	Taxes - Property Debt Service - Cook County	67,054.00
	Account Classification Total: 10 - Property Taxes	\$335,269.00
45 - Interest Income		
140.450.10	Investment Revenue Interest Income -Investment Pool	5,000.00
	Account Classification Total: 45 - Interest Income	\$5,000.00
55 - Operating Transfers		
140.460.05	Operating Transfers Interfund Transfers In	4,598,464.00
	Account Classification Total: 55 - Operating Transfers	\$4,598,464.00
	REVENUES Total	\$4,938,733.00
EXPENSES		
Department: 85 - Debt		
60 - Debt Service		
140.85.565.10	Debt Service Principal	2,646,180.00
140.85.565.20	Debt Service Interest	2,287,552.00
140.85.565.30	Debt Service Paying Agent Fees	3,000.00
	Account Classification Total: 60 - Debt Service	\$4,936,732.00
	Department Total: 85 - Debt	\$4,936,732.00
	EXPENSES Total	\$4,936,732.00
	Fund REVENUE Total: 140 - Debt Service Fund	\$4,938,733.00
	Fund EXPENSE Total: 140 - Debt Service Fund	\$4,936,732.00
	Fund Total: 140 - Debt Service Fund	\$2,001.00
Fund: 150 - Capital Projects Facilities Fund		
REVENUES		
50 - Miscellaneous Revenue		
150.465.65	All Other Revenue Grants	171,400.00
150.470	Bond Proceeds	17,400,000.00
	Account Classification Total: 50 - Miscellaneous Revenue	\$17,571,400.00
55 - Operating Transfers		
150.460.05	Operating Transfers Interfund Transfers In	1,999,633.00
	Account Classification Total: 55 - Operating Transfers	\$1,999,633.00
	REVENUES Total	\$19,571,033.00
EXPENSES		
Department: 75 - Capital Improvement		
55 - Capital Outlay		
150.75.560.30	Capital Projects Buildings & Structures	13,440,033.00
150.75.560.40	Capital Projects Improvements Other Than Building	120,000.00
	Account Classification Total: 55 - Capital Outlay	\$13,560,033.00
	Department Total: 75 - Capital Improvement	\$13,560,033.00
	EXPENSES Total	\$13,560,033.00
	Fund REVENUE Total: 150 - Capital Projects Facilities Fund	\$19,571,033.00
	Fund EXPENSE Total: 150 - Capital Projects Facilities Fund	\$13,560,033.00
	Fund Total: 150 - Capital Projects Facilities Fund	\$6,011,000.00
Fund: 155 - Capital Projects Vehicles/Equip		
REVENUES		
50 - Miscellaneous Revenue		
155.465.90	All Other Revenue Miscellaneous Income	315,000.00
	Account Classification Total: 50 - Miscellaneous Revenue	\$315,000.00
55 - Operating Transfers		
155.460.05	Operating Transfers Interfund Transfers In	2,264,617.00
	Account Classification Total: 55 - Operating Transfers	\$2,264,617.00
	REVENUES Total	\$2,579,617.00
EXPENSES		
Department: 75 - Capital Improvement		
55 - Capital Outlay		
155.75.555.10	Capital Equipment Office and Other Equipment	453,000.00
155.75.555.20	Capital Equipment Automobiles & Trucks	1,591,000.00
155.75.560.50	Capital Projects Technology	535,617.00
	Account Classification Total: 55 - Capital Outlay	\$2,579,617.00

Village of Buffalo Grove

G/L Account Number		Account Description	2025 Adopted Budget
		Department Total: 75 - Capital Improvement	\$2,579,617.00
		EXPENSES Total	\$2,579,617.00
		Fund REVENUE Total: 155 - Capital Projects Vehicles/Equip	\$2,579,617.00
		Fund EXPENSE Total: 155 - Capital Projects Vehicles/Equip	\$2,579,617.00
		Fund Total: 155 - Capital Projects Vehicles/Equip	\$0.00
Fund: 160 - Capital Projects Streets Fund			
REVENUES			
50 - Miscellaneous Revenue			
160.465.65		All Other Revenue Grants	13,351,879.00
160.470		Bond Proceeds	8,000,000.00
Account Classification Total: 50 - Miscellaneous Revenue			\$21,351,879.00
55 - Operating Transfers			
160.460.05		Operating Transfers Interfund Transfers In	4,998,215.00
Account Classification Total: 55 - Operating Transfers			\$4,998,215.00
REVENUES Total			\$26,350,094.00
EXPENSES			
Department: 75 - Capital Improvement			
55 - Capital Outlay			
160.75.560.20		Capital Projects Streets & Highways	26,350,094.00
Account Classification Total: 55 - Capital Outlay			\$26,350,094.00
Department Total: 75 - Capital Improvement			\$26,350,094.00
EXPENSES Total			\$26,350,094.00
		Fund REVENUE Total: 160 - Capital Projects Streets Fund	\$26,350,094.00
		Fund EXPENSE Total: 160 - Capital Projects Streets Fund	\$26,350,094.00
		Fund Total: 160 - Capital Projects Streets Fund	\$0.00
Fund: 170 - Water & Sewer Fund			
REVENUES			
30 - Permits			
170.435.75		Building Revenue & Fees Water Connection Fees	10,000.00
170.435.76		Building Revenue & Fees Lake County Sewer Tap On Fees	100,000.00
170.435.77		Building Revenue & Fees Village Sewer Tap On Fees	1,000.00
170.435.78		Building Revenue & Fees Water Meter Sales	5,000.00
170.435.79		Building Revenue & Fees System Improvement Fees	5,000.00
Account Classification Total: 30 - Permits			\$121,000.00
40 - Charges for Services			
170.441.05		Sales of Water Resident - Regular	11,257,393.00
170.441.20		Sales of Water Penalties	184,400.00
170.442.05		Village Sewer Resident - Regular	1,966,500.00
170.443.00		Lake County Sewer Sanitary Sewer Service Fees	3,822,000.00
Account Classification Total: 40 - Charges for Services			\$17,230,293.00
45 - Interest Income			
170.450.10		Investment Revenue Interest Income -Investment Pool	80,000.00
Account Classification Total: 45 - Interest Income			\$80,000.00
REVENUES Total			\$17,431,293.00
EXPENSES			
Department: 55 - Public Works			
Division: 35 - Water			
10 - Salaries			
170.55.35.500.05		Personal Services Salaries - Full Time	742,308.00
170.55.35.500.35		Personal Services Salaries - Overtime	100,000.00
170.55.35.500.40		Personal Services Salaries - Longevity	3,000.00
Account Classification Total: 10 - Salaries			\$845,308.00
15 - Taxes and Benefits			
170.55.35.505.05		Personal Benefits Group & Medical Life	145,552.00
170.55.35.505.10		Personal Benefits Professional Training	8,000.00
170.55.35.505.15		Personal Benefits Dues & Memberships	1,200.00
170.55.35.505.20		Personal Benefits Clothing Allowance	6,400.00
170.55.35.505.35		Personal Benefits Safety Equipment	4,500.00
170.55.35.505.75		Personal Benefits Employer's Contribution - FICA	52,409.00
170.55.35.505.80		Personal Benefits Employer's Contribution - IMRF	85,292.00
170.55.35.505.85		Personal Benefits Employer's Contribution Medicare	12,257.00
Account Classification Total: 15 - Taxes and Benefits			\$315,610.00
25 - Operating Expenses			
170.55.35.510.04		Operating Expenses Travel	5,400.00
170.55.35.510.06		Operating Expenses Per Diem Allowance	1,900.00
170.55.35.510.10		Operating Expenses Maintenance Contracts	5,500.00
170.55.35.510.12		Operating Expenses Equipment Rental	500.00
170.55.35.510.14		Operating Expenses Subscriptions & Publications	400.00
170.55.35.510.16		Operating Expenses Printing	1,500.00
170.55.35.510.21		Operating Expenses IT Internal Svc Contribution	237,257.00
170.55.35.510.40		Operating Expenses Supplies - Office	700.00
170.55.35.510.50		Operating Expenses Supplies - All Other	7,000.00
170.55.35.510.55		Operating Expenses Operating Equip - Department	16,000.00
170.55.35.510.83		Operating Expenses Credit Card Fees	10,000.00
170.55.35.510.90		Operating Expenses Northwest Water Commission	2,300,026.00
170.55.35.535.01		Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	267,249.00
170.55.35.545.01		Maintenance & Repairs - Vehicles Central Garage Internal Svc	182,964.00
Account Classification Total: 25 - Operating Expenses			\$3,036,396.00
30 - Contractual Services			
170.55.35.515.05		Insurance Premium	95,233.00
170.55.35.515.15		Insurance Deductible - Worker's Comp	3,590.00
Account Classification Total: 30 - Contractual Services			\$98,823.00
40 - Repairs and Maintenance			
170.55.35.535.05		Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	40,000.00
170.55.35.540.05		Maintenance & Repairs - Water & Sewer Well Equipment	10,000.00
170.55.35.540.10		Maintenance & Repairs - Water & Sewer Pumping Stations	150,000.00
170.55.35.540.15		Maintenance & Repairs - Water & Sewer Watermains & Services	35,000.00
170.55.35.540.20		Maintenance & Repairs - Water & Sewer Reservoirs	2,000.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
170.55.35.540.25	Maintenance & Repairs - Water & Sewer Water Meters	180,000.00
170.55.35.540.30	Maintenance & Repairs - Water & Sewer Hydrants & Valves	25,000.00
170.55.35.550.05	Maintenance & Repairs - Other Department Equipment	71,000.00
Account Classification Total: 40 - Repairs and Maintenance		\$513,000.00
45 - Commodities		
170.55.35.530.15	Commodities Electricity - Water & Sewer	210,000.00
170.55.35.530.20	Commodities Gas - Facilities	4,000.00
170.55.35.530.45	Commodities Chemicals and Fertilizers	5,500.00
170.55.35.530.50	Commodities Small Equipment Tools & Hardware	2,160.00
170.55.35.530.60	Commodities Water Sample Analysis	37,000.00
170.55.35.530.65	Commodities Water Meter Purchases	25,000.00
Account Classification Total: 45 - Commodities		\$283,660.00
50 - Other Expenses		
170.55.35.580.05	All Other Expense All Other Expenses	79,661.00
Account Classification Total: 50 - Other Expenses		\$79,661.00
55 - Capital Outlay		
170.55.35.555.20	Capital Equipment Automobiles & Trucks	64,000.00
170.55.35.560.60	Capital Projects Water System	6,642,000.00
Account Classification Total: 55 - Capital Outlay		\$6,706,000.00
60 - Debt Service		
170.55.35.565.10	Debt Service Principal	697,495.00
170.55.35.565.20	Debt Service Interest	81,878.00
Account Classification Total: 60 - Debt Service		\$779,373.00
65 - Other Financing Uses		
170.55.35.570.10	Operating Transfers Corporate Fund	854,900.00
170.55.35.570.20	Operating Transfers Debt Service Fund	2,104,891.00
Account Classification Total: 65 - Other Financing Uses		\$2,959,791.00
Division Total: 35 - Water		\$15,617,622.00
Division: 36 - Sewer		
10 - Salaries		
170.55.36.500.05	Personal Services Salaries - Full Time	414,522.00
170.55.36.500.35	Personal Services Salaries - Overtime	30,000.00
170.55.36.500.40	Personal Services Salaries - Longevity	1,000.00
Account Classification Total: 10 - Salaries		\$445,522.00
15 - Taxes and Benefits		
170.55.36.505.05	Personal Benefits Group & Medical Life	91,922.00
170.55.36.505.10	Personal Benefits Professional Training	6,100.00
170.55.36.505.15	Personal Benefits Dues & Memberships	1,700.00
170.55.36.505.20	Personal Benefits Clothing Allowance	4,000.00
170.55.36.505.35	Personal Benefits Safety Equipment	2,400.00
170.55.36.505.75	Personal Benefits Employer's Contribution - FICA	27,374.00
170.55.36.505.80	Personal Benefits Employer's Contribution - IMRF	44,549.00
170.55.36.505.85	Personal Benefits Employer's Contribution Medicare	6,403.00
Account Classification Total: 15 - Taxes and Benefits		\$184,448.00
25 - Operating Expenses		
170.55.36.510.10	Operating Expenses Maintenance Contracts	26,000.00
170.55.36.510.12	Operating Expenses Equipment Rental	350.00
170.55.36.510.14	Operating Expenses Subscriptions & Publications	100.00
170.55.36.510.21	Operating Expenses IT Internal Svc Contribution	68,524.00
170.55.36.510.40	Operating Expenses Supplies - Office	545.00
170.55.36.510.50	Operating Expenses Supplies - All Other	7,249.00
170.55.36.510.55	Operating Expenses Operating Equip - Department	47,500.00
170.55.36.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	175,464.00
170.55.36.545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	65,628.00
Account Classification Total: 25 - Operating Expenses		\$391,360.00
30 - Contractual Services		
170.55.36.515.05	Insurance Premium	64,367.00
170.55.36.515.15	Insurance Deductible - Worker's Comp	1,500.00
Account Classification Total: 30 - Contractual Services		\$65,867.00
40 - Repairs and Maintenance		
170.55.36.535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	10,000.00
170.55.36.540.35	Maintenance & Repairs - Water & Sewer Storm and Sanitary Sewers	17,167.00
170.55.36.540.40	Maintenance & Repairs - Water & Sewer Lift Stations	46,440.00
170.55.36.550.05	Maintenance & Repairs - Other Department Equipment	9,687.00
Account Classification Total: 40 - Repairs and Maintenance		\$83,294.00
45 - Commodities		
170.55.36.530.15	Commodities Electricity - Water & Sewer	55,000.00
170.55.36.530.50	Commodities Small Equipment Tools & Hardware	1,853.00
170.55.36.530.70	Commodities Lake County Tap-On Fees	100,000.00
170.55.36.530.75	Commodities Lake County Sanitary Sewer Fees	3,822,000.00
Account Classification Total: 45 - Commodities		\$3,978,853.00
50 - Other Expenses		
170.55.36.580.05	All Other Expense All Other Expenses	7,500.00
Account Classification Total: 50 - Other Expenses		\$7,500.00
55 - Capital Outlay		
170.55.36.555.20	Capital Equipment Automobiles & Trucks	117,000.00
170.55.36.560.70	Capital Projects Sewer System	3,090,000.00
Account Classification Total: 55 - Capital Outlay		\$3,207,000.00
Division Total: 36 - Sewer		\$8,363,844.00
Department Total: 55 - Public Works		\$23,981,466.00
EXPENSES Total		\$23,981,466.00
Fund REVENUE Total: 170 - Water & Sewer Fund		\$17,431,293.00
Fund EXPENSE Total: 170 - Water & Sewer Fund		\$23,981,466.00
Fund Total: 170 - Water & Sewer Fund		(\$6,550,173.00)
Fund: 180 - Buffalo Grove Golf Fund		
REVENUES		
40 - Charges for Services		
180.445.10	Golf Course Fees Greens Fees	881,700.00

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
180.445.15	Golf Course Fees Power Cart Rental	224,700.00
180.445.20	Golf Course Fees Pull Cart Rental	3,400.00
180.445.25	Golf Course Fees Driving Range Fees	171,200.00
180.445.30	Golf Course Fees Memberships & Passes	84,500.00
180.445.35	Golf Course Fees Merchandise Sales	74,900.00
180.445.40	Golf Course Fees Sales Tax	7,100.00
180.445.55	Golf Course Fees Club Rental Fees	1,000.00
180.445.60	Golf Course Fees Rental Income Facility	66,000.00
180.445.65	Golf Course Fees Rental Income Cell Tower	41,560.00
180.445.70	Golf Course Fees Utility Reimbursement	24,000.00
Account Classification Total: 40 - Charges for Services		\$1,580,060.00
45 - Interest Income		
180.450.05	Investment Revenue Interest Income - Savings	15,000.00
Account Classification Total: 45 - Interest Income		\$15,000.00
REVENUES Total		\$1,595,060.00
EXPENSES		
Department: 84 - Golf		
10 - Salaries		
180.84.500.05	Personal Services Salaries - Full Time	190,899.00
180.84.500.10	Personal Services Salaries - Part Time	44,024.00
180.84.500.15	Personal Services Salaries - Seasonal	130,000.00
180.84.500.40	Personal Services Salaries - Longevity	1,500.00
Account Classification Total: 10 - Salaries		\$366,423.00
15 - Taxes and Benefits		
180.84.505.05	Personal Benefits Group & Medical Life	24,881.00
180.84.505.15	Personal Benefits Dues & Memberships	1,514.00
180.84.505.75	Personal Benefits Employer's Contribution - FICA	21,268.00
180.84.505.80	Personal Benefits Employer's Contribution - IMRF	23,855.00
180.84.505.85	Personal Benefits Employer's Contribution Medicare	4,974.00
Account Classification Total: 15 - Taxes and Benefits		\$76,492.00
25 - Operating Expenses		
180.84.510.10	Operating Expenses Maintenance Contracts	438,774.00
180.84.510.16	Operating Expenses Printing	1,700.00
180.84.510.21	Operating Expenses IT Internal Svc Contribution	20,761.00
180.84.510.40	Operating Expenses Supplies - Office	2,500.00
180.84.510.49	Operating Expenses Supplies - Golf Course	10,000.00
180.84.510.70	Operating Expenses Merchandise Purchases	55,000.00
180.84.510.73	Operating Expenses Golf Cart Rental	63,301.00
180.84.510.76	Operating Expenses Driving Range	5,000.00
180.84.510.79	Operating Expenses Advertising & Promotions	3,000.00
180.84.510.83	Operating Expenses Credit Card Fees	45,000.00
180.84.510.85	Operating Expenses State Sales Tax	7,000.00
180.84.535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	137,576.00
Account Classification Total: 25 - Operating Expenses		\$789,612.00
30 - Contractual Services		
180.84.515.05	Insurance Premium	20,889.00
Account Classification Total: 30 - Contractual Services		\$20,889.00
40 - Repairs and Maintenance		
180.84.535.20	Maintenance & Repairs - Facilities Buildings & Facilities	400.00
180.84.535.35	Maintenance & Repairs - Facilities Golf Course	7,500.00
180.84.535.40	Maintenance & Repairs - Facilities Irrigation System	14,000.00
180.84.545.05	Maintenance & Repairs - Vehicles Gasoline	8,500.00
Account Classification Total: 40 - Repairs and Maintenance		\$30,400.00
55 - Capital Outlay		
180.84.560.80	Capital Projects Golf Course	169,000.00
Account Classification Total: 55 - Capital Outlay		\$169,000.00
Department Total: 84 - Golf		\$1,452,816.00
EXPENSES Total		\$1,452,816.00
Fund REVENUE Total: 180 - Buffalo Grove Golf Fund		\$1,595,060.00
Fund EXPENSE Total: 180 - Buffalo Grove Golf Fund		\$1,452,816.00
Fund Total: 180 - Buffalo Grove Golf Fund		\$142,244.00
Fund: 190 - Arboretum Golf Fund		
REVENUES		
40 - Charges for Services		
190.445.10	Golf Course Fees Greens Fees	948,000.00
190.445.15	Golf Course Fees Power Cart Rental	269,600.00
190.445.20	Golf Course Fees Pull Cart Rental	1,200.00
190.445.30	Golf Course Fees Memberships & Passes	123,350.00
190.445.35	Golf Course Fees Merchandise Sales	60,000.00
190.445.36	Golf Course Fees Coupon Sales	17,100.00
190.445.40	Golf Course Fees Sales Tax	7,000.00
190.445.55	Golf Course Fees Club Rental Fees	4,700.00
190.445.56	Golf Course Fees Locker Room Rental	250.00
190.445.60	Golf Course Fees Rental Income Facility	125,000.00
190.445.70	Golf Course Fees Utility Reimbursement	38,500.00
190.445.90	Golf Course Fees Other Revenue	2,500.00
Account Classification Total: 40 - Charges for Services		\$1,597,200.00
45 - Interest Income		
190.450.05	Investment Revenue Interest Income - Savings	7,500.00
Account Classification Total: 45 - Interest Income		\$7,500.00
REVENUES Total		\$1,604,700.00
EXPENSES		
Department: 84 - Golf		
10 - Salaries		
190.84.500.05	Personal Services Salaries - Full Time	78,729.00
190.84.500.10	Personal Services Salaries - Part Time	46,445.00
190.84.500.15	Personal Services Salaries - Seasonal	125,000.00
190.84.500.40	Personal Services Salaries - Longevity	500.00

Village of Buffalo Grove

G/L Account Number		Account Description	2025 Adopted Budget
Account Classification Total: 10 - Salaries			\$250,674.00
15 - Taxes and Benefits			
190.84.505.05		Personal Benefits Group & Medical Life	7,110.00
190.84.505.15		Personal Benefits Dues & Memberships	770.00
190.84.505.75		Personal Benefits Employer's Contribution - FICA	14,114.00
190.84.505.80		Personal Benefits Employer's Contribution - IMRF	12,680.00
190.84.505.85		Personal Benefits Employer's Contribution Medicare	3,301.00
Account Classification Total: 15 - Taxes and Benefits			\$37,975.00
25 - Operating Expenses			
190.84.510.10		Operating Expenses Maintenance Contracts	783,700.00
190.84.510.16		Operating Expenses Printing	1,500.00
190.84.510.21		Operating Expenses IT Internal Svc Contribution	20,761.00
190.84.510.40		Operating Expenses Supplies - Office	5,000.00
190.84.510.49		Operating Expenses Supplies - Golf Course	13,500.00
190.84.510.70		Operating Expenses Merchandise Purchases	55,000.00
190.84.510.73		Operating Expenses Golf Cart Rental	99,125.00
190.84.510.79		Operating Expenses Advertising & Promotions	21,000.00
190.84.510.83		Operating Expenses Credit Card Fees	40,000.00
190.84.510.85		Operating Expenses State Sales Tax	5,500.00
190.84.535.01		Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	127,719.00
Account Classification Total: 25 - Operating Expenses			\$1,172,805.00
30 - Contractual Services			
190.84.515.05		Insurance Premium	547.00
Account Classification Total: 30 - Contractual Services			\$547.00
40 - Repairs and Maintenance			
190.84.535.35		Maintenance & Repairs - Facilities Golf Course	9,200.00
190.84.535.40		Maintenance & Repairs - Facilities Irrigation System	7,500.00
Account Classification Total: 40 - Repairs and Maintenance			\$16,700.00
55 - Capital Outlay			
190.84.560.80		Capital Projects Golf Course	336,000.00
Account Classification Total: 55 - Capital Outlay			\$336,000.00
Department Total: 84 - Golf			\$1,814,701.00
EXPENSES Total			\$1,814,701.00
Fund REVENUE Total: 190 - Arboretum Golf Fund			\$1,604,700.00
Fund EXPENSE Total: 190 - Arboretum Golf Fund			\$1,814,701.00
Fund Total: 190 - Arboretum Golf Fund			(\$210,001.00)
Fund: 200 - Refuse Fund			
REVENUES			
50 - Miscellaneous Revenue			
200.465		All Other Revenue	20,000.00
200.465.55		All Other Revenue SWANCC User Fees	1,210,560.00
Account Classification Total: 50 - Miscellaneous Revenue			\$1,230,560.00
REVENUES Total			\$1,230,560.00
EXPENSES			
Department: 86 - Refuse			
50 - Other Expenses			
200.86.580.35		All Other Expense SWANCC User Fees	1,026,750.00
Account Classification Total: 50 - Other Expenses			\$1,026,750.00
65 - Other Financing Uses			
200.86.570.20		Operating Transfers Debt Service Fund	175,000.00
Account Classification Total: 65 - Other Financing Uses			\$175,000.00
Department Total: 86 - Refuse			\$1,201,750.00
EXPENSES Total			\$1,201,750.00
Fund REVENUE Total: 200 - Refuse Fund			\$1,230,560.00
Fund EXPENSE Total: 200 - Refuse Fund			\$1,201,750.00
Fund Total: 200 - Refuse Fund			\$28,810.00
Fund: 211 - Information Technology Fund			
REVENUES			
55 - Operating Transfers			
211.461.01		Internal Service Contributions Information Technology Fund	2,674,074.00
Account Classification Total: 55 - Operating Transfers			\$2,674,074.00
REVENUES Total			\$2,674,074.00
EXPENSES			
Department: 92 - Information Technology			
25 - Operating Expenses			
211.92.510.02		Operating Expenses Telephone	285,000.00
211.92.510.10		Operating Expenses Maintenance Contracts	1,183,259.00
211.92.510.11		Operating Expenses Software Maintenance Contracts	899,488.00
211.92.510.14		Operating Expenses Subscriptions & Publications	19,750.00
211.92.510.20		Operating Expenses Computer Services	120,795.00
211.92.510.40		Operating Expenses Supplies - Office	2,000.00
Account Classification Total: 25 - Operating Expenses			\$2,510,292.00
30 - Contractual Services			
211.92.515.20		Insurance Deductible - Non Wrker's Co	42,100.00
Account Classification Total: 30 - Contractual Services			\$42,100.00
40 - Repairs and Maintenance			
211.92.550.05		Maintenance & Repairs - Other Department Equipment	17,500.00
Account Classification Total: 40 - Repairs and Maintenance			\$17,500.00
50 - Other Expenses			
211.92.580.05		All Other Expense All Other Expenses	250.00
Account Classification Total: 50 - Other Expenses			\$250.00
60 - Debt Service			
211.92.565.10		Debt Service Principal	100,475.00
211.92.565.20		Debt Service Interest	3,457.00
Account Classification Total: 60 - Debt Service			\$103,932.00
Department Total: 92 - Information Technology			\$2,674,074.00
EXPENSES Total			\$2,674,074.00

Village of Buffalo Grove

G/L Account Number		Account Description	2025 Adopted Budget
		Fund REVENUE	Total: 211 - Information Technology Fund
		Fund EXPENSE	Total: 211 - Information Technology Fund
		Fund Total: 211 - Information Technology Fund	\$0.00
Fund: 212 - Central Garage Fund			
REVENUES			
55 - Operating Transfers			
212.461.03	Internal Service Contributions Central Garage Fund		1,957,335.00
Account Classification Total: 55 - Operating Transfers			\$1,957,335.00
REVENUES Total			\$1,957,335.00
EXPENSES			
Department: 93 - Central Garage			
10 - Salaries			
212.93.500.05	Personal Services Salaries - Full Time		558,005.00
212.93.500.35	Personal Services Salaries - Overtime		8,000.00
212.93.500.40	Personal Services Salaries - Longevity		3,000.00
Account Classification Total: 10 - Salaries			\$569,005.00
15 - Taxes and Benefits			
212.93.505.05	Personal Benefits Group & Medical Life		129,502.00
212.93.505.10	Personal Benefits Professional Training		1,500.00
212.93.505.15	Personal Benefits Dues & Memberships		1,000.00
212.93.505.20	Personal Benefits Clothing Allowance		4,000.00
212.93.505.35	Personal Benefits Safety Equipment		850.00
212.93.505.75	Personal Benefits Employer's Contribution - FICA		35,278.00
212.93.505.80	Personal Benefits Employer's Contribution - IMRF		57,413.00
212.93.505.85	Personal Benefits Employer's Contribution Medicare		8,251.00
Account Classification Total: 15 - Taxes and Benefits			\$237,794.00
25 - Operating Expenses			
212.93.510.04	Operating Expenses Travel		5,300.00
212.93.510.06	Operating Expenses Per Diem Allowance		900.00
212.93.510.14	Operating Expenses Subscriptions & Publications		200.00
212.93.510.21	Operating Expenses IT Internal Svc Contribution		55,974.00
212.93.510.40	Operating Expenses Supplies - Office		450.00
212.93.510.50	Operating Expenses Supplies - All Other		10,000.00
212.93.510.55	Operating Expenses Operating Equip - Department		18,220.00
Account Classification Total: 25 - Operating Expenses			\$91,044.00
30 - Contractual Services			
212.93.515.05	Insurance Premium		31,047.00
212.93.515.15	Insurance Deductible - Worker's Comp		4,945.00
Account Classification Total: 30 - Contractual Services			\$35,992.00
40 - Repairs and Maintenance			
212.93.545.05	Maintenance & Repairs - Vehicles Gasoline		300,000.00
212.93.545.10	Maintenance & Repairs - Vehicles Diesel Fuel		75,000.00
212.93.545.15	Maintenance & Repairs - Vehicles Automotive Parts		207,000.00
212.93.545.25	Maintenance & Repairs - Vehicles Lubricants		14,500.00
212.93.545.40	Maintenance & Repairs - Vehicles Contractual Auto Services		413,000.00
Account Classification Total: 40 - Repairs and Maintenance			\$1,009,500.00
45 - Commodities			
212.93.530.50	Commodities Small Equipment Tools & Hardware		14,000.00
Account Classification Total: 45 - Commodities			\$14,000.00
Department Total: 93 - Central Garage			\$1,957,335.00
EXPENSES Total			\$1,957,335.00
		Fund REVENUE	Total: 212 - Central Garage Fund
		Fund EXPENSE	Total: 212 - Central Garage Fund
		Fund Total: 212 - Central Garage Fund	\$0.00
Fund: 213 - Building Maintenance Fund			
REVENUES			
55 - Operating Transfers			
213.461.02	Internal Service Contributions Building Maintenance Fund		2,277,980.00
Account Classification Total: 55 - Operating Transfers			\$2,277,980.00
REVENUES Total			\$2,277,980.00
EXPENSES			
Department: 94 - Building Maintenance			
10 - Salaries			
213.94.500.05	Personal Services Salaries - Full Time		556,362.00
213.94.500.35	Personal Services Salaries - Overtime		9,800.00
213.94.500.40	Personal Services Salaries - Longevity		2,800.00
Account Classification Total: 10 - Salaries			\$568,962.00
15 - Taxes and Benefits			
213.94.505.05	Personal Benefits Group & Medical Life		115,954.00
213.94.505.10	Personal Benefits Professional Training		1,000.00
213.94.505.15	Personal Benefits Dues & Memberships		650.00
213.94.505.20	Personal Benefits Clothing Allowance		4,000.00
213.94.505.35	Personal Benefits Safety Equipment		2,850.00
213.94.505.75	Personal Benefits Employer's Contribution - FICA		35,275.00
213.94.505.80	Personal Benefits Employer's Contribution - IMRF		57,408.00
213.94.505.85	Personal Benefits Employer's Contribution Medicare		8,250.00
Account Classification Total: 15 - Taxes and Benefits			\$225,387.00
25 - Operating Expenses			
213.94.510.04	Operating Expenses Travel		3,000.00
213.94.510.06	Operating Expenses Per Diem Allowance		850.00
213.94.510.10	Operating Expenses Maintenance Contracts		287,027.00
213.94.510.12	Operating Expenses Equipment Rental		4,000.00
213.94.510.14	Operating Expenses Subscriptions & Publications		75.00
213.94.510.21	Operating Expenses IT Internal Svc Contribution		40,982.00
213.94.510.40	Operating Expenses Supplies - Office		530.00
213.94.510.50	Operating Expenses Supplies - All Other		92,803.00
Account Classification Total: 25 - Operating Expenses			\$429,267.00
30 - Contractual Services			

Village of Buffalo Grove

		2025 Adopted Budget
G/L Account Number	Account Description	Budget
213.94.515.05	Insurance Premium	26,503.00
213.94.515.15	Insurance Deductible - Worker's Comp	5,600.00
Account Classification Total: 30 - Contractual Services		\$32,103.00
40 - Repairs and Maintenance		
213.94.535.15	Maintenance & Repairs - Facilities Street Lights	276,895.00
213.94.535.20	Maintenance & Repairs - Facilities Buildings & Facilities	155,000.00
213.94.550.05	Maintenance & Repairs - Other Department Equipment	2,900.00
Account Classification Total: 40 - Repairs and Maintenance		\$434,795.00
45 - Commodities		
213.94.530.05	Commodities Electricity - Facilities	111,765.00
213.94.530.10	Commodities Electricity - Street Lights	72,610.00
213.94.530.20	Commodities Gas - Facilities	272,491.00
213.94.530.50	Commodities Small Equipment Tools & Hardware	4,600.00
Account Classification Total: 45 - Commodities		\$461,466.00
50 - Other Expenses		
213.94.580.05	All Other Expense All Other Expenses	126,000.00
Account Classification Total: 50 - Other Expenses		\$126,000.00
Department Total: 94 - Building Maintenance		\$2,277,980.00
EXPENSES Total		\$2,277,980.00
Fund REVENUE Total: 213 - Building Maintenance Fund		\$2,277,980.00
Fund EXPENSE Total: 213 - Building Maintenance Fund		\$2,277,980.00
Fund Total: 213 - Building Maintenance Fund		\$0.00
Fund: 220 - Police Pension Fund		
REVENUES		
45 - Interest Income		
220.450.10	Investment Revenue Interest Income - Investment Pool	481,500.00
220.450.25	Investment Revenue Interest Income - Securities	428,000.00
220.450.26	Investment Revenue Fixed Income	406,600.00
220.450.45	Investment Revenue Stock Dividend	2,568,000.00
220.450.50	Investment Revenue Fixed Income	1,701,300.00
220.450.55	Investment Revenue Mutual Funds	2,568,000.00
220.450.60	Investment Revenue Equity Securities	1,498,000.00
Account Classification Total: 45 - Interest Income		\$9,651,400.00
50 - Miscellaneous Revenue		
220.465.41	All Other Revenue Pension Contributions - EE	897,700.00
220.465.90	All Other Revenue Miscellaneous Income	30,000.00
Account Classification Total: 50 - Miscellaneous Revenue		\$927,700.00
55 - Operating Transfers		
220.460.05	Operating Transfers Interfund Transfers In	3,446,992.00
Account Classification Total: 55 - Operating Transfers		\$3,446,992.00
REVENUES Total		\$14,026,092.00
EXPENSES		
Department: 88 - Police Pension		
15 - Taxes and Benefits		
220.88.505.55	Personal Benefits Survivor Pension - Police	478,950.00
220.88.505.60	Personal Benefits Pension Payment - Police	5,974,000.00
220.88.505.65	Personal Benefits Disability Payment - Police	47,300.00
Account Classification Total: 15 - Taxes and Benefits		\$6,500,250.00
50 - Other Expenses		
220.88.580.05	All Other Expense All Other Expenses	140,000.00
Account Classification Total: 50 - Other Expenses		\$140,000.00
Department Total: 88 - Police Pension		\$6,640,250.00
EXPENSES Total		\$6,640,250.00
Fund REVENUE Total: 220 - Police Pension Fund		\$14,026,092.00
Fund EXPENSE Total: 220 - Police Pension Fund		\$6,640,250.00
Fund Total: 220 - Police Pension Fund		\$7,385,842.00
Fund: 230 - Fire Pension Fund		
REVENUES		
45 - Interest Income		
230.450.45	Investment Revenue Stock Dividend	250,000.00
230.450.50	Investment Revenue Fixed Income	832,000.00
230.450.55	Investment Revenue Mutual Funds	5,380,300.00
Account Classification Total: 45 - Interest Income		\$6,462,300.00
50 - Miscellaneous Revenue		
230.465.41	All Other Revenue Pension Contributions - EE	680,500.00
Account Classification Total: 50 - Miscellaneous Revenue		\$680,500.00
55 - Operating Transfers		
230.460.05	Operating Transfers Interfund Transfers In	2,371,240.00
Account Classification Total: 55 - Operating Transfers		\$2,371,240.00
REVENUES Total		\$9,514,040.00
EXPENSES		
Department: 89 - Fire Pension		
15 - Taxes and Benefits		
230.89.505.56	Personal Benefits Survivor Pension - Fire	312,000.00
230.89.505.61	Personal Benefits Pension Payment - Fire	4,638,400.00
230.89.505.66	Personal Benefits Disability Payment - Fire	298,500.00
Account Classification Total: 15 - Taxes and Benefits		\$5,248,900.00
50 - Other Expenses		
230.89.580.05	All Other Expense All Other Expenses	137,100.00
Account Classification Total: 50 - Other Expenses		\$137,100.00
Department Total: 89 - Fire Pension		\$5,386,000.00
EXPENSES Total		\$5,386,000.00
Fund REVENUE Total: 230 - Fire Pension Fund		\$9,514,040.00
Fund EXPENSE Total: 230 - Fire Pension Fund		\$5,386,000.00
Fund Total: 230 - Fire Pension Fund		\$4,128,040.00
REVENUE GRAND Totals:		\$166,626,749.00

Village of Buffalo Grove

G/L Account Number	Account Description	2025 Adopted Budget
		EXPENSE GRAND Totals:
		\$161,402,251.00
		Grand Totals:
		\$5,224,498.00



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.f. O-2025-145

Ordinance Abating Taxes Levied for the Village of Buffalo Grove, Cook and Lake Counties, Illinois

Contacts

Liaison: Trustee Cesario

Staff: Chris Black

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an Ordinance Abating Taxes Levied for the Village of Buffalo Grove, Cook and Lake Counties, Illinois

Summary

See attached memorandum

Strategic Alignment

Guiding Principle

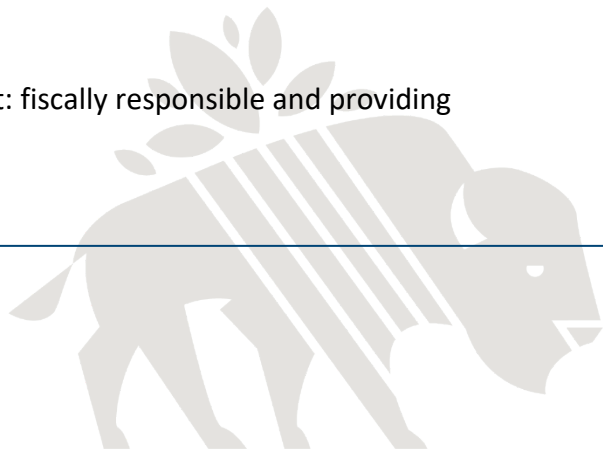
Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. BOT 12.01.25 Property Tax Levy
2. 12.01.25_BOT_Prop Tax Abatement Ord





MEMORANDUM

DATE: December 1, 2025
TO: Village Manager Dane Bragg
FROM: Chris Black, Finance Director
SUBJECT: Proposed 2025 Property Tax Levy

RECOMMENDATION

Staff recommends approval of a total levy prior to abatement of \$23,044,854, a 9.1 percent increase from the prior year. With the proposed abatements, the proposed net levy is \$17,441,179, an increase of 1.9 percent year-over-year.

Staff also recommends approval of an abatement of \$5,603,675 consisting of \$736,938 on the series 2012 bonds, \$382,131 on the Series 2016 Bonds, \$1,893,900 on the Series 2020 bonds, \$992,650 on the Series 2022 bonds, and \$1,598,056 on the Series 2025 bonds.

BACKGROUND

In conjunction with the development of the FY 2026 Village Budget, staff has developed a recommendation for the FY 2025 Property Tax Levy to be extended and collected in 2026. The current year's levy (2024 Tax Levy/collected in 2025) is \$21,123,080, minus abatements of \$4,007,539, resulting in a net levy of \$17,115,541. The net levy was at the same level as the prior year for an increase of 0.0 percent. The components of the change were the following:

<u>2024 Levy Purpose</u>	<u>Increase/(Decrease)</u>
Corporate Levy	0.0%
Special Purpose/IMRF	0.0%
Public Safety Pensions	0.0%
Debt Service	-1.5%

The initial levy request as part of the budget process (prior to abatement consideration) is \$23,044,854 or a 9.1% percent increase. The components of the change are as follows:

<u>2025 Levy Purpose</u>	<u>Increase/(Decrease)</u>	<u>Amount</u>
Corporate Levy	0.0%	\$0
Special Purpose/IMRF	0.0%	\$0

Public Safety Pensions	5.6%	\$325,638
Debt Service	36.8%	\$1,596,136

Corporate Levy

The request of \$9,171,988 represents an increase of 0.0% from the prior year for the Corporate Levy which is used to support public safety operations. The Village uses the Municipal Cost Index (MCI) to measure inflation. The MCI is a composite index that adjusts to the cost of materials and supplies, wages and contracted-for services. The composite index includes the Consumer Price Index, Producer Price Index, and a construction cost index. The composite index includes the Consumer Price Index, Producer Price Index, and a construction cost index. The MCI for the annual period ending August 2025 is 2.66 percent.

Debt Service

The current year's debt service requirement was \$4,342,808. Next year's debt service is \$5,938,944. The debt service payment on the Series 2025 Bonds is included in the property tax levy for the first time. The components of the debt payments are as follows:

Purpose	Debt Payment	Percent of Total
Series 2012 – Street Improvements (Various)	\$736,938	12.4%
Series 2016 – Street Improvements (Various)	\$382,131	6.4%
Series 2020 – Water, Sewer, & Street Improvements	\$1,893,900	31.9%
Series 2022 – Public Works Facility	\$992,650	16.7%
Series 2025 – Fire Stations 25 & 26 and Streets	\$1,933,325	32.6%

The Village will make debt service payments on five existing bond issues in 2026. The Village has committed a combination of general fund revenue and water/sewer revenue to service both the 2020 Bonds and 2022 Bonds. When factoring in these abatements, the debt service levy has not increased since 2019.

Pensions

An independent actuary calculates the amount to be levied for both the Police and Fire pension funds on an annual basis. In the past, the Village has funded above the actuarially required contribution if financially feasible while maintaining a stable property tax levy. The Village's history of meeting its annual pension funding obligations and high funding levels is an important element to our AAA bond rating.

The proposed levy exceeded the actuarially required contribution for the prior three years. From 2022 through 2024, the village's levy exceeded the actuarially required contribution by \$2.1 million. For 2024, the total combined amount for the police and fire pension levies was \$5,818,162, exceeding the required contribution for the two funds by \$376,700.

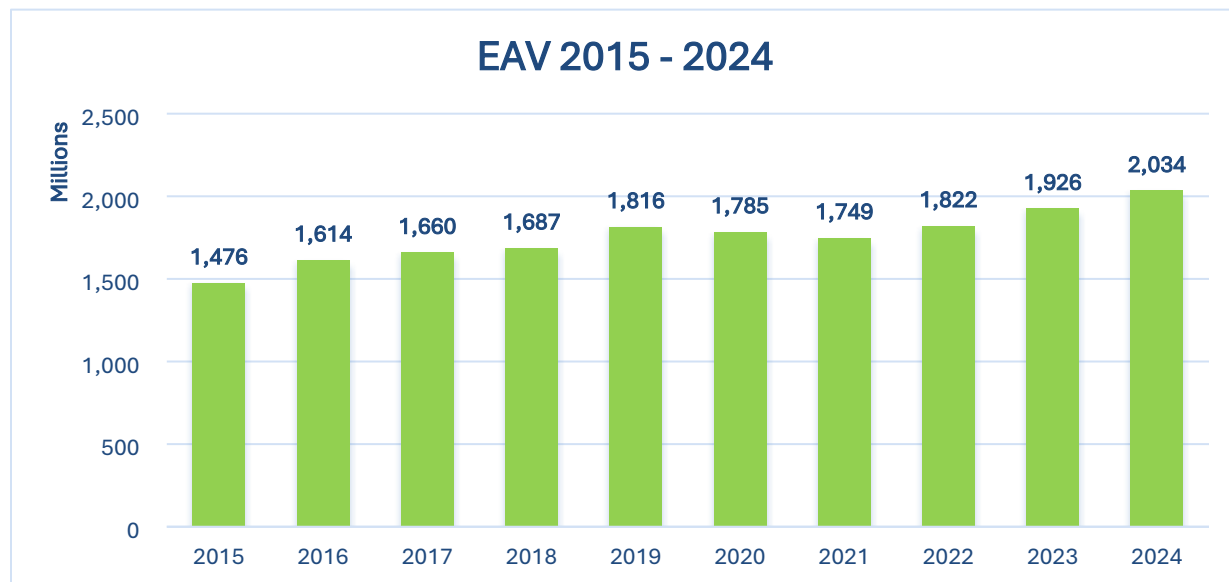
The 2025 proposed levy includes a fire pension levy of \$2,615,212 and a police pension levy of \$3,479,827. The total combined amount for the police and fire pension levies is \$6,143,800, an increase of \$325,638 over the prior year. The increase in the actuarially required contribution was \$654,100, \$339,900 for the fire pension fund and \$314,200 for the police pension fund. Since the 2024 levy included an additional contribution, the 2025 levy growth is less than the increase in the actuarially required contribution.

The Illinois Municipal Retirement Fund (IMRF) calculates the employer portion of the pension. The IMRF and Social Security portion of the levy will remain the same as the prior year.

Equalized Assessed Values (EAV)

The Village's EAV increased by 5.62 percent for the 2024 levy (collected in 2025). Buffalo Grove's total EAV was \$2.03 billion. The change between the two counties was disproportionate as Lake County increased by 6.59 percent and Cook County by 0.3 percent.

EAV calculations reside with each county's assessor's office. Lake County properties are assigned 80 percent of the total property tax burden for the Village. The final percentage allocation is assigned by the Illinois Department of Revenue. Below is a graph depicting the growth of EAV over the last ten years.



ANALYSIS

The proposed levy prior to abatement is \$23,044,854 or a 9.1 percent change. At this point in the process the gross levy appears as follows:

Estimated Distribution of 2025 Property Tax - Before Abatement		Cook County Levy	Lake County Levy	Total Levy 2024	Total Levy 2025
County Tax Burden		20.00%	80.00%	100.00%	100.00%
Tax Levies:					
	Police Protection	\$733,759	\$2,935,036	\$3,668,795	\$3,668,795
	Fire Protection	1,100,639	4,402,554	5,503,193	5,503,193
Sub-Total: Corporate Levy		1,834,398	7,337,590	9,171,988	9,171,988
	IMRF/Social Security	358,024	1,432,098	1,790,122	1,790,122
	Corp. Purpose Bonds Roads (2012)	147,388	589,550	566,925	736,938
	Corp. Purpose Bonds Roads (2016)	76,426	305,705	383,631	382,131

	2019 Series GO Bonds	0	0	255,702	0
	2020 Series GO Bonds	378,780	1,515,120	2,243,900	1,893,900
	2022 Series GO Bonds	198,530	794,120	892,650	992,650
	2025 Series GO Bonds	386,665	1,546,660	0	1,933,325
	Police Pension	701,533	2,806,133	3,446,922	3,507,666
	Fire Pension	527,227	2,108,907	2,371,240	2,636,134
Total		4,608,971	18,435,883	21,123,080	23,044,854

Staff recommends an abatement of \$5,603,675 consisting of \$736,938 on the series 2012 bonds, \$382,131 on the Series 2016 Bonds, \$1,893,900 on the Series 2020 bonds, \$992,650 on the Series 2022 bonds, and \$1,598,056 on the Series 2025 bonds. With the proposed abatements, the proposed net levy is \$17,441,179, an increase of 1.9 percent or \$325,638 year-over-year.

Levy	Section	Levy	Abatement	Net Levy
Corporate Purpose	2	\$9,171,988	\$0	\$9,171,988
Illinois Municipal Retirement Fund	3	500,000	0	500,000
Social Security Fund	4	1,290,122	0	1,290,122
Police Pension	5	3,507,666	0	3,507,666
Fire Pension	6	2,636,134	0	2,636,134
Corporate Purpose Bonds Series 2012	7	736,938	736,938	0
Corporate Purpose Bonds Series 2016	8	382,131	382,131	0
Series 2019 GO Bonds	9	0	0	0
Series 2020 GO Bonds	10	1,893,900	1,893,900	0
Series 2022 GO Bonds	11	992,650	992,650	0
Series 2025 GO Bonds	12	1,933,325	1,598,056	335,269
Total		\$23,044,854	\$5,603,675	\$17,441,179

It should be noted that a percentage increase or decrease in the levy does not equal the change in a homeowner's tax bill, depending upon growth in EAV and redistribution of assessed values across different real estate types (residential, industrial, commercial, and agricultural).

The Truth in Taxation determination was presented to the Village Board on November 3, 2025. Accompanying this memorandum is an ordinance for the levy and collection of taxes, as well as the FY 2026 Budget in line-item format.

FINANCIAL IMPACT

The proposed net levy is \$17,441,179, provides an increase of 1.9 percent or \$325,638 year-over-year in property tax revenue.



ORDINANCE 2025-xxx

AN ORDINANCE ABATING TAXES LEVIED FOR THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. Section 7 of Ordinance No. 2012-36 provided for the levy of a direct tax on all property in the Village for the year 2025 for the repayment of principal and interest on the Corporate Purpose General Obligation Bonds-Series 2012 issued for the purpose of funding certain road improvements as part of the annual street maintenance program in the Village of Buffalo Grove in an amount equal to \$736,938 and the Village has sufficient funds on hand to pay \$736,938 of the amount of the tax levied for the fiscal year commencing January 1st, and the levy of the entire \$736,938 is unnecessary.

Therefore, the Village hereby authorizes and directs the County Clerks of Cook and Lake Counties, Illinois to levy \$0 and abate and not spread the sum of \$736,938 hitherto provided for and levied in the ordinance providing for the issuance of \$5,700,000 of Corporate Purpose General Obligation Bonds-Series 2012 of the Village of Buffalo Grove, being Ordinance No. 2012-36, passed and approved on August 6, 2012, certified copies of which were filed with the County Clerks of Cook and Lake Counties, Illinois.

SECTION 3. Section 10 of Ordinance No. 2016-24 provided for the levy of a direct tax on all property in the Village for the year 2025 for the repayment of principal and interest on the Corporate Purpose General Obligation Bonds-Series 2016 issued for the purpose of street maintenance in the Village of Buffalo Grove in an amount equal to \$382,131 and the Village has sufficient funds on hand to pay \$382,131 of the amount of the tax levied for the fiscal year commencing January 1st, and the levy of the entire \$382,131 is unnecessary.

Therefore, the Village hereby authorizes and directs the County Clerks of Cook and Lake Counties, Illinois to levy \$0 and abate and not spread the sum of \$382,131 hitherto provided for and levied in the ordinance providing for the issuance of \$6,125,000 of Corporate Purpose General Obligation Bonds-Series 2016 of the Village of Buffalo Grove, being Ordinance No. 2016-24, passed and approved on April 18, 2016, certified copies of which were filed with the County Clerks of Cook and Lake Counties, Illinois.

SECTION 4. Section 10 of Ordinance No. 2020-29 provided for the levy of a direct tax on all property in the Village for the year 2025 for the repayment of principal and interest on the Corporate Purpose General Obligation Bonds-Series 2020 issued for the purpose water, sanitary sewer system, roadway, and other capital projects in the Village of Buffalo Grove in an amount equal to \$1,893,900

and the Village has sufficient funds on hand to pay \$1,893,900 of the amount of the tax levied for the fiscal year commencing January 1st, and the levy of the entire \$1,893,900 is unnecessary.

Therefore, the Village hereby authorizes and directs the County Clerks of Cook and Lake Counties, Illinois to levy \$0 and abate and not spread the sum of \$1,893,900 hitherto provided for and levied in the ordinance providing for the issuance of \$24,000,000 of Corporate Purpose General Obligation Bonds-Series 2020 of the Village of Buffalo Grove, being Ordinance No. 2020-29, passed and approved on May 18, 2020, certified copies of which were filed with the County Clerks of Cook and Lake Counties, Illinois.

SECTION 5. Section 10 of Ordinance No. 2022-80 provided for the levy of a direct tax on all property in the Village for the year 2025 for the repayment of principal and interest on the Corporate Purpose General Obligation Bonds-Series 2022 issued for the purpose of purchasing and improving a building to serve as a public works facility and other capital projects in the Village of Buffalo Grove in an amount equal to \$992,650 and the Village has sufficient funds on hand to pay \$992,650 of the amount of the tax levied for the fiscal year commencing January 1st, and the levy of the entire \$992,650 is unnecessary.

Therefore, the Village hereby authorizes and directs the County Clerks of Cook and Lake Counties, Illinois to levy \$0 and abate and not spread the sum of \$992,650 hitherto provided for and levied in the ordinance providing for the issuance of \$18,530,000 of Corporate Purpose General Obligation Bonds-Series 2022 of the Village of Buffalo Grove, being Ordinance No. 2022-80, passed and approved on August 15, 2022, certified copies of which were filed with the County Clerks of Cook and Lake Counties, Illinois.

SECTION 6. Section 10 of Ordinance No. 2025-45 provided for the levy of a direct tax on all property in the Village for the year 2025 for the repayment of principal and interest on the Corporate Purpose General Obligation Bonds-Series 2025 issued for the purpose to finance capital improvements in and for the Village including, but not limited to, construction of new fire stations and street improvements in an amount equal to \$1,933,325 and the Village has sufficient funds on hand to pay \$1,598,056 of the amount of the tax levied for the fiscal year commencing January 1st, and the levy of the entire \$1,933,325 is unnecessary.

Therefore, the Village hereby authorizes and directs the County Clerks of Cook and Lake Counties, Illinois to levy \$335,269 and abate and not spread the sum of \$1,598,056 hitherto provided for and levied in the ordinance providing for the issuance of \$24,060,000 of Corporate Purpose General Obligation Bonds-Series 2025 of the Village of Buffalo Grove, being Ordinance No. 2025-45, passed and approved on March 17, 2025, certified copies of which were filed with the County Clerks of Cook and Lake Counties, Illinois.

Levy	Section	Levy	Abatement	Net Levy
Corporate Purpose	2	\$9,171,988	\$0	\$9,171,988
Illinois Municipal Retirement Fund	3	500,000	0	500,000
Social Security Fund	4	1,290,122	0	1,290,122
Police Pension	5	3,507,666	0	3,507,666
Fire Pension	6	2,636,134	0	2,636,134
Corporate Purpose Bonds Series 2012	7	736,938	736,938	0
Corporate Purpose Bonds Series 2016	8	382,131	382,131	0
Series 2019 GO Bonds	9	0	0	0
Series 2020 GO Bonds	10	1,893,900	1,893,900	0
Series 2022 GO Bonds	11	992,650	992,650	0
Series 2025 GO Bonds	12	1,933,325	1,598,056	335,269
Total		\$23,044,854	\$5,603,675	\$17,441,179

SECTION 8. The Village Clerk is hereby authorized and directed to file a certified copy of this ordinance with the County Clerks of Cook and Lake Counties, Illinois.

SECTION 9. This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law. This ordinance shall not be codified.

AYES: _____
 NAYES: _____
 ABSENT: _____
 PASSED: _____, 2025
 APPROVED: _____, 2025
 PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.g. R-2025-29

Resolution Requesting the County of Cook Not to Collect the Loss in Collection of Taxable Property in the Village of Buffalo Grove

Contacts

Liaison: Trustee Cesario

Staff: Chris Black

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a Resolution Requesting the County of Cook Not to Collect the Loss in Collection of Taxable Property in the Village of Buffalo Grove

Summary

Background

The County Clerks of both Cook and Lake County have statutory authority to increase local tax levies to offset losses due to the non-collection of property taxes. In Cook, the increase in three percent of the corporate purpose and pension levies with an additional five percent for the debt service levies. In Lake, the levy could be increased by two percent for debt service levies. For the 2025 tax levy, an additional amount of \$121,600 would be extended automatically to offset losses in collections if no action is taken.

Analysis

By adopting the resolutions, the County Clerks for both Lake and Cook are directed to not extend the tax levy by an additional amount to offset losses due to the non-collection of property taxes. The Village has determined the additional extension is not necessary at this time due to our collection history for both Lake (99.6 percent over the last five years) and Cook (97 percent) counties. Annual tax collections will continue to be reviewed to determine if there will be a need to reinstate the supplemental levies in future years.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. 12.01.25 BOT Cost of Coll (Cook)





RESOLUTION 2025-xx

A RESOLUTION REQUESTING THE COUNTY OF COOK NOT TO COLLECT THE LOSS IN COLLECTION ON TAXABLE PROPERTY IN THE VILLAGE OF BUFFALO GROVE

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Village of Buffalo Grove has experienced a high level of property tax collections from its residential and commercial property in Cook County as verified by audit and collection procedures; and

WHEREAS, the County of Cook has made it a policy to extend additional amounts over and above the annual tax levy requests of the Village of Buffalo Grove in order to offset any loss in collection of the tax levy; and

WHEREAS, those additional taxes will not be needed by the Village of Buffalo Grove to perform its operational, pension and debt service responsibilities to its citizens.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Resolution as if fully set forth herein.

SECTION 2. The County Clerk of Cook County is hereby directed not to levy the customary percentage amounts for loss and collection as part of the extension of those levies requested by the Village of Buffalo Grove in its 2025 Tax Levy Ordinance upon all taxable property within the Cook County boundaries of the Village.

SECTION 3. The Village Clerk is hereby directed to send a certified copy of this Resolution to the County Clerk of Cook County.

SECTION 4. This Resolution shall be in full force and effect from and after its passage and approval.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025

ATTEST:

APPROVED:

Page 1 of 2

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Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

DRAFT



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.h. R-2025-30

Resolution Requesting the County of Lake Not to Collect the Loss in the Collection of Property Tax in the Village of Buffalo Grove

Contacts

Liaison: Trustee Cesario

Staff: Chris Black

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a Resolution Requesting the County of Lake Not to Collect the Loss in the Collection of Property Tax in the Village of Buffalo Grove

Summary

Background

The County Clerks of both Cook and Lake County have statutory authority to increase local tax levies to offset losses due to the non-collection of property taxes. In Cook, the increase in three percent of the corporate purpose and pension levies with an additional five percent for the debt service levies. In Lake, the levy could be increased by two percent for debt service levies. For the 2025 tax levy, an additional amount of \$121,600 would be extended automatically to offset losses in collections if no action is taken.

Analysis

By adopting the resolutions, the County Clerks for both Lake and Cook are directed to not extend the tax levy by an additional amount to offset losses due to the non-collection of property taxes. The Village has determined the additional extension is not necessary at this time due to our collection history for both Lake (99.6 percent over the last five years) and Cook (97 percent) counties. Annual tax collections will continue to be reviewed to determine if there will be a need to reinstate the supplemental levies in future years.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. 12.01.25 BOT Cost of Coll (Lake)





RESOLUTION 2025-xx

A RESOLUTION REQUESTING THE COUNTY OF LAKE NOT TO COLLECT THE LOSS IN COLLECTION ON TAXABLE PROPERTY IN THE VILLAGE OF BUFFALO GROVE

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Village of Buffalo Grove has experienced a high level of property tax collections from its residential and commercial property in Lake County as verified by audit and collection procedures; and

WHEREAS, the County of Lake has made it a policy to extend additional amounts over and above the annual tax levy requests of the Village of Buffalo Grove in order to offset any loss in collection of the tax levy; and

WHEREAS, those additional taxes will not be needed by the Village of Buffalo Grove to perform its operational, pension and debt service responsibilities to its citizens.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Resolution as if fully set forth herein.

SECTION 2. The County Clerk of Lake County is hereby directed not to levy the customary percentage amounts for loss and collection as part of the extension of those levies requested by the Village of Buffalo Grove in its 2025 Tax Levy Ordinance upon all taxable property within the Lake County boundaries of the Village.

SECTION 3. The Village Clerk is hereby directed to send a certified copy of this Resolution to the County Clerk of Lake County.

SECTION 4. This Resolution shall be in full force and effect from and after its passage and approval.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025

ATTEST:

APPROVED:

Page 1 of 2

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Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

DRAFT



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.i. O-2025-146

Ordinance Adopting the Fiscal Year 2026 (January 1 - December 31, 2026) Budget for the Village of Buffalo Grove

Contacts

Liaison: Trustee Cesario

Staff: Chris Black

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an Ordinance Adopting the Fiscal Year 2026 (January 1 - December 31, 2026) Budget for the Village of Buffalo Grove

Summary

Background

Attached is an Ordinance for consideration by the President and Board of Trustees formally adopting the Villages FY 2026 Budget. The public presentation was held on November 17, 2025. A public hearing notice was published on October 16, 2025.

The Draft budget was provided to the Village Board on October 31, 2025. The budget was published electronically on the Village's website at the same time. A copy was made available to the public as part of the notice of the public hearing. The final draft budget has been published at the following link, along with the November 18th budget presentation.

<https://www.vbg.org/302/Annual-Budget>

Analysis

The 2026 spending plan includes \$137.9 million of forecasted revenue to support \$143.9 million in projected expenditures. The budget includes \$27.7 million in capital expenditures.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Principle 2: Outstanding Village Services

Principle 3: Plan and Invest in the Future

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. 12.01.25 FY 2026 Budget Ordinance





ORDINANCE 2025-xxx

ADOPTING THE FISCAL 2026 (JANUARY 1-DECEMBER 31, 2026) BUDGET FOR THE VILLAGE OF BUFFALO GROVE

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, in accordance with Section 8-2-9.1 *et. Seq.* of the Illinois Municipal Code, 65 ILCS 5/8-2-9.1 *et seq.*, and Section 2.08.043 of the Village of Buffalo Grove Municipal Code, the President and Board of Trustees of the Village of Buffalo Grove have adopted the budget officer system; and

WHEREAS, pursuant to Section 8-2-9.4 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.4 and Section 2.08.043 of the Village Code, the Village is required to adopt an annual budget; and

WHEREAS, the Village of Buffalo Grove fiscal year runs from January 1, 2026, to December 31, 2026; and

WHEREAS, the Fiscal Year 2026 Budget has been prepared and submitted for the review and consideration by the President and Board of Trustees of the Village of Buffalo Grove; and

WHEREAS, a notice of Public Hearing was published in the Daily Herald on October 16, 2025, and a copy of the FY 2026 Budget was made available to the public; and

WHEREAS, the President and Board of Trustees reviewed and considered the FY 2026 Budget at a Special Meeting of the President and Board of Trustees of November 17, 2025; and

WHEREAS, pending any final review of changes to, or supplemental reports on, various elements of the Budget content, the FY 2026 Budget can be considered for adoption.

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The FY 2026 Budget of the Village of Buffalo Grove be approved after consideration of any changes and reports as requested by the President and Board of Trustees up to and through December 1, 2025.

SECTION 3. Upon adoption of the Budget, authority is given to the Village Manager to place the document in final form for distribution.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 5. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.j. O-2025-147

Ordinance Approving a Side Letter of Agreement Between the Village of Buffalo Grove and the Metropolitan Alliance of Police (MAP), Buffalo Grove Police Patrol Officer Chapter #672

Contacts

Liaison: Trustee Bocek

Staff: Kathryn Golbach

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve an Ordinance authorizing the Village Manager to sign a side letter of agreement between the Village of Buffalo Grove and the Metropolitan Alliance of Police (MAP), Buffalo Grove Police Patrol Officer Chapter #672.

Summary

Background

As part of the current 2024-2026 Collective Bargaining Agreement with the Metropolitan Alliance of Police (MAP), both the Village and the Union agreed to compute the 2026 general wage increase based on our established wage formula as done in prior years. The 2026 general wage increase for MAP has been calculated at three and a half percent (3.5%), consistent with the budget allocation for FY2026. On November 20, 2025, the Union ratified the 2026 wages, agreeing to the three and a half percent (3.5%) general wage increase.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Principle 3: Plan and Invest in the Future

Principle 4: High Performing Village Team

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. DRAFT Ordinance 2026 Side Letter Wages
2. 2026 MAP Side Letter Wages





ORDINANCE 2025-xxx

AN ORDINANCE APPROVING A LETTER OF AGREEMENT BETWEEN THE VILLAGE OF BUFFALO GROVE AND THE METROPOLITAN ALLIANCE OF POLICE (MAP), BUFFALO GROVE POLICE PATROL OFFICER CHAPTER #672

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS in accordance with the Illinois Public Labor Relations Act, the Village of Buffalo Grove entered into good faith collective bargaining and has thus reached an agreement with the Metropolitan Alliance of Police (MAP), Buffalo Grove Police Patrol Officer Chapter #672 concerning wages for January 1, 2026 through December 31, 2026, as reflected within the Collective Bargaining Agreement in effect from January 1, 2024 through December 31, 2026; and

NOW THEREFORE BE IT ORDAINED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to enter into the Letter of Agreement with the Metropolitan Alliance of Police (MAP), Buffalo Grove Police Patrol Officer Chapter #672.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025
PUBLISHED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President

Side Letter of Agreement
Between
The Village of Buffalo Grove
And
The Metropolitan Alliance of Police (MAP), Buffalo Grove Police Patrol Officer Chapter #672

December 1, 2025

Representative from the Village of Buffalo Grove (“Village”) and the Metropolitan Alliance of Police (MAP), Buffalo Grove Police Patrol Officer Chapter #672 (“Union”) have met and reached an agreement on this Side Letter of Agreement to the Collective Bargaining Agreement (“Agreement”) between the parties dated January 1, 2024, through December 31, 2026, which modifies the following sections of the afore referenced Agreement, Supplemental Agreement and Departmental Standards Operating Procedures.

Article VI. Section 6.1 – Salaries

Salary Schedule – January 1, 2026, to December 31, 2026

Effective: January 1, 2026

- A. Police Patrol Officer (3.5% increase)
- a. The minimum and entrance salary at step 325 as delineated in the Village of Buffalo Grove’s Municipal Classification and Pay Plan, or \$86,575.84
 - b. The maximum salary, exclusive of overtime pay, shall be at step 403 or \$127,745.28

2026 Buffalo Grove Pay Step Plan		
Starting Pay:	\$ 86,575.84	325
Pay after first complete year of Employment:	\$ 91,457.60	336
Pay after second complete year of employment:	\$ 96,616.00	347
Pay after third complete year of employment:	\$ 102,063.52	358
Pay after fourth year of employment:	\$ 107,820.96	369
Pay after fifth year of employment:	\$ 113,900.80	380
Pay after sixth year of employment:	\$ 120,323.84	391
Pay after seven or more complete years of employment:	\$ 127,745.28	403

This Side Letter of Agreement is executed this _____ day of December 2025.

For the Village of Buffalo Grove:

For MAP, Buffalo Grove Police Patrol
Officer Chapter #672:

Dane C. Bragg
Village Manager

Keith R. George
President, Metropolitan Alliance of Police

Marc Rossi
President, MAP Chapter #672



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 9.k. R-2025-31

Resolution Approving the 2026 Pay Ranges for Village of Buffalo Grove Employees

Contacts

Liaison: Trustee Bocek

Staff: Kathryn Golbach

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to approve a Resolution approving the 2026 Pay Ranges for Village of Buffalo Grove Employees.

Summary

Please see the attached memorandum.

Strategic Alignment

Guiding Principle

Principle 1: Financially Responsible and Sound

Goal

Goal 1: Maintained effective village government: fiscally responsible and providing outstanding, responsive services

File Attachments

1. DRAFT Resolution 2026 Pay Ranges
2. Memo - Draft 2026 Pay Ranges Recommendations
3. DRAFT 2026 Pay Ranges





RESOLUTION 2025-xx

A RESOLUTION APPROVING THE 2026 PAY RANGES FOR VILLAGE OF BUFFALO GROVE EMPLOYEES

WHEREAS the Village of Buffalo Grove is a home rule unit pursuant to the Illinois Constitution of 1970; and

WHEREAS on December 1, 2025, the Village President and Board of Trustees adopted the Village of Buffalo Grove's fiscal year 2026 budget, and;

WHEREAS within the fiscal year 2026 budget a general wage increase of 3 percent was programmed for all non-represented employees on January 1, 2026, and;

WHEREAS the 2026 pay ranges have been modified so that they are more accurately aligned with both the internal and external labor market and;

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Buffalo Grove, Cook and Lake Counties, Illinois, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Resolution as if fully set forth herein.

SECTION 2. The 2026 Pay Ranges will become effective January 1, 2026.

SECTION 3. This Resolution shall be in full force and effect from and after its passage and approval.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2025
APPROVED: _____, 2025

ATTEST:

APPROVED:

Janet M. Sirabian, Village Clerk

Eric N. Smith, Village President



MEMORANDUM

DATE: November 18, 2025

TO: Dane C. Bragg, Village Manager
Chris Stilling, Deputy Village Manager

FROM: Kathryn Golbach, Human Resources Director

SUBJECT: DRAFT 2026 Pay Ranges Recommendation

Attached please find the draft 2026 pay ranges for Village of Buffalo Grove employees.

The pay ranges for non-represented employees are proposed to increase three percent (3%) effective January 1, 2026, as reflected in the draft FY2026 budget. Additionally, as part of the annual wage reopener, in accordance with our Collective Bargaining Agreement with the Metropolitan Alliance of Police (MAP), the pay range for Police Patrol Officer is proposed to increase by three and a half percent (3.5%) for FY2026.

Additionally, as part of the Village's comprehensive tri-annual salary survey, several pay grade adjustments and position reclassifications are also recommended. Per the Personnel Manual, the Village conducts this survey every three years to compare each non-union position against our 14 comparable communities. These comparable communities are the same communities we use with our collectively bargained employees.

Please note: These proposed revisions are not immediately applied to employees. Adjusted pay ranges move the employee with market trends and provide employees with expanded opportunity for future merit increases as part of our pay for performance program.

As an outcome of the tri-annual salary survey, below is a summary of the changes.

Pay Grade Adjustments

Pay Grade	2025		2026		Delta
	Min	Max	Min	Max	
70	\$ 143,990.08	\$ 214,593.60	\$ 150,600.32	\$ 224,446.56	4.50%
66	\$ 123,362.72	\$ 184,772.64	\$ 134,950.40	\$ 202,128.16	9.00%
56	\$ 101,052.64	\$ 150,600.32	\$ 104,642.72	\$ 155,952.16	3.50%

- **Pay Grade 70** increased by 4.5% (1.5% market adjustment + 3% general wage increase).
- **Pay Grade 66** increased by 9% (6% market adjustment + 3% general wage increase).
- **Pay Grade 56** increased by 3.5% (0.5% market adjustment + 3% general wage increase)

Note: The percent change (“delta”) is calculated in accordance with the Village’s step plan.

Position Reclassifications

Position	Current Pay Grade	Proposed Pay Grade
Deputy Public Works Director	62	66
Deputy Community Development Director	62	66
Assistant Village Manager	58	62
Social Worker	21	34
Permit Coordinator	17	21
Communications Coordinator	13	21
Administrative Assistant	13	17
Utility Billing Coordinator	13	17
Accounts Payable Coordinator	13	17
Payroll Coordinator	13	17
Community Service Officer	9	17

In addition to the above, two new positions are proposed:

- Facilities Manager
- Technology Services Manager (a reclassification of the Technical Services Administrator position)

These recommendations align with the Village’s broader staffing strategy within the Administrative Services Department and Public Works Department.

Lastly, the Administrative Services Director position has been removed from the pay plan to reflect the current organizational structure, under which these functions fall under the direct management of the Assistant Village Manager.

Village of Buffalo Grove
DRAFT Recommended 2026 Pay Ranges

The draft pay ranges include market analysis salary adjustments and a 3% GWI

Position	New Min	Step	New Max	Step
Pay Grade 74	\$157,514.24	445	\$234,750.88	525
Deputy Village Manager				
Pay Grade 70	\$150,600.32	436	\$224,446.56	516
Director of Finance				
Police Chief				
Fire Chief				
Director of Public Works				
Director of Community Development				
Pay Grade 66	\$134,950.40	414	\$202,128.16	495
Deputy Fire Chief				
Director of Human Resources				
Deputy Police Chief				
Village Engineer				
Deputy Public Works Director				
Deputy Community Development Director				
Pay Grade 62	\$117,948.48	387	\$175,782.88	467
Communications Director				
Battalion Chief				
Deputy Director of Finance				
Police Commander				
Assistant Village Manager				
Pay Grade 58	\$112,209.76	377	\$167,229.92	457
Police Lieutenant				
Building Services Manager				
Head Golf Professional BG & Arbo				
Public Works Superintendent				
Assistant Village Engineer				
Assistant to the Village Manager				
Pay Grade 56	\$104,642.72	363	\$155,952.16	443
Police Sergeant				
Pay Grade 54	\$97,098.56	348	\$144,709.76	428
Civil Engineer II				
Principal Planner				
EMS Educator				
Pay Grade 50	\$133,610.88	412	\$145,433.60	429
Fire Lieutenant/ Paramedic (May 1, 2025 - April 30, 2026)				
Pay Grade 46	\$128,385.92	404	\$142,561.12	425
Fire Lieutenant/ Non-Paramedic (May 1, 2025 - April 30, 2026)				

Pay Grade 42	\$89,650.08	332	\$133,610.88	412
Public Works Manager				
Purchasing Manager				
Civil Engineer I				
Administrative Support Manager				
Human Resources Manager				
Technology Services Manager				
Facilities Manager				
Pay Grade 34	\$83,605.60	318	\$124,600.32	398
Plan Reviewer				
Crew Leader				
Social Worker				
Pay Grade 29	\$77,966.72	304	\$127,110.88	402
Firefighter/Paramedic				
(May 1, 2025 - April 30, 2026)				
Pay Grade 25	\$86,575.84	325	\$127,745.28	403
Patrol Officer				
(January 1, 2026 - December 31, 2026)				
Pay Grade 23	\$76,425.44	300	\$124,600.32	398
Firefighter/EMT-B				
(May 1, 2025 - April 30, 2026)				
Pay Grade 21	\$77,577.76	303	\$115,618.88	383
Building Inspector				
Health Inspector				
Electrical & Mechanical Inspector				
Fire Inspector				
EMA Coordinator				
Deputy Fire Marshal				
Plumbing Inspector				
Administrative Services Manager				
Property Maintenance Inspector				
Mechanic II				
Accountant				
Associate Planner				
Human Resources Generalist				
Deputy Village Clerk				
Engineering Technician				
Management Analyst				
Head Golf Professional				
Maintenance Worker II				
Buyer				
Permit Coordinator				
Communications Coordinator				
Pay Grade 17	\$66,466.40	272	\$99,055.84	352
Public Education Officer-Fire				
Maintenance Worker I				

Administrative Assistant				
Utility Billing Coordinator				
Accounts Payable Coordinator				
Payroll Coordinator				
Community Service Officer				
Pay Grade 13	\$58,092.32	245	\$85,290.40	322
Assistant Golf Professional				
Evidence Custodian				
Pay Grade 9	\$53,368.64	228	\$79,539.20	308
Desk Officer				
Clerk				
Pay Grade 5	\$30,680.00	117	\$45,722.56	197
Fleet Maintenance Shop Assistant				
Engineering Aide				
Pay Grade 1	\$29,627.52	110	\$40,971.84	175
School Crossing Guard				
Laborer				
Golf Course Attendant				



AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Regular Meeting: December 1, 2025

AGENDA ITEM 11.a.

Canceling the December 15, 2025 Regular Meeting of the Buffalo Grove Village Board

Contacts

Liaison: President Smith

Staff: Dane Bragg

Staff Recommendation

Staff recommends approval.

Recommended Motion

I move to cancel the December 15, 2025 Regular Meeting of the Buffalo Grove Village Board

Summary

The December 15, 2025 Regular Meeting of the Buffalo Grove Village Board will be canceled. Proper notice will be given pursuant to the Open Meetings Act.

Strategic Alignment

Guiding Principle

N/A

Goal

N/A

File Attachments

None

