



Meeting of the Village of Buffalo Grove
Village Board
Regular Meeting
December 7, 2020 at 7:30 PM

Fifty Raupp Blvd
Buffalo Grove, IL 60089-2100
Phone: 847-459-2500

1. Call to Order

A. Open Meetings Act Compliance

Pursuant to Public Act 101-0640 as well as the Disaster Proclamation and Executive Orders issued by Governor Pritzker, this meeting will be held in person with capacity-limited physical attendance. Those not willing or able to physically attend can still fully participate electronically by utilizing the Zoom link below.

Zoom Link: www.vbg.org/july20meeting

Phone Number: 312-626-6799

Meeting ID: 868 5260 8055

Instructions for how the public can see, listen and/or participate in meetings are listed immediately below this statement.

In accordance with the Open Meetings Act, any person shall be permitted an opportunity to address public officials under the rules established and recorded in the Buffalo Grove Municipal Code. The Village President reserves the right to alter the order of the appearance of speakers to maintain decorum during the meeting.

Due to the COVID-19 pandemic and CDC guidelines for social distancing, physical attendance is limited to 20 persons in addition to Elected Officials and Staff. All seats are on a first come, first served basis. All persons physically attending the meeting will be required to don an appropriate face covering during the duration of the meeting and shall be required to undergo a body temperature scan before entering the Jeffrey S. Braiman Council Chambers. The Village of Buffalo Grove reserves the right to deny entry to any person displaying COVID-19 symptoms or a body temperature exceeding 100.4 degrees Fahrenheit. All meeting participants shall observe CDC-published guidelines for social distancing while attending the meeting.

B. Pledge of Allegiance

2. Approval of Minutes

3. Approval of Warrant

A. Approval of Warrant #1322 (Trustee Weidenfeld) (Staff Contact: Chris Black)

4. Village President's Report

A. Proclamation Declaring November 14, 2020 to be Diwali Awareness Day (President Sussman) (Staff Contact: Evan Michel)

B. Appointment of Kevin Dryman to the Board of Fire and Police Commissioners (President Sussman) (Staff Contact: Arthur Malinowski)

- C. R-2020-52 Resolution Extending Executive Order 2020-11 (President Sussman) (Staff Contact: Dane Bragg)
- D. Letter to Governor Pritzker Regarding Cresco's Adult-Use Cannabis License (President Sussman) (Staff Contact: Chris Stilling)
- E. Discussion Regarding Local Business & Restaurant Relief in Response to COVID-19 (Trustee Ottenheimer, Trustee Weidenfeld) (Staff Contact: Chris Stilling)

5. Village Manager's Report

- A. 2021 Buffalo Grove Village Board Meeting Schedule (President Sussman) (Staff Contact: Dane Bragg)

6. Special Business

- 1. Public Hearing Regarding Acceptance of the FY 2021 Budget (Trustee Weidenfeld) (Staff Contact: Chris Black)

7. Reports from Trustees

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. (Attached).

- A. O-2020-91 Approve an Ordinance Granting a Variation for Two Wall Signs at 960 S Buffalo Grove Rd. (Trustee Weidenfeld) (Staff Contact: Nicole Woods)

SUMMARY: Nino's Pizzeria is seeking to install two wall signs on the east and north elevations at 960 S Buffalo Grove Rd. The Planning & Zoning Commission recommended approval 6-1, subject to the conditions in the attached Ordinance.

- B. O-2020-92 Approve an Amendment to the WJ Sports Special Use to Allow for the Onsite Consumption of Beer and Wine as Part of Their Golf Recreational Services at 1380 Busch Parkway (Trustee Johnson) (Staff Contact: Chris Stilling)

SUMMARY: The petitioners are requesting an amendment to their Special Use Ordinance 2020-5 to allow for onsite consumption of beer and wine as part of their golf recreational services. The Planning & Zoning Commission recommended approval, subject to the conditions in the Ordinance.

- C. O-2020-93 Approve an Amendment to the G7 Liquor License (President Sussman) (Staff Contact: Chris Stilling)

SUMMARY: Staff is requesting an amendment to the Class G7 license to allow for beer and wine service at a Recreational Golf Facility in the Industrial District.

- D. R-2020-53 Resolution Ratifying the Expenditure of Grant Funding (Trustee Smith) (Staff Contact: Steven Casstevens)

SUMMARY: Staff recommends the Village Board authorize the Village Manager to expend grant funds awarded by the Department of Justice to provide for a NIBRS complaint report management system.

- E. R-2020-54 Resolution for Calendar Year 2021 Village-Wide Street Maintenance Motor Fuel Tax (Trustee Stein) (Staff Contact: Ted Sianis)
SUMMARY: Staff recommends approval of a resolution which meets the requirements of the Illinois Department of Transportation for the use of Motor Fuel Tax funds for FY 2021 for the Village-wide street maintenance program.
- F. R-2020-55 Amendment to the Paymentus Credit Card Processing Agreement (Trustee Stein) (Staff Contact: Brett Robinson)
SUMMARY: Staff recommends authorizing the Village Manager to make modifications to the existing agreement with Paymentus Corporation, pending review and approval of the amendment by the Village Attorney.
- G. R-2020-56 Resolution Revising the Procurement Policy (Trustee Johnson, Trustee Weidenfeld) (Staff Contact: Brett Robinson)
SUMMARY: Staff recommends approval of a resolution adopting the revisions to the Procurement Policy as further detailed in the attached memo.
- H. Authorization to Waive Bids and Seek Competitive Proposals Projects for FY 2021 (Trustee Weidenfeld) (Staff Contact: Brett Robinson)
SUMMARY: Staff requests authorization to waive bids for a limited number of fiscal year 2021 projects and seek competitive proposals or negotiate for services as further detailed in the attached memo.
- I. Authorization to Seek Competitive Bids for Various Projects (Trustee Johnson, Trustee Stein) (Staff Contact: Brett Robinson)
SUMMARY: Staff requests Authorization to Bid for the various Fiscal Year 2021 projects as further detailed in the attached memo.
- J. Authorization to Execute an Agreement with Ultra Strobe Communications, Inc. for Emergency Vehicle Lighting Services (Trustee Smith) (Staff Contact: Brett Robinson)
SUMMARY: Staff requests authorization to execute an agreement with Ultra Strobe Communications, Inc. for emergency lighting installation services pending final review and approval by the Village Attorney at a not to exceed price of \$55,000 with a contingency of \$20,000 to be controlled by the Village Manager.

9. Ordinances and Resolutions

- A. R-2020-57 Extension of Power Supply Agreement (Trustee Stein) (Staff Contact: Jenny Maltas)
- B. R-2020-58 Resolution Ceding the 2020 Unused Private Activity Bond Volume Cap (Trustee Weidenfeld) (Staff Contact: Nicole Woods)
- C. O-2020-94 Ordinance Providing for Compensation of the Village Manager (President Sussman) (Staff Contact: Dane Bragg)
- D. O-2020-95 Agreement with Metropolitan Alliance of Police (Trustee Ottenheimer) (Staff Contact: Jenny Maltas)
- E. O-2020-96 Smart Water Program Amendment #1 (Trustee Pike) (Staff Contact: Michael Skibbe)
- F. O-2020-97 2021 Melinda/Hiawatha Water & Street Improvements Award (Trustee Stein) (Staff Contact: Kyle Johnson)
- G. O-2020-98 Ordinance for the Levy and Collection of Taxes for the Fiscal Year Commencing on the 1St Day of January, 2021 and Ending on the 31St Day of December, 2021 (Trustee Weidenfeld) (Staff Contact: Jenny Maltas)

- H. O-2020-99 Ordinance Abating Taxes Levied for the Village of Buffalo Grove, Cook and Lake Counties, Illinois (Trustee Weidenfeld) (Staff Contact: Chris Black)
- I. R-2020-59 Resolution Requesting the County of Cook Not to Collect the Loss in Collection on Taxable Property in the Village of Buffalo Grove (Trustee Weidenfeld) (Staff Contact: Chris Black)
- J. R-2020-60 Resolution Requesting the County of Lake Not to Collect the Loss in Collection on Taxable Property (Trustee Weidenfeld) (Staff Contact: Chris Black)
- K. O-2020-100 Ordinance Adopting the Fiscal 2021 (January 1-December 31, 2021) Budget for the Village of Buffalo Grove (President Sussman) (Staff Contact: Chris Black)

10. Unfinished Business

11. New Business

12. Questions From the Audience

Questions from the audience are 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 10 minutes and should be limited to concerns or comments regarding issues that are relevant to Village 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

- 1. Executive Session - Section 2(C)(1) of the Illinois Open Meetings Act: the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine Its Validity. (President Sussman) (Staff Contact: Dane Bragg)

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 459-2525 to allow the Village to make reasonable accommodations for those persons.

**Action Item : Approval of Warrant #1322****Recommendation of Action**

Staff recommends approval.

TOTAL WARRANT #1322 7,900,019.05

ATTACHMENTS:

- W#1322 SUMMARY (PDF)

Trustee Liaison

Weidenfeld

Staff Contact

Chris Black, Finance

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE WARRANT #1322
7-Dec-20

General Fund:	1,291,415.24
Parking Lot Fund:	74.38
Motor Fuel Tax Fund:	0.00
Debt Service Fund:	1,776,750.63
School & Park Donations	0.00
Capital Projects-Facilities:	0.00
Capital Projects-Streets:	585,235.76
Health Insurance Fund:	0.00
Facilities Development Debt Service Fund:	0.00
Retiree Health Savings (RHS):	85,151.00
Water Fund:	1,844,762.30
Buffalo Grove Golf Fund:	42,496.27
Arboretum Golf Fund:	74,420.70
Refuse Service Fund:	0.00
Information Technology Internal Service Fund:	182,473.02
Central Garage Internal Service Fund:	32,240.48
Building Maintenance Internal Service Fund:	47,821.52
	<u>5,962,841.30</u>
 PAYROLL PERIOD ENDING 11/12/2020	 933,023.18
PAYROLL PERIOD ENDING 11/26/2020	<u>1,004,154.57</u>
	<u>1,937,177.75</u>
 TOTAL WARRANT #1322	 <u><u>7,900,019.05</u></u>

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

 Village Clerk

 Village President

Attachment: W#1322 SUMMARY (Approval of Warrant #1322)



Information Item : Proclamation Declaring November 14, 2020 to be Diwali Awareness Day

Recommendation of Action

N/A

SUMMARY: Proclamation Declaring November 14, 2020 to be Diwali Awareness Day in the Village of Buffalo Grove.

ATTACHMENTS:

- Diwali Awareness Day 2020 (DOC)

Trustee Liaison
Sussman

Staff Contact
Evan C Michel, Office of the Village Manager

Monday, December 7, 2020

Village of Buffalo Grove

DECLARES NOVEMBER 14, 2020 TO BE DIWALI AWARENESS DAY

WHEREAS, Diwali, a festival of great significance is celebrated annually by millions of Hindus, Sikhs, Jains, and Buddhists throughout the United States, and across the globe; and

WHEREAS, the Hindu, Sikh, Jain, and Buddhist communities which are comprised of mostly Indian and South Asian Americans, as well as other diverse races and ethnicities, constitute a vital part of the Buffalo Grove's diverse ethnic and social fabric, and whose languages, cultures, and religious beliefs have enriched our communities; and

WHEREAS, the word "Diwali" is a shortened version of the Sanskrit term "Deepavali," which means "a row of lamps"; and

WHEREAS, Diwali is a festival of lights during which celebrants light small oil lamps, place them around the home, and pray for knowledge, peace, and universal well-being; and

WHEREAS, the rows of lamps symbolize the light of knowledge and truth within the individual that signifies the destruction of all negative qualities - violence, anger, jealousy, ignorance, greed, fear, or suffering; in other words, Diwali celebrates the victory of good over evil; and

WHEREAS, Diwali is celebrated by Hindus as a day of Thanksgiving for the homecoming of Lord Rama and the beginning of the New Year for many Hindus; and

WHEREAS, for Sikhs, Diwali is celebrated as the day that the sixth founding Sikh Guru, or revered teacher, Guru Hargobind, was released from captivity by the Mughal Emperor Jahangir; and

WHEREAS, for Jains, Diwali marks the anniversary of the attainment of moksha, or liberation, by Mahavira, the last of the Tirthankaras (the great teachers of Jain Dharma), at the end of his life in 527 B.C.; and

WHEREAS, for Buddhists, especially Newar Buddhists, Diwali is commemorated as Ashok Vijayadashami, the day the great Emperor Ashoka embraced Buddhism as his faith; and

NOW THEREFORE, BE IT RESOLVED that I, Beverly Sussman, President of the Village of Buffalo Grove recognize the contributions of all Hindu, Sikhs, Jains, and Buddhists active in all aspects of our vibrant economy and civic society do hereby proclaim **November 14, 2020**, which is the day of global observance of Diwali per the Hindu lunar calendar, as **DIWALI AWARENESS DAY**.

Proclaimed this 11th day of November, 2020.



Beverly Sussman, Village President



Action Item : Appointment of Kevin Dryman to the Board of Fire and Police Commissioners

Recommendation of Action

n/a

Appointment of Kevin Dryman to the Board of Fire and Police Commissioners.

Trustee Liaison

Sussman

Staff Contact

Arthur a Malinowski, Human Resources

Monday, December 7, 2020



Resolution No. R-2020-52 : Resolution Extending Executive Order 2020-11

Recommendation of Action

Staff recommends approval.

Executive Order 2020-11 dated November 16, 2020 issued by Village President Beverly Sussman is hereby extended. Said extension shall be coterminous with the COVID-19 disaster proclamation issued by Governor J.B. Pritzker unless further amended or modified.

ATTACHMENTS:

- Resolution Extending the Local Disaster Emergency Proclamation 2020.11 clean (DOCX)

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Monday, December 7, 2020

RESOLUTION EXTENDING EXECUTIVE ORDER 2020-11

WHEREAS, on November 16, 2020, Village President, Beverly Sussman, issued Executive Order 2020-10 based upon the COVID-19 pandemic;

WHEREAS, the diagnosed cases of COVID-19 in the local area and the State of Illinois continue to increase;

WHEREAS, Illinois Governor J.B. Pritzker declared all counties in the State of Illinois as a disaster area on March 9, 2020 and further extended that declaration until December 14, 2020; and;

WHEREAS, it is necessary and appropriate for the Village of Buffalo Grove to continue to take measures to protect the public's health in response to the COVID-19 outbreak;

WHEREAS, the Village Board finds that the present situation requires the extension of the Village President's Executive Order 2020-11;

NOW, THEREFORE, be it resolved as follows:

Executive Order 2020-11 dated November 16, 2020 issued by Village President Beverly Sussman is hereby extended. Said extension shall be coterminous with the COVID-19 disaster proclamation issued by Governor J.B. Pritzker unless further amended or modified.

This Resolution shall be filed with the Village Clerk as soon as is practical and spread of record to all appropriate agencies.

AYES: _____
 NAYES: _____
 ABSENT: _____

Passed _____, 2020
 Approved _____, 2020

Approved:

 Beverly Sussman, Village President

Attest:

 Janet Sirabian, Village Clerk



Information Item : Letter to Governor Pritzker Regarding Cresco's Adult-Use Cannabis License

Recommendation of Action

Discussion

Trustee's have requested that the Village Board draft a letter from the Village President and Trustees to Governor Pritzker regarding Cresco's Adult-Use Cannabis License. A draft copy of the letter will be provided under separate cover prior to the meeting.

Trustee Liaison

Sussman

Staff Contact

Chris Stilling, Community Development

Monday, December 7, 2020	
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Information Item : Discussion Regarding Local Business & Restaurant Relief in Response to COVID-19

Recommendation of Action

Staff recommends discussion.

In response to the COVID-19 Pandemic, attached is a memorandum outlining potential options for relief to businesses and restaurants in Buffalo Grove.

ATTACHMENTS:

- BOT Memo 12.3.20 (DOCX)

Trustee Liaison

Ottenheimer, Weidenfeld

Staff Contact

Chris Stilling, Community Development

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021

TO: Dane Bragg, Village Manager

FROM: Nicole Woods, Deputy Director of Community Development

SUBJECT: Business and Restaurant Financial Relief Discussion

Policy Question

Does the Village Board wish to create a Business and Restaurant Grant to help provide financial relief to Buffalo Grove business and restaurant community from impacts of the COVID-19 pandemic. If so, how is that relief structured?

Objectives to Consider

Based on staff's research and analysis, staff identified three objectives to guide the development of any financial relief:

- **Equity.** The first objective is equity or ensuring that the relief is provided equally to all that are concerned. This objective has various potential and justifiable applications. One application is to provide every single business in Buffalo Grove some sort of financial relief. Another application is to provide assistance to those industries or businesses that is proportional to their hardship. Another application is examining the ownership structures of businesses such as franchises vs independently-owned. Weighing and considering all the varying nuances of equity should be considered when developing the financial relief package.
- **Efficiency of Resources.** The second objective is to consider efficiency of resources for both the Village and program's beneficiaries. The program shouldn't be too laborious or costly for the Village – as both labor, and funding are limited. At the same time, any program should enable the beneficiaries to apply and receive these funds in a timely, streamlined manner.
- **Effectiveness.** The final objective is to consider the program's effectiveness. Effective relief should help businesses/restaurants stay open through this period and until a vaccine is broadly distributed. Similar to equity, the effectiveness has various applications. One application is to provide relief that is not nominal in its amount but instead significant and meaningful. Effectiveness is also applying a checks and balances structure and providing a source of recourse. This helps minimize waste and encourage the most productive use of funds.

Background

COVID-19 Impact

The Covid-19 pandemic has created a hardship for the business community. Operations, sales, efficiency, costs, and service have all been affected by the pandemic whether through mitigation measures, the disease itself and/or behavioral responses to the threat of the disease. Although some businesses have been able to adapt and some have shown to thrive in this novel environment, most are suffering, especially those in the restaurant industry.

Assistance-to-Date

In response to the Covid-19 impact the Village has provided three types of relief to-date. First, the Village reduced the liquor license renewal fees by 50 percent for the renewal period beginning in May 2020 for on premise license holders (Class A, B, E and K licenses). Second, Buffalo Grove discounted video gaming fees by 25 percent for the FY 20 time period. Lastly, the Village waived permit fees and other requirements to allow restaurants to have outdoor dining and tents. These measures have been well received by the public and resulted in over **\$56,000** to certain establishments.

Comparable Communities

Other communities such as Mount Prospect, Lake Forest, Wilmette, and Woodridge have implemented financial assistance for their businesses and/or restaurants. Some of these programs included waiving business license fees and/or related fees for fiscal year 2021. Others have created grants to restaurants - most of which must offer indoor seating. Some of these grants are structured via a sales tax sharing framework while others are a flat amount offered based on prior year's sales performance. To be eligible for these grants, most restaurants must prove a loss of sales through the Covid pandemic.

Another type of program is a restaurant loan program through a partnership with a bank. In this program, the municipality provides low interest loans through a bank. The challenge with this structure is the requirement that the business must establish a commercial relationship with the bank.

Options

Identifying a single grant, discount, or program that would achieve all three objectives may be challenging given their complexity and at times, opposing nature. As a result, staff developed options for the Village Board to consider.

Program 1: Waive Business License Fees.

The Village could waive 100% of license fees for all business regardless of use for the 2021 calendar year. The financial impact is estimated to be **\$130,000**.

Program 2: Reduce Liquor License Fees for On-Premise Users.

The Village could waive 50 percent of liquor license renewal fees for 2021 to include on premise license holders of Class A, B, E and K licenses. This would have a financial impact of **\$45,000**.

Program 3: Discount restaurant's local food and beverage tax payment.

The Village could discount an existing restaurant's food and beverage tax payment by 50% for a 6-month period. To implement this, the restaurant would still collect the Village's full 1%, and then retain approximately half of it. Restaurants may collect this discount in addition to business license fee waiver and reduction of liquor license fee (if applicable).

Staff would suggest the following requirements for such a program:

- Generate food and beverage sales.
- Provide evidence that they have suffered a decrease of at least 15% in Food & Beverage sales tax from March 2020 to the date of the application when compared to the same time frame in 2019. Restaurants opened more recently would need to show loss of sales from date of opening and will be evaluated on a case by case basis.
- Does not apply to grocery stores, office cafes, pharmacies, liquor stores, convenience stores, gas stations, banquets or catering and private clubs and must be open to the general public.
- Make an application to the Village.
- Be operating within the borders of Buffalo Grove and reporting sales tax to the Illinois Department of Revenue for the Buffalo Grove location.
- Generate a minimum of fifty percent (50%) of primary sales from restaurant or bar service.
- Be in good standing with all debts and payments owed to the Village.
- Be in compliance with the State of Illinois' COVID-19 mitigation guidelines.
- Be in open at time of application.
- Restaurant cannot be part of a franchise system with 10 or more locations
- Restaurant cannot be corporately owned with 10 or more locations
- Corporately owned or Franchise restaurants with 9 or less locations may be eligible if they provide evidence that they have not received any financial support from the corporate or franchise entity.

Staff estimates that the total financial impact would be approximately **\$150,000-180,000**.

Program 4: Restaurant Grant.

The Village could provide a one-time grant of \$2,500 to restaurants that have been most financially affected by the Covid-19 pandemic. In order to qualify, the restaurants should meet the requirements established above including showing a minimum of a 15% decrease in sales.

Staff estimates that the total financial impact would be approximately **\$125,000**

The following is a summary of the total potential financial impact to the Village:

Program	Financial Impact to the Village
2020 Liquor License Reduction	\$45,000
2020 Video Gaming reduction	\$11,000
Total 2020 Assistance	\$56,000
Waive Business Licenses	\$130,000
Waive 50% of FY21 Liquor Licenses	\$45,000
F&B Discount	\$180,000
Restaurant Grant	\$125,000
Total 2021 Assistance	\$480,000
Total Financial Impact	\$536,000

Next Steps

This item will be brought forward to the Village Board for discussion at the December 7th Village Board Meeting. The Village Board can choose any option or combination thereof or offer suggestions/changes to various programs. Pending the outcome and direction, this matter would need to be brought back to the Village Board in Ordinance form at a later date. It should be noted that should the Village Board wish to proceed with a program(s), any relief package should include a cap, such as \$10,000 for each business.



**Information Item : 2021 Buffalo Grove Village Board Meeting
Schedule**

Recommendation of Action

N/A.

The Village Manager will announce the 2021 Buffalo Grove Village Board Meeting schedule.

ATTACHMENTS:

- 2021 VB Meeting Schedule (DOCX)

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Monday, December 7, 2020

VILLAGE OF
BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021

TO: President Beverly Sussman & Trustees

FROM: Dane Bragg, Village Manager *[Signature]*

SUBJECT: 2021 Village Board Meeting Schedule

Staff has completed the 2021 Village Board meeting schedule. Please note that the January 19th and February 16th meeting dates are proposed for the third Tuesday's of the month, due to holiday conflicts.

Civics Forum is proposed for Monday, September 27th. For the budget hearing, staff has proposed Monday, November 15th.

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

Meeting Date	Meeting Type	Week	Meeting Date	Meeting Type	Week
January 4	Regular	1	June 21	Regular	3
January 19 *rescheduled MLK Jr Day	Regular	3	July 19	Regular	3
February 1	COW	1	August 2	COW	1
February 16 *rescheduled Presidents Day	Regular	3	August 16	Regular	3
March 1	COW	1	September 20	Regular	3
March 15	Regular	3	September 27	Special (Civics Forum)	4
April 5	COW	1	October 4	COW	1
April 19	Regular	3	October 18	Regular	3
May 3	COW	1	November 1	Regular	1
May 17	Regular	3	November 15	Budget Presentation	3
June 7	COW	1	December 6	Regular	1
			December 20	Regular	3

Attachment: 2021 VB Meeting Schedule (2021 Meeting Schedule)



Information Item : Public Hearing Regarding Acceptance of the FY 2021 Budget

Recommendation of Action

Staff recommends acceptance.

A public hearing is required prior to the adoption of the FY 2021 Village Budget. The notice was published in the Daily Herald. The FY 2021 Budget was presented to the Village Board during the special board meeting on November 16th and has been made available to the public since October 30th. The final draft budget has been published at the following link, along with the November 16 presentation material.

<http://www.vbg.org/budget>

Trustee Liaison
Weidenfeld

Staff Contact
Chris Black, Finance

Monday, December 7, 2020	
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Ordinance No. O-2020-91 : Approve an Ordinance Granting a Variation for Two Wall Signs at 960 S Buffalo Grove Rd.

Recommendation of Action

The Planning & Zoning Commission recommended approval 6-1, subject to the conditions in the attached Ordinance. Staff concurs with this recommendation.

SUMMARY: Nino's Pizzeria is seeking to install two wall signs on the east and north elevations at 960 S Buffalo Grove Rd. The Planning & Zoning Commission recommended approval 6-1, subject to the conditions in the attached Ordinance.

ATTACHMENTS:

- BOT Memo (DOCX)
- Ordinance (DOCX)
- Exhibit B PZC Minutes 11.4.20(PDF)
- Exhibit A Plan Set (PDF)

Trustee Liaison
Weidenfeld

Staff Contact
Nicole Woods, Community Development

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021

TO: Dane Bragg, Village Manager

FROM: Nicole Woods, Deputy Director of Community Development

SUBJECT: Approve an Ordinance Granting a Variation to the Sign Code at 960 S Buffalo Grove Road for the size and length for the east elevation wall sign; and the number of signs, size and length of the north elevation wall sign.

PROJECT BACKGROUND

The Petitioner, Jennifer Boenzi on behalf of Nino's Pizzeria at 960 S Buffalo Grove Rd is seeking to install two wall signs on the east and north elevations of the Nino's Pizzeria Building which requires a variation from Section 14.16 for the size and length for the east elevation wall sign; and the number of signs, size and height of the north elevation wall sign.

PLANNING & ZONING COMMISSION (PZC) RECOMMENDATION

The Planning & Zoning Commission recommended approval 6-1, subject to the following conditions:

1. The proposed wall sign must be installed in accordance with the documents and plans attached as part of the petition.

Staff concurs with this recommendation.

Public Hearing Comments

There were no concerns from the public regarding this request.

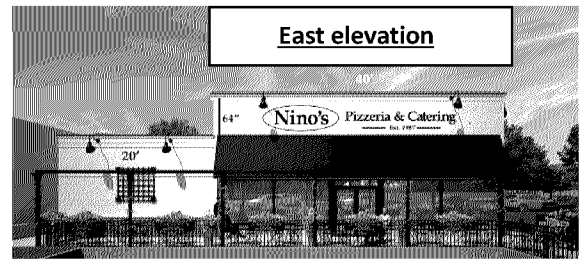
PLANNING & ZONING ANALYSIS

- Nino's Pizzeria located in the B-2 Business District, has proposed façade improvements to the existing building at 960 S Buffalo Grove Road. The proposed wall signs are part of these improvements.
- The east and north elevation wall signs are LED powered signs.

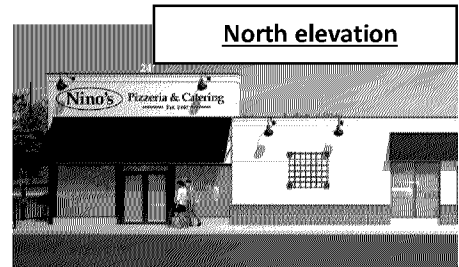


East elevation – Size and Length

- The proposed wall sign measures 82.28 square feet in area. The proposed wall sign exceeds the permissible sign area of 42.67 square feet by 39.61 square feet.
- The east elevation wall sign measures 24'-1" in length, and exceeds the required 33% of the 60' store frontage by 4'-1".

**North elevation – Number, Size, and Length**

- The north elevation wall sign exceeds the maximum permissible wall signs per development. Only one wall sign is permitted per Code.
- The proposed wall sign measures 60 square feet in area. The proposed wall sign exceeds the permissible sign area of 25.6 square feet by 34.4 square feet.
- The north elevation wall sign measures 21'-6" in length, and exceeds the required 33% of the 49'-6" store frontage by 5'-1".

**ACTION REQUESTED**

Staff recommends that the Village Board approve an Ordinance granting a Variation to the Sign Code for 960 S Buffalo Grove Road, subject to the conditions in the attached Ordinance.

ORDINANCE NO. 2020-_____

**GRANTING A VARIATION TO THE BUFFALO GROVE SIGN
CODE FOR TWO WALL SIGNS**

Nino's Pizzeria

960 S Buffalo Grove Rd

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

WHEREAS, the real property ("Property") is zoned B2 and is commonly known as 960 S Buffalo Grove Road, Buffalo Grove, Illinois; and,

WHEREAS, Nino's Pizzeria ("Petitioner"), is seeking variation for two wall signs; and

WHEREAS, the Planning & Zoning Commission voted 6-1 recommending approval of the variation, as reflected in the minutes attached as Exhibit B; and

WHEREAS, the Corporate Authorities of the Village of Buffalo Grove hereby determine and find that the requested sign variation is in harmony with the general purpose and intent of the Sign Code (Title 14 of the Buffalo Grove Municipal Code), and that the Petitioner has shown:

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
2. The granting of the requested variance would not be materially detrimental to the property owners in the vicinity; and
3. The unusual conditions applying to the specific property do not apply generally to other properties in the Village; and
4. The granting of the variance will not be contrary to the purpose of this Title pursuant to Section 14.04.020

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 preceding WHEREAS clauses are hereby adopted by the Corporate Authorities and made a part hereof.

Section 2. Variation is hereby granted to the Village Sign Code (Title 14 of the Buffalo Grove Municipal Code, Sections 14.16) for the purpose of two wall signs on the Property, subject to the following conditions:

1. The proposed sign shall substantially conform to the plans and documents attached as part of the petition hereto and incorporated herein as Exhibit A.

Section 3. This Ordinance shall be in full force and effect from and after its passage, and approval. This Ordinance shall not be codified.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2020.

APPROVED: _____, 2020.

APPROVED:

Beverly Sussman, Village President

ATTEST:

Village Clerk

Exhibit A
Sign Plans
Nino's Pizzeria
960 S Buffalo Grove Rd

Attachment: Ordinance (O-2020-91 : Approve an Ordinance Granting a Variation for Two Wall Signs at 960 S Buffalo Grove Rd.)

Exhibit B
Minutes from the November 4, 2020 PZC Meeting

Nino's Pizzeria
960 S Buffalo Grove Rd

Attachment: Ordinance (O-2020-91 : Approve an Ordinance Granting a Variation for Two Wall Signs at 960 S Buffalo Grove Rd.)

11/4/2020

**MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE
VILLAGE OF BUFFALO GROVE HELD IN THE COUNCIL CHAMBERS, 50 RAUPP BOULEVARD,
BUFFALO GROVE, ILLINOIS ON WEDNESDAY, NOVEMBER 4, 2020**

Call to Order

The meeting was called to order at 7:30 PM by Chairman Frank Cesario

2. Open Meetings Act Compliance

Pursuant to orders issued in response to the COVID-19 pandemic, this Public Hearing is closed to in-person, public attendance. The hearing is being held via Zoom web conference meeting, which permits the public to fully participate in the virtual Public Hearing via Zoom on a computer, tablet or phone. Details on how to access and participate in this online virtual hearing are available below. More information pertaining to the meeting information and links to the virtual meeting can be found at:

You are invited to a Zoom webinar.

When: Nov 4, 2020 07:30 PM Central Time (US and Canada)

Topic: PZC

Please click the link below to join the webinar:

<<https://us02web.zoom.us/j/84068673693>>

Or iPhone one-tap :

US: +13126266799,,84068673693# or +19294362866,,84068673693#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 840 6867 3693

International numbers available: <<https://us02web.zoom.us/j/84068673693>>

Public Hearings/Items For Consideration

1. Consider Variations from the Sign Code to Allow for Two Wall Signs at 960 S Buffalo Grove Rd. (Trustee Weidenfeld) (Staff Contact: Nicole Woods)

Ms. Boenzi, on behalf of Nino's Pizzeria, discussed the petition for variations from the Sign Code for an east elevation wall sign which exceeds the length of the sign, and exceeds the maximum permissible area of the sign; and a north elevation wall sign which exceeds the number of wall signs permitted, exceeds the length of the sign, and exceeds the maximum permissible area of the sign.

11/4/2020

Com. Goldspiel commented that he understands the need for two signs, because of the position of the building. However, he said, given the substantial size of each, it is just too much sign.

Ms. Boenzi discussed how Nino's is in a strange spot and the other signs in Buffalo Grove. The building is so large, that any smaller you wouldn't be able to see the sign. She noted that the sign is only taking up a third of the front elevation.

Chairperson Cesario asked the petitioner if the white space of the building was part of the calculus of as to the size of the black lettering.

Village Planner, Akash explained the consideration if you take the entire length of 80 feet then the sign would be permitted, however, the length for consideration is only 49 feet 6 inch requiring a variation.

Ms. Boenzi said they own the entire building. The side view elevation is 24 feet and the sign is 21 feet.

Chairperson Cesario reiterated the size of the sign and the black lettering. Noting that there is a lot of white space due to the spacing of the letters, but it is a little aggressive as it relates to the Village Sign Code. He asked the Commissioners if it looks good or should it be smaller, and if so how much smaller.

Com. Moodhe asked the petitioner what that physical sign will be.

Ms. Boenzi said they will be aluminum letters back lit at night.

Com Moodhe asked if they are individual or one piece.

Ms. Boenzi said they are individual letters.

Com. Moodhe asked if the oval around Nino's was also going to be back lit as well.

Ms. Boenzi said yes.

Com. Moodhe asked on the building itself, about the west portion of the building.

Ms. Boenzi said Nino's owns the whole building and right now they use the rear portion as storage.

Com. Moodhe asked if they intend, in the near future, to lease that space.

Mr. Boenzi said she believes they do not intend to do that any time soon. They also own the properties to the left that they lease out.

Com. Moodhe asked if the curve of Buffalo Grove Rd, makes this a unique circumstance to see Nino's and if this sign would help it get recognized.

Ms. Boenzi agreed with Com. Moodhe's statement. She believe that having both signs also balances out the building.

Com. Moodhe commented that the sign is all individual pieces instead of one whole large sign.

Ms. Boenzi said every part of the sign is individual.

Com. Moodhe asked staff that if the letters were counted separate instead of as a whole, the sign would be in compliance.

11/4/2020

Deputy Community Development Director Woods told the Commission that the way a sign is calculated is not by its individual pieces, but rather in its entirety.

Com. Moodhe said he understands that we, the Village, look at signs in their totality.

Com. Au asked staff if the area in the calculation was smaller because the roof doesn't extend all the way across.

Village Planner, Akash said no. It is because Nino's has a ground sign, thus putting additional restrictions to the additional signs. She noted that if there was no ground sign, they would not need a variation or different restriction.

Com. Au clarified that for the calculation it take into account the entire elevation.

Village Planner, Akash said yes. You take into account the entire height, width and length of the building for the calculations.

Chairperson Cesario asked if the petitioner could go through the responses to the standards on packet page six.

Ms. Boenzi went through the responses to the standards included on packet page six.

Chairperson Cesario asked if there were any calls from the public.

Village Planner, Akash said there were a few phone calls, but no concerns we raised.

Com. Weinstein commented that the signs are substantially larger than the Village standards.

Ms. Boenzi asked about the square feet standards.

Village Planner Akash explained that the standards are different due to the ground sign. Had there not been a ground sign, the standards would be different.

Ms. Boenzi said aesthetically it does not look like she is asking for double the square feet, it just looks that way on paper because the standards have been reduced due to the ground sign.

Com. Weinstein noted that the sign extends from one end to the other.

Village Planner Akash offered a suggestion to remove the catering lettering and only have the Nino's text on the north elevation.

Ms. Boenzi said it is not uniform and looks like two different businesses. This is what they proposed and prefer. She discussed how the additional text is necessary to catch traffic to Nino's.

Com. Moodhe asked staff if these variations would be before the commissioners if there was not ground sign.

Village Planner Akash said it would be before them for two reasons. The first reason is because it doesn't meet the length. The east is over by 4' 1" and on the north they are over 5' 1", and the number of signs.

Chairperson Cesario asked if packet page 20 could be shared. If the signs were reduced they would meet code. He asked the petitioner if they would be willing to reduce the size by 25 percent.

Ms. Boenzi said she would be, but they smaller they go the harder it is to light them.

11/4/2020

Chairperson Cesario entered the staff report as exhibit one.

Chairperson Cesario asked that he would like to see them smaller and asked what the petitioner would like them to vote on.

Ms. Boenzi said she wants to get it approved for them as is and doesn't want to leave the building blank much longer.

Village Attorney Brankin, spoke to the petitioner that this Commission would not be approving anything as it is a recommending body.

Ms. Boenzi asked what came next after this meeting.

Village Attorney Brankin said the next step is the Village Board for final approval. He suggested that she have some back up plan in the event the Village Board wants to change the existing proposal.

Com. Moodhe asked staff if they stand by the recommendation in the packet.

Village Planner Akash said yes. They support it because Nino's has been a big part of the community for a long time.

Com. Au noted that if the petitioner is willing to make adjustments to the sign, then the recommendation should be modified.

Ms. Boenzi said she is willing, however, she will have a hard time being able to put lighting behind it and believe that Nino's wants the sign as it is presented.

Village Attorney Brankin suggested that the commission make a recommendation to the Village Board as presented in the packet. Noting that the petitioner's ability to make modifications will be shown in the minutes.

Com. Weinstein made a motion for a positive recommendation to the Village Board granting approval of the variation for the size and length for the east elevation wall sign; and the number of signs, size and height of the north elevation wall sign subject to the following condition:

- 1. The proposed wall sign must be installed in accordance with the documents and plans submitted as part of this petition.*

Com. Moodhe seconded the motion.

Chairperson Cesario said that the two signs makes sense. He admits that he wish the size of the sign was a little smaller, but does support the motion.

Com. Richards commented on the restaurant and its place in the community. He is in favor of the motion as it was presented.

Com. Weinstein commented that the signage does not meet or come close to the standards, but he believes the sign is in particularly good taste and particularly good design, and that he can be in favor for that purpose.

Com. Moodhe brought up the location of the building. He is okay with the two signs. He believes the design fits the building and is subtle enough with all the white space.

11/4/2020

RESULT: RECOMMENDATION TO APPROVE [6 TO 1]**Next: 12/7/2020 7:30 PM****AYES:** Moodhe, Cesario, Khan, Weinstein, Au, Richards**NAYS:** Stephen Goldspiel**ABSENT:** Marc Spunt, Neil Worlikar

2. Consider an Amendment to Ordinance 83-8 for a New Outbuilding, Special Use for a Drive-Through Facility, and a Preliminary Plan Approval with Variations to the Zoning Ordinance and Sign Code at Spoerlein Commons Shopping Development at 1131-1271 McHenry Road. (Trustee Johnson) (Staff Contact: Nicole Woods)

Mr. Burton, land and entitlement with Whitestone, discussed the history of the commercial area of Spoerlein Commons Development. He noted that back in 1983 the Village approved the development of Spoerlein Commons with a second phase allowing for additional 2,000 square feet of retail space. The second phase was never constructed, but is now seeking an amendment to the original ordinance to allow for the construction of 2,388 square foot outbuilding to accommodate the new location of Dunkin Donuts and Baskin Robins with a drive-through establishment.

Mr. Kovacevic, owner of Spoerlein Commons Development, talked about the change in quick service and the importance of a drive-through to those types of businesses, claiming Dunkin Donuts receives 60% of its revenues from drive-through orders.

Mr. Leder, RGW Engineering, talked about the civil engineering aspect of the project referring to packet pages 29 through 32, showing the paved area and the basin with the proposed building and location of the pickup window.

Mr. Sjogren, Kimley Horn, discussed traffic as it pertains to the development. He discussed parking for the development on packet page 33, noting they would need a variation for parking. They looked at the existing parking utilization pre-COVID-19 and found that only 81 spaces (about 50 percent) of the available parking was being used. The proposed building would shrink the number of available parking spaces to 148 at full occupancy.

He also discussed traffic. This development would add about 25 cars to the existing roadways during the morning rush hour. Well over half of the traffic is already there with little impact to the Arlington Heights, McHenry Road intersection. Additional stop signs are recommended with other directional signs for the Dunkin Donuts.

Mr. Pomis, Warren Johnson Architect, discussed the construction of the building reference packet page 33 touching on the tower structure and the elevations of the building (packet page 39 through 42). He also talked briefly on the landscape plan on packet page 35.

Mr. Sravan, All Signs Corporate Signage Solutions's discussed the signs for the development. He noted that the pictures in the packet are not the right ones.

Village Planner Akash noted that even if the signs are not the same, the measurements are.

Village Attorney Brankin clarified that the signs are one variation and the other is the east and south elevation signs measure 6' 5" in height. Noting the pictures can change, the relief is the same; the notice, application, is okay to proceed with.

Mr. Stavan discussed that the sign change was to make the new sign cleaner looking.

11/4/2020

Com. Goldspiel referred back to the original plans submitted and referenced traffic flow with Dundee Road on packet page 138.

Mr. Sjogren said this has been talked about amongst staff and at the team level regarding the traffic flow. They believe the location of the access where it is at is good, as it aligns nicely to the access across the street and maximizes the distance from the traffic signal. They also do not believe IDOT is willing to move it.

Com. Goldspiel asked if the Village requirements for water retention and detention have been met.

Mr. Burton replied yes.

Com. Goldspiel commented that the new signs are nicer than the old signs.

Com. Richards asked what the impact will be to the neighborhood behind Dunkin Donuts.

Mr. Sjogren agrees with Com. Richards that there will be increased traffic to Courtland Dr. because of its proximity to the drive through entrance, but believes it will be very little and most likely though coming off Arlington Heights. They are looking at an additional 5 to 10 vehicles on Courtland Dr.

Com. Richards asked for clarification on the removal of the grass currently in front of the development to shift the parking.

Mr. Burton confirmed with Com. Richards that he is reading the design correctly, however, that grass area is approved for two buildings.

Com. Goldspiel asked about the occupancy of the tower.

Mr. Pomis said it will not be occupied.

Com. Moodhe asked if there has been any thought to widening the entrance off of McHenry Road because it tends to be a bottle neck.

Mr. Leder said that the new parking layout would help with that bottle neck effect that currently happens.

Com. Moodhe asked about the inbound customers near that entrance.

Mr. Sjogren said the only increase in traffic would come off of Courtland D, which would be 10 to 15 at peak hour.

Com. Moodhe asked what the loss or gain of total parking spaces.

Mr. Burton said there is a net gain of two parking spaces.

Com. Moodhe asked if there is outdoor seating proposed.

Mr. Burton said there was a floor plan that shows the outdoor seating on packet page 38.

Mr. Pomis said there are 19 total inside, but there is a space available for outdoor seating.

Com. Moodhe noted with COVID-19, outdoor seating becomes a big deal so you are not using the parking lot.

11/4/2020

Chairperson Cesario reiterated the changes in the variations from 2018 to 2020. He complemented the petitioners on the traffic analysis they had asked for, as well as the access to stay where it is. He noted that all other requirements are met as outlined in packet page 19.

Chairperson Cesario also noted the reason for the sign variations.

Com. Au asked about the proximity to the gas station, with concerns that people might think they can access the Dunkin Donuts from the Mobile.

Mr. Burton does not recall interconnected driveways, which would require cooperation with Bucky's.

Com. Au asked if it would be an issue.

Mr. Burton said he doesn't think it will be an issue.

Com. Au asked if they were going to do anything to mitigate people going through the lawn or about approaching Bucky's to connect.

Mr. Burton said that there would be no easy way to access Dunkin Donuts from Bucky's. He believes there is too much in the way for people to try and access Dunkin Donuts by cutting through.

Mr. Sjogren noted that anytime they are working on a development like this, they look at all ways for access or ease of access to help those who don't know where they are going, touching briefly on their process.

Chairperson Cesario commented on how he would navigate from Bucky's to Dunkin.

Mr. Burton agreed.

Com. Au said she thinks people unfamiliar with the area may get confused.

Com. Moodhe asked if the directional signage includes signage on Courtland Dr and Ranch view.

Mr. Stavan noted there are no direction signs in his package.

Com. Moodhe asked if it is necessary they come back with lighted directional signs and asked if they would also require a variance.

Village Planner Akash noted that if it conforms to the size, it will not need a variation.

Village Civil Engineer Sianis commented on the entrance and exit at Bucky's further noting that coming down Arlington Heights Road you would keep going north and not mistakenly go into the gas station.

Chairperson Cesario asked if there had been any comments or concerns from the Public.

Village Planner Akash said there were approximate 7 calls which were mostly for more information. One concern did come from Bucky's as it pertains to the stormwater detention.

Richard, representing Bucky's, asked a series of questions regarding the stormwater and detention basin which can be found on packet page 139, noting that their civil engineers looked at their plans and had some concerns.

Village Attorney Brankin said legal the petitioners can move forward with the proposal tonight to amend the 1983 Ordinance which does not hinder their ability to ask for relief.

11/4/2020

Chairperson Cesario asked staff if they had reviewed the concerns for the stormwater brought up by Bucky's.

Village Civil Engineer Sianis commented on the preliminary plans they have received from the development noting they have not yet been given the final plans for review. The petitioner will need a watershed permit and make some changes to a few calculations, however, what they are asking for and what is currently in the primary plans, at this time, allows them to move forward. Commenting that the Village will not approve anything that would be impactful to the Village. Mr. Sianis also said that freeboard is no longer in the Village Code as a requirement and on top of that, the development is not looking to change any of that.

Mr. Burton commented on the final engineering plans to come.

Chairperson Cesario entered the Village Staff Report as exhibit one and new sign elevations as exhibit two.

Heresh Patel, owner and operator of the Dunkin Donuts, thanked the petitioners for their time. He noted that he owns and operates 70 locations and enjoys being able to upgrading their locations and is looking forward to the improvements in Buffalo Grove.

Public Hearing closed at 10:03 PM.

Com. Weinstein made a motion to recommend approval to the Village Board for an amendment to Ordinance 83-8 for a new Dunkin Donuts outbuilding in the Spoerlein Commons development which is in the B3 Planned Business District; special use for a drive-through facility in the B3 Planned Business District; preliminary plan approval with variations to the reduction in the number of parking spaces, and allowing for 2 extra wall signs on outbuilding and allowing for the east and south elevation wall signs to exceed the height of the sign by 10" provided:

1. The proposed development shall be developed in substantial conformance to the plans attached as part of the petition.
2. The final engineering plans shall be submitted in a manner acceptable to the Village.
3. The special use granted may be assignable to subsequent petitioners seeking assignment of this special use as follows:
 - i. Upon application of a petition seeking assignment of this special use, the Village of Buffalo Grove, in their sole discretion, may approve the assignment administratively, or may refer it to the Planning & Zoning Commission and/or the Village Board for a public hearing.
 - ii. Such assignment shall be valid only upon the written approval of the Village of Buffalo Grove granting said assignment, which may be granted or denied for any reason.

Com. Richard seconded the motion.

Com. Weinstein commented in favor of the motion.

Com. Moodhe commented in favor of the motion.

Chairperson Cesario thanked the petitioners for their work and spoke in favor of the motion.

11/4/2020

RESULT:	RECOMMENDATION TO APPROVE [UNANIMOUS]
	Next: 12/7/2020 7:30 PM
AYES:	Moodhe, Cesario, Goldspiel, Khan, Weinstein, Au, Richards
ABSENT:	Marc Spunt, Neil Worlikar

Regular Meeting

Other Matters for Discussion

None.

Approval of Minutes

1. Planning and Zoning Commission - Regular Meeting - Oct 21, 2020 7:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Moodhe, Cesario, Goldspiel, Khan, Weinstein, Au, Richards
ABSENT:	Marc Spunt, Neil Worlikar

Chairman's Report

None.

Committee and Liaison Reports

Com. Richards gave an overview of the last Village Board Meeting.

Staff Report/Future Agenda Schedule

Village Planner Rati talked about the next meeting.

Public Comments and Questions

None

Adjournment

The meeting was adjourned at 10:30 PM

Chris Stilling

APPROVED BY ME THIS 4th DAY OF November, 2020

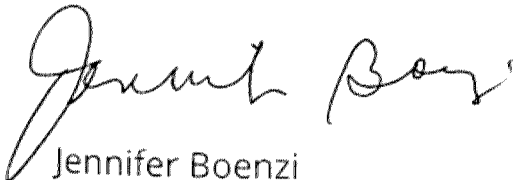
September 29, 2020

To: Village of Buffalo Grove – Planning and Zoning Commission

Department of Building and Zoning
Fifty Raupp Blvd., Buffalo Grove, IL

This letter is to address the Planning and Zoning Commission about the signage variance we are requesting for Nino's Pizzeria. The subject property has never done a master sign plan like most of the properties in Buffalo Grove. Due to this fact they have to follow the ordinance within the sign code which is very restricting. We are asking to install 2 signs on the building well within an average sign code and to utilize the existing monument sign. The property consists of one building and one business. The business owners are also the land owners. The sign facing the east has a sixty foot (720") frontage and the sign will take up 289" of that with an overall height of 41. The sign facing north has over 80' of frontage with a 258" width and a 33.5" height. The monument sign is existing we are proposing an updated face change. The building signs will back lit letters with a soft white LED illumination. The letters will enhance the brand new white fascia. All the building rendering are attached. We are asking for the variance to complete the intense modification. The building has been redone with clean and updated fascia and we are trying to complete this beautiful remodel. Nino's Pizzeria and Catering have been a staple in Buffalo Grove and the new modifications will enhance the area.

Thank you in advance,



Jennifer Boenzi

Sign Central

34039 N. Hainesville Road, Round Lake, IL 60073

September 29, 2020

To: Village of Buffalo Grove

Department of Building and Zoning
Fifty Raupp Blvd.. Buffalo Grove, IL

Dear Village of Buffalo Grove / Department of Building and Zoning,

To Whomsoever it May Concern

I Marco DeFranco owner of Nino's Pizzeria give permission to Jennifer Boenzi of Sign Central to perform the duties to apply for our sign variance.

The letter is a formal notice to authorize and give permission to Sign Central and authorize the party with complete authority and rights to complete the process in my absence successfully.

Regards,

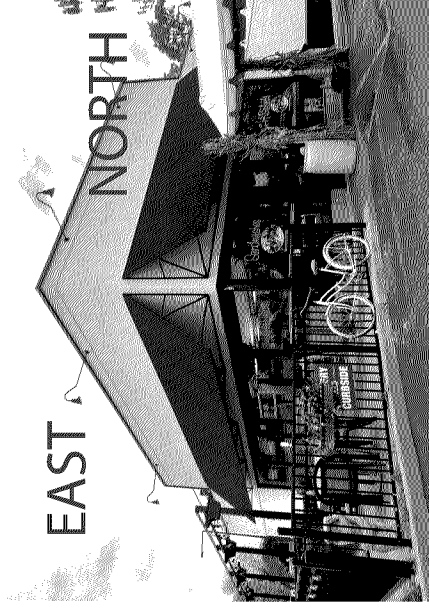
Mark DeFranco



SIGNS & GRAPHICS
VISUAL BRANDING SOLUTIONS

ELECTRONIC PROOF SHEET

SIGN (1) FACING NORTH



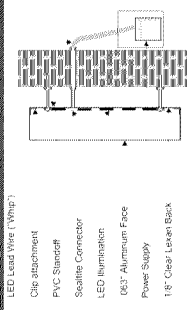
SIGN (2) FACING
EAST

I HAVE PROOFED MY ORDER FOR SPELLING, GRAMMAR, LOCATION AND PRINT COLORS AND APPROVE THE FINISHED JOB. I REQUEST THAT PRODUCTION BEGIN AND UNDERSTAND THAT I AM RESPONSIBLE FOR ERRORS AND FURTHER CHANGES.

AUTHORIZED SIGNATURE _____ DATE _____

☐ YES. This artwork proof and its details are correct.

☐ NO. This artwork proof is not correct. See changes indicated (A new proof will be re-sent with changes for approval.)



Nino's Pizzeria & Catering
33.5" — Est. 1987 — 5.5" — 258"

LED Lead Wire ("Whip") (100' max)

PVC Standard[®]

Journal of Management Education 36(7) 809-824

063* Aluminium Foil

Cellular phone

SIDE VIEW

PROJECT TITLE	Miro's Pizzeria and Catering		
ORDER TITLE:			
Building ID			
City/State	PHONE NUMBER		
Barkley Grove, IL			
WING DATE	SALES REP	PROJECT MGR.	
	XX		
REVISION HISTORY			
DATE	PREPARED BY	DESCRIPTION	

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Exceptions are previously specified and noted, as supplied by client.

TYPE:

XXX

ECT NO.	TASK NO.	QTY
---------	----------	-----

EST NO.	TRUCK NO.	QTY.
Y Y	YY	YY

[illegible]

WG. NU.
Packet Pa A

Packet Pg. 40

1. NO.



LED Lead Wire ("Whip")

- Clip attachment
- PVC Standoff
- Sealtite Connector
- LED Illumination
- 053" Aluminum Face
- Power Supply
- 1.8" Clear Lexan Back

SIDE VIEW



sign CENTRAL
SIGNS & GRAPHICS
VISUAL BRANDING SOLUTIONS

[illegible]

The contract language is for representative purposes only. Specific location and/or specification changes may occur during the design and/or construction process and may require change orders. The illustrations and dimensions on this plan may subject final field test.

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19E:

TIME:	XXX
ECT NO.	TASK NO.
	QTY.

Packet Pg. 42



Ordinance No. O-2020-92 : Approve an Amendment to the WJ Sports Special Use to Allow for the Onsite Consumption of Beer and Wine as Part of Their Golf Recreational Services at 1380 Busch Parkway

Recommendation of Action

The Planning & Zoning Commission recommended approval, subject to the conditions in the Ordinance. Staff concurs with this recommendation.

SUMMARY: The petitioners are requesting an amendment to their Special Use Ordinance 2020-5 to allow for onsite consumption of beer and wine as part of their golf recreational services. The Planning & Zoning Commission recommended approval, subject to the conditions in the Ordinance.

ATTACHMENTS:

- BOT Memo (DOCX)
- Ordinance (DOCX)
- Exhibit A Plan Set (PDF)
- Exhibit B PZC Minutes(PDF)

Trustee Liaison
Johnson

Staff Contact
Chris Stilling, Community Development

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



DATE: November 23, 2021

TO: Dane Bragg, Village Manager

FROM: Christopher Stilling, Deputy Village Manager

SUBJECT: Ordinance Amending Special Use Ordinance 2020-5 for 1380 Busch Parkway (WJ Sports Entertainment)

BACKGROUND

The petitioners, Won Cho and Jibsoc Jung are proposing to allow for onsite consumption of beer and wine as part of their golf recreational services, WJ Sports Entertainment at 1380 Busch Parkway. This facility, which is 3,337 square feet, utilizes approximately 50% of the space for 7 individual simulator golfing rooms. The owner has indicated that they do not wish to sell wine or beer but rather offer it as part of their services for renting the golf simulators. The onsite consumption of alcohol will require an amendment to the Special Use Ordinance 2020-5.

PLANNING & ZONING COMMISSION (PZC) RECOMMENDATION

The PZC recommended approval of the special use (8-1), to amend the WJ Sports Entertainment Special Use Ordinance 2020-5 to allow for the onsite consumption of beer and wine as part of their golf recreational services at 1380 Busch Parkway, subject to the following conditions:

1. Except as amended by this petition, all conditions associated with Ordinance 2020-5 shall remain in full force and effect.
2. The consumption of alcohol shall only be permitted upon the issuance of a valid Liquor License by the Village of Buffalo Grove.

Staff concurs with this recommendation.

PUBLIC HEARING COMMENTS

There were no comments or objections as part of the public hearing.

PLANNING & ZONING ANALYSIS

History

- The 1300 – 1398 Busch Parkway building has 16 tenant spaces in total.
- There are 3 tenants which have received a Special Use in this Building in the Industrial District; Prairie Kraft Brewing Co. as part of Ordinance No. 2014-73 at 1310 Busch Parkway, Movement

& Sound Dance, LLC as part of Ordinance No. 2018-030 at 1388 Busch Parkway, and including WJ Sports Entertainment as part of Ordinance No.2020-5 early this year 2020.

- The Petitioners received a unanimous positive recommendation from the PZC last year on December 4, 2019, to approve for a Special Use to allow for a golf entertainment recreational services in the Industrial District.
- On January 6, the Village Board approved the Special Use to allow for golf entertainment in the Industrial District as part of Ordinance 2020-5 for WJ Sports Entertainment at 1380 Busch Parkway.



Onsite Alcohol

- The proposed onsite consumption of beer and wine as part of WJ Entertainment Sports recreational service would require an amendment to the Special Use Ordinance 2020-5.
- The Petitioners are requesting to serve alcohol to help promote their golf entertainment business. The owner has indicated that they do not wish to sell wine or beer but rather offer it as part of their services for renting the golf simulators.
- General hours of operation for WJ Entertainment Sports are between 9:00 am to 10:00 pm on the weekdays, and 8:00 am to 11:00 pm on the weekends will remain the same.
- The number of employees and the anticipated number of clients for this establishment will remain the same.
- The proposed request requires an amendment to the Village Liquor Ordinance to amend the G7 license.

RECOMMENDATION

Staff recommends that the Village Board approve an Ordinance amending the WJ Sports Entertainment Special Use Ordinance 2020-5 to allow for the onsite consumption of beer and wine as part of their golf recreational services at 1380 Busch Parkway.

ORDINANCE NO. 2020 - ____

**AN ORDINANCE APPROVING AN AMENDMENT TO SPECIAL USE ORDINANCE 2020-5 FOR
WJ SPORTS ENTERTAINMENT AT 1380 BUSCH PARKWAY
VILLAGE OF BUFFALO GROVE,
COOK AND LAKE COUNTIES, ILLINOIS**

WJ Sports Entertainment
1380 Busch Parkway

WHEREAS, the Village of Buffalo Grove is a Home Rule Unit by virtue of the Illinois Constitution of 1970; and,

WHEREAS, Won Cho and Jibsoc Jung of WJ Sports Entertainment ("Petitioner") has filed a petition to amend Special Use Ordinance 2020-5 to allow for onsite consumption of beer and wine as part of their golf recreational services for the Property at 1380 Busch Parkway, Buffalo Grove, IL ("Property"); and,

WHEREAS, the Village Planning & Zoning Commission conducted a public hearing on November 18, 2020 concerning the petition for the amendment; and,

WHEREAS, the Planning & Zoning Commission made a finding and determined that the petition meets the criteria of a special use as set forth in the Buffalo Grove Zoning Ordinance, as described in the minutes attached as Exhibit B; and,

WHEREAS, the Planning & Zoning Commission voted 8 to 1 to recommend approval of the special use amendment; and,

WHEREAS, the President and Village Board of Trustees after due and careful consideration have concluded that the proposed special use amendment is a reasonable use of the Property and will serve the best interests of the Village.

WHEREAS, the proposed special use shall be operated in accordance with and pursuant to the following exhibits:

EXHIBIT A Plan Set

EXHIBIT B Minutes from the November 18, 2020 Planning & Zoning Commission

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS:

Section 1. This Ordinance is made pursuant to and in accordance with the Village's Zoning Ordinance and the Village's Home Rule powers. The preceding whereas clauses are hereby made a part of this Ordinance.

Section 2. The Corporate Authorities hereby grant approval of an Ordinance amending the WJ Sports Entertainment Special Use Ordinance 2020-5 to allow for the onsite consumption of beer and wine

as part of their golf recreational services for the Property at 1380 Busch Parkway, Buffalo Grove, IL, subject to the following conditions:

1. Except as amended by this petition, all conditions associated with Ordinance 2020-5 shall remain in full force and effect.
2. The consumption of alcohol shall only be permitted upon the issuance of a valid Liquor License by the Village of Buffalo Grove.

Section 3. This Ordinance shall be in full force and effect upon passage.

This Ordinance shall not be codified.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED: _____

APPROVED: _____

ATTEST:

APPROVED:

Village Clerk

Beverly Sussman, Village President

3

EXHIBIT A
Plan Set

WJ Sports Entertainment
1380 Busch Parkway

Attachment: Ordinance (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)

EXHIBIT B
Minutes from the November 18, 2020 Planning & Zoning Commission

WJ Sports Entertainment
1380 Busch Parkway

Attachment: Ordinance (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)

To: Village of Buffalo Grove,

WJ Golf is located at 1380 Busch Parkway Buffalo Grove, IL 60089. We are an indoor golf facility providing golf lessons, golf play where customers can choose from 150+ virtual golf courses. We have applied for our beer & wine license which will allow us to compete with our competitor and survive the hardship we are experiencing due to the COVID-19 pandemic. We are trying to survive in these current circumstances and a beer & wine license would greatly benefit us. We have had many requests from our customers asking for beer & wine. We have had over ten cancellations in October once the customer found out we did not have beer & wine. They end up going to our competitors which becomes a revenue loss of our business. Prairie Krafts Brewing Co (Now Liquid Love) has agreed to be our distributor which allows both businesses to help each other and grow during these hard times.

Won Cho

WJ Golf

1380 Busch parkway

Buffalo Grove, IL 60089

8.B.c

EXIT #1
CAPACITY
120

N.I.C.

N.I.C.

Beer & Wine Location

EXIT #2
CAPACITY
120

TRAVEL 111"

Packet Pg. 52

Attachment: Exhibit A Plan Set (O-2020-92 : Approve an Amendment to the WJ

17.28.040 - Criteria for special use.

A.

All special uses shall meet the following criteria:

1. Yes, we are an indoor golf facility.

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;

2. Yes, we are located inside with ample parking.

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;

3. Yes, we are in compliance with our zoning district

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;

4. Yes, we are an indoor golf facility. All business conducted indoor.

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;

5. Yes, plenty access roads, utilities, and drainage has been provided.

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

6. Yes, Over 120 parking space, 6 ADA parking spaces available.

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.

- B. Yes, our special use conforms to the applicable regulations of the Zoning District.

The special use shall in all other respects conform to the applicable regulations of the zoning district in which it is located, except as such regulations may be varied. Notwithstanding the foregoing, business planned unit developments shall conform with Section 17.44.040(D) unless varied.

C.

The Planning & Zoning Commission may recommend and the Corporate Authorities may impose such conditions and restrictions upon the subject property, the location, the construction and design of buildings and use of the property benefited by such special use as may be necessary or appropriate to comply with the foregoing criteria.

D.

Notwithstanding Chapter 17.52, the Planning & Zoning Commission may recommend and the Corporate Authorities may vary the regulations of the zoning district in which the special use is located subject to meeting the criteria of Section 17.52.070(A)(1)–(3), except for planned unit developments which shall meet the general objectives of Section 17.28.050(A)(1)–(7).

(Ord. 2004-100 § 2, 2004)

(Ord. No. 2014-43, § 21, 6-16-2014)

ORDINANCE NO. 2020 - 005

**AN ORDINANCE APPROVING A SPECIAL USE FOR A RECREATIONAL FACILITY
IN THE INDUSTRIAL DISTRICT AT 1380 BUSCH PARKWAY
VILLAGE OF BUFFALO GROVE,
COOK AND LAKE COUNTIES, ILLINOIS**

**WJ Sports Entertainment
1380 Busch Parkway**

WHEREAS, the Village of Buffalo Grove is a Home Rule Unit by virtue of the Illinois Constitution of 1970; and,

WHEREAS, Won Cho and Jibsoc Jung of WJ Sports Entertainment ("Petitioner") has filed a petition for a recreational facility in the Industrial District for the Property at 1380 Busch Parkway, Buffalo Grove, IL ("Property"); and,

WHEREAS, the Village Planning & Zoning Commission conducted a public hearing on December 4, 2019 concerning the petition for the special use; and,

WHEREAS, the Planning & Zoning Commission made a finding and determined that the petition meets the criteria of a special use as set forth in the Buffalo Grove Zoning Ordinance, as described in the minutes attached as Exhibit B; and,

WHEREAS, the Planning & Zoning Commission voted 8 to 0 to recommend approval of the special use; and,

WHEREAS, the President and Village Board of Trustees after due and careful consideration have concluded that the proposed special use is a reasonable use of the Property and will serve the best interests of the Village.

WHEREAS, the proposed special use shall be operated in accordance with and pursuant to the following exhibits:

EXHIBIT A Plans

EXHIBIT B Minutes from the December 4, 2019 Planning & Zoning Commission

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS:

Section 1. This Ordinance is made pursuant to and in accordance with the Village's Zoning Ordinance and the Village's Home Rule powers. The preceding whereas clauses are hereby made a part of this Ordinance.

Section 2. The Corporate Authorities hereby grant a special use for a recreational facility in the Industrial District for the Property at 1380 Busch Parkway, Buffalo Grove, IL, subject to the following conditions:

Attachment: Exhibit A Plan Set (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)

1. The special use is granted to Won Cho and Jibsoc Jung of WJ Sports Entertainment at 1380 Busch Parkway and said special use does not run with the land.
2. The special use granted may be assignable to subsequent petitioners seeking assignment of this special use as follows:
 - i. Upon application of a petition seeking assignment of this special use, the Village of Buffalo Grove, in their sole discretion, may approve the assignment administratively, or may refer it to the Planning & Zoning Commission and/or the Village Board for a public hearing.
 - ii. Such assignment shall be valid only upon the written approval of the Village of Buffalo Grove granting said assignment, which may be granted or denied for any reason.
3. The petitioner shall monitor traffic circulation and parking on the property and take appropriate measures, as approved by the Village, to ensure adequate parking is being provided. If the Village determines, in its sole discretion, that additional parking is required, the petitioner shall provide said parking in manner acceptable to the Village.

Section 3. This Ordinance shall be in full force and effect upon passage. This Ordinance shall not be codified.

AYES: 5 – Stein, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 - None

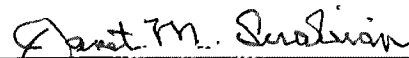
ABSENT: 1 - Ottenheimer

PASSED: January 6, 2020

APPROVED: January 6, 2020


Beverly Sussman, Village President

ATTEST:


Janet M. Sirabian, Village Clerk

3

EXHIBIT A
Plans

WJ Sports Entertainment
1380 Busch Parkway

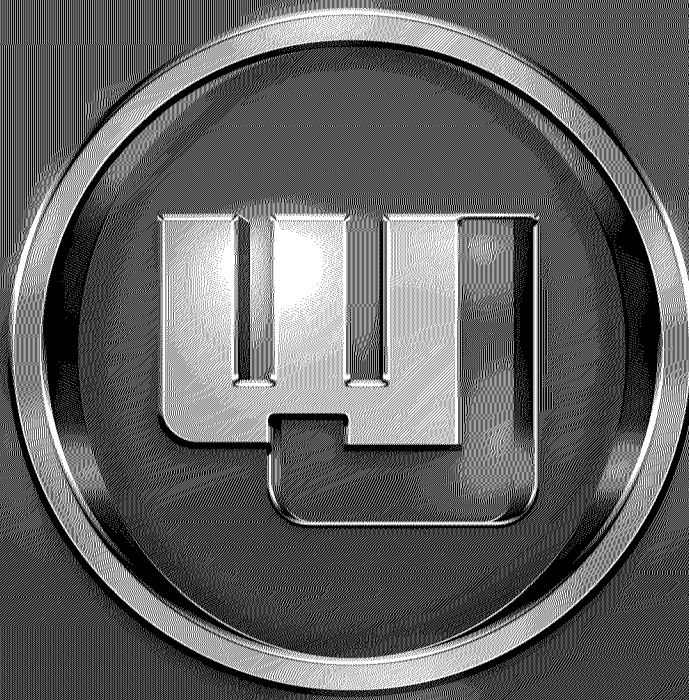
Attachment: Exhibit A Plan Set (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)

EXHIBIT B
Minutes from the December 4, 2019 Planning & Zoning Commission

WJ Sports Entertainment
1380 Busch Parkway

Attachment: Exhibit A Plan Set (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)

2019



Attachment: Exhibit A Plan Set (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)

Business Proposal

I. Business Concept

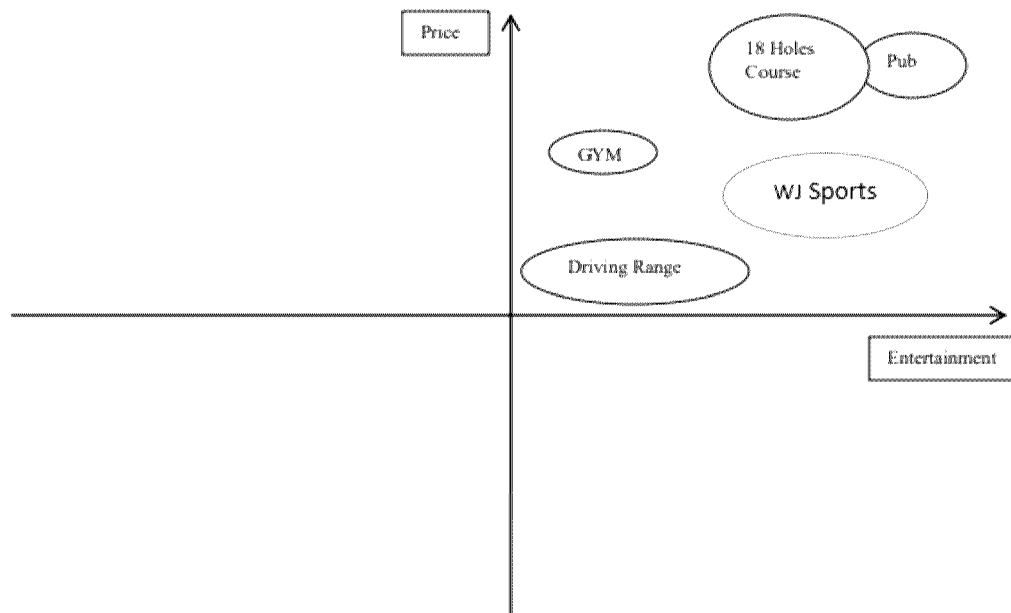
- a. WJ Sports Entertainment is going to be the pioneer into a new area of indoor golf experience
- b. WJ Sports Entertainment wants to bring golf sport that everyone can play anywhere at any time
- c. Members vs non-members distinctions and advantages
- d. Location will be near industrial and residential area for people to socialize and meet new golfers
- e. New golf system can be introduced into residential homes, accommodating PGA tournament hotels, local festivals, hotels, resorts, auto dealerships, club houses, and commercial buildings
 - i. Installation and maintenance will be provided by WJ Sports Entertainment
 - ii. Annual maintenance fees will be applied for all sales
- f. Franchising business model once proof of concept has been achieved

II. Branding

- a. Following PGA guidelines and tournament schedule to host indoor tournaments
- b. WJ Sports Entertainment will focus on user's experience and creating loyal customers
- c. Promoting the accuracy in the technology behind our brand
- d. Accessibility to US and International golf courses at any time
- e. Time saving to play indoor vs outdoor
- f. Competitive online play (global market) with similar handicap players
 - i. Ball launch detected simultaneously on competitive play
- g. Bonding our brand into the hearts of our customers

III. Positioning and Targeting

a.



- b. Targeting age group between 20-55
- c. Using existing high salary network for residential sales/installation
- d. Using existing network to enter commercial space for sales/installation
- e. Target 5-7 new members per week
- f. Sales review meeting of system and membership quarterly for realignment to the current market requirement

IV. Advertising and Promotion

- a. Internet advertising is growing at a rate of 15% to 20% annually
 - i. Instagram
 - ii. Facebook
 - iii. YouTube channel
 - iv. Live Stream (Twitch TV)
- b. State of the art accuracy, user interface (HD), and experience
- c. Radio and Golf podcast advertising
- d. Inviting PGA amateur/pro players to showcase stroke play
- e. Local indoor long drive competition
- f. Local Indoor tournament league following PGA tournament schedules
- g. Retaining monthly membership will accrue points for personalized gifts and merchandise provided by WJ Sports Entertainment

V. Products and Service Line

- a. Private Lesson \$50-\$100
- b. Bay rental \$32-\$37 (hourly)
- c. Indoor driving range \$5-\$9 (1/2 hour)
- d. Corporate events \$599-\$1199 (four hours)

VI. Conclusion

- a. In conclusion, with the high potential for indoor golf business in the Midwest and the number of golfers that will likely increase based on current paradigm shift for a new concept in indoor golf entertainment. This venture has great scope to satisfy the current demands. The strengths in focusing on unique experience and building its brand organically in Chicago to enhance taking up golf for beginners, providing an atmosphere to play competitively and non-competitively with friends/families, and to improve the game of golf at our driving range.

WJ Golf Project of Intent

No alcohol will be served at WJ Sports Entertainment.

WJ golf is an indoor golf simulator facility with the intent to provide a unique golf experience in a safe and fun environment. Our business will let prospect golfers experience the game of golf through our simulators and seasoned golfers can improve their golf game with our training tools and meet new golfers from neighboring communities.

WJ golf will provide private lessons to our customers as a service. Customers will schedule their lessons on our online platform and lessons will be held on weekdays only.

WJ golf will host monthly activities for children on Saturday mornings to neighboring communities to teach and raise interest in golf.

Hours of operation

Weekdays 9am to 10pm (M-F)

Weekends 8am to 11pm (Saturday and Sunday)

(See attached spreadsheet exhibit for detail information)

Number of Employees

2019: 3 WJ employees (2 owners)

1 receptionist and 2 owners demonstrating simulators and catering customer needs.

2020: anticipating 4 WJ employees (2 owners)

1 receptionist, 1 golf pro and 2 owners demonstrating simulators and catering customer needs.

(See attached spreadsheet exhibit for detail information)

Discounts for WJ golf

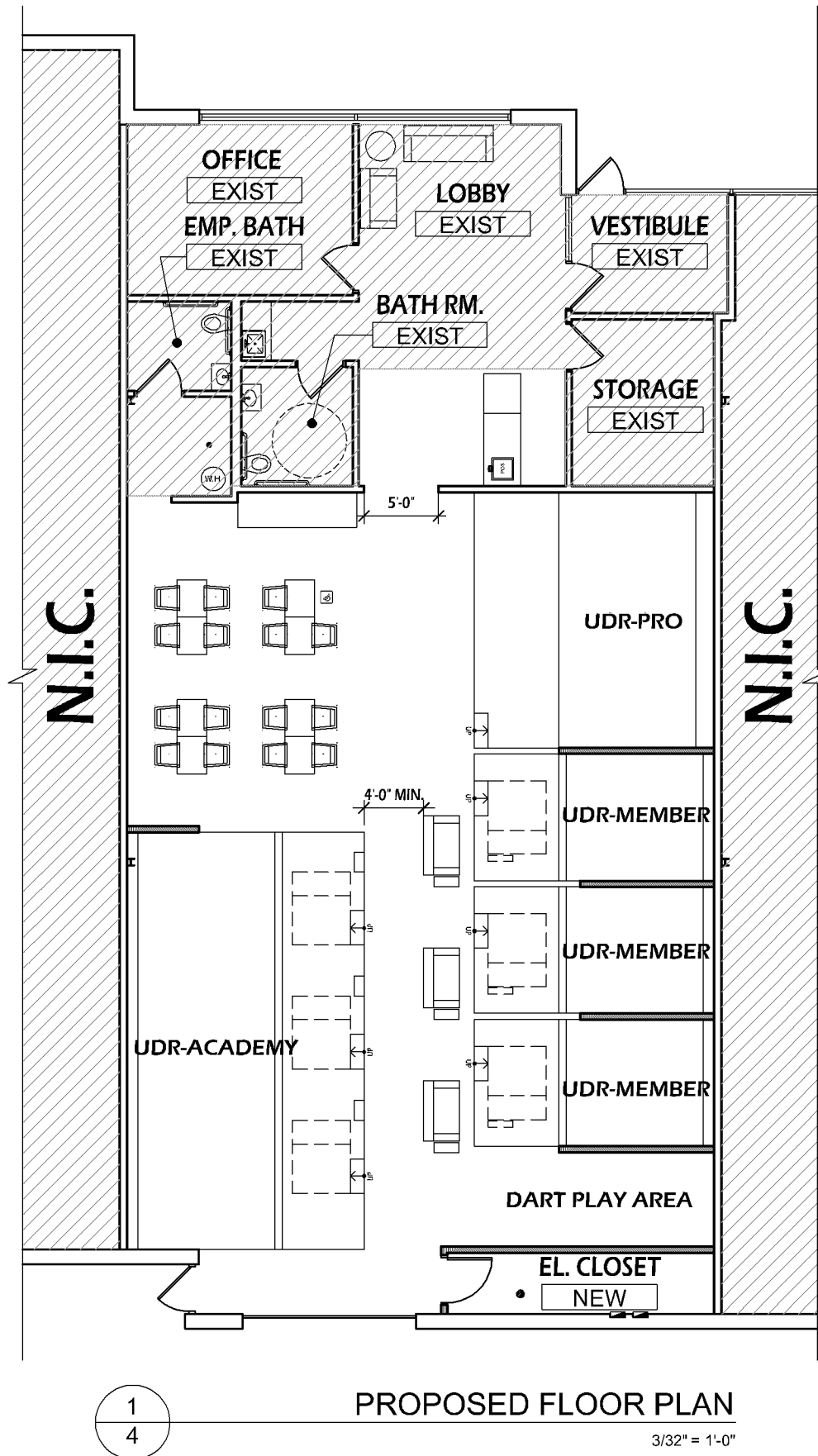
Military

Fire & Paramedics

Police

JSS (Juniors, Seniors, and Students)

Soft Drinks and Snacks will be sold at WJ Golf



Attachment: Exhibit A Plan Set (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)

INTERIOR ALTERATION PROPOSAL

1380 BUSCH PARKWAY
BUFFALO GROVE, IL

ASK 1-4

MOV. 03, 2019

Weekdays Hours of Operation

	# of employees on site	# of backup employees when needed	# of clients (Lessons)	# of clients (golfers)	# of clients (practice range)	Total Clients	Total people	Type of Clients	Type of Service
9am - 10am	2 (Owners)	N/A	3	2	2	7	10	Students, Juniors, Casual Golfers and Seniors	Lessons, Golf Simulator
10am - 11am	2 (Owners)	N/A	3	2	2	7	10	Students, Juniors, Casual Golfers and Seniors	Lessons, Golf Simulator
11am - 12pm	2 (Owners)	N/A	3	2	2	7	10	Students, Juniors, Casual Golfers and Seniors	Lessons, Golf Simulator
12pm - 1pm	2 (Owners)	N/A	3	2	2	7	10	Students, Juniors, Casual Golfers and Seniors	Lessons, Golf Simulator
1pm - 2pm	2 (Owners)	N/A	2	3	2	7	9	Students, Juniors, Casual Golfers and Seniors	Lessons, Golf Simulator
2pm - 3pm	2 (Owners)	N/A	2	3	2	7	9	Students, Juniors, Casual Golfers and Seniors	Lessons, Golf Simulator
3pm - 4pm	2 (Owners)	N/A	N/A	3	2	5	8	Students, Juniors, Casual Golfers and Seniors	Lessons, Golf Simulator
4pm - 5pm	3 (Owner + Receptionist)	N/A	N/A	8	2	10	13	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
5pm - 6pm	3 (Owner + Receptionist)	N/A	N/A	8	2	10	13	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
6pm - 7pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	12	2	14	19	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
7pm - 8pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	12	2	14	19	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
8pm - 9pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	12	2	14	19	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
9pm - 10pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	12	2	14	19	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator

Weekends Hours of Operation

	# of employees on site	# of backup employees when needed	# of clients (Kids Program)	# of clients (golfers)	# of clients (practice range)	Total Clients	Total people	Type of Clients	Type of Service
8am - 9am	2 (Owners)	2 (family members over 18 of age)	6	2	2	10	12	Students, Juniors, Casual Golfers and Seniors	Kids Program, Golf Simulator
9am - 10am	2 (Owners)	2 (family members over 18 of age)	8	2	2	12	14	Students, Juniors, Casual Golfers and Seniors	Kids Program, Golf Simulator
10am - 11am	2 (Owners)	2 (family members over 18 of age)	10	2	2	14	16	Students, Juniors, Casual Golfers and Seniors	Kids Program, Golf Simulator
11am - 12pm	2 (Owners)	2 (family members over 18 of age)	N/A	10	2	12	14	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
12pm - 1pm	2 (Owners)	2 (family members over 18 of age)	N/A	10	2	12	14	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
1pm - 2pm	2 (Owners)	2 (family members over 18 of age)	N/A	10	2	12	14	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
2pm - 3pm	2 (Owners)	2 (family members over 18 of age)	N/A	10	3	13	15	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
3pm - 4pm	2 (Owners)	2 (family members over 18 of age)	N/A	10	3	13	15	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
4pm - 5pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	12	3	15	18	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
5pm - 6pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	12	3	15	18	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
6pm - 7pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	16	2	18	21	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
7pm - 8pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	16	2	18	21	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
8pm - 9pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	16	2	18	21	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
9pm - 10pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	16	2	18	21	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator
10pm - 11pm	3 (Owner + Receptionist)	2 (family members over 18 of age)	N/A	16	2	18	21	Corporate Employees, Young Professionals, and Avid Golfers	Golf Simulator

Number of anticipated clients per hour during the hours of operation

Suite	Tenant	Allocate Stalls Per Lease	Hours of Parking Demand	Tenant Type
1300-1308	Medical Association of the North Shore	5 Reserve 30 Unreserved	Mon - Sat: 8:00AM- 8:00PM	Medical
1310	Prairie Kraft's Brewing Co.	8 Unreserved	Mon - Thr 4:00PM--9:00PM, Fri- Sat 2:00PM-11:00PM, Sun 2:00PM-7:00PM	Recreational
1318-1320	SST Form	8 Unreserved	Mon-Fri 6:00AM-6:00AM	Light Industrial
1330	Veterinary Real Estate Group, LLC	10 Unreserved	Mon-Fri 8:00AM-5:00AM	Office
1340	Crown Trophy	6 Unreserved	Mon-Fri 9:00AM-5:30PM	Retail
1348-1350	MIR Tactical	11 Unreserved	Mon-Fri 12:00PM-8:00PM	Retail
1358	Chicago Show	6 Unreserved	Mon-Fri 8:00AM-5:30PM	Office
1360	Chicago Quick Clean	6 Unreserved	Mon-Fri 5:00AM-4:00PM	Light Industrial / Office
1368	Trademark Licensing Corp.	6 Unreserved	Mon-Fri 8:00AM-5:00 PM	Office
1370	Diplomat Specialty Pharm.	7 Unreserved	Mon-Fri 8:00AM-6:00AM	Office / Medical
1380	***Proposed ***	8 Unreserved	***Proposed***	***Proposed***
1388	Movement & Sound Dance	11 Unreserved	Mon-Fri 9:30 AM-9:30 PM Saturday 8:30AM-1:00 PM	Recreational
1390	Geocomp Corp.	6 Unreserved	Mon-Fri 7:30AM-5:00PM	Office
1398	Heritage Products	6 Unreserved	Mon-Fri 9:00AM-6:00PM	Office
Total Assigned Stalls		126		
Unassigned Stalls		22		
Total Stalls		148		

Tenant spaces and parking allocation

24-Oct THU			25-Oct FRI			26-Oct SAT			27-Oct SUN			28-Oct MON			29-Oct TUE			30-Oct WED										
Hours	North	East	South	Total	North2	East2	South2	Total2	North3	East3	South3	Total3	North4	East4	South4	Total4	North5	East5	South5	Total5	North6	East6	South6	Total6	North7	East7	South7	Total7
6:00 AM	4	3	5	12	3	3	4	10	3	2	4	9	3	1	3	7	5	2	9	16	5	3	7	15	5	3	9	17
7:00 AM	4	4	11	19	4	2	6	12	4	2	5	11	2	1	3	6	7	3	11	21	6	3	8	17	4	4	13	21
8:00 AM	8	8	20	36	5	8	17	30	8	3	5	16	2	1	3	6	6	8	20	34	9	5	17	31	9	5	21	35
9:00 AM	9	9	21	39	6	8	20	34	9	6	8	23	4	1	9	14	12	9	22	43	12	7	23	42	8	8	29	45
10:00 AM	11	8	23	42	10	8	24	42	9	5	10	24	4	1	9	14	18	6	23	47	14	7	26	47	15	8	37	60
11:00 AM	9	8	31	48	11	8	25	44	9	6	10	25	4	4	11	19	20	8	30	58	13	7	28	48	14	8	38	60
12:00 PM	15	7	36	58	14	9	20	43	7	6	8	21	4	5	12	21	20	7	28	55	13	8	31	52	14	11	39	64
1:00 PM	22	11	45	78	19	9	29	57	7	3	9	19	3	6	10	19	25	8	30	63	12	9	29	50	20	10	38	68
2:00 PM	23	11	41	75	25	8	37	70	7	6	9	22	2	2	13	17	24	6	31	61	15	11	38	64	23	11	44	78
3:00 PM	24	11	43	78	24	4	36	64	5	6	9	20	2	2	14	18	21	6	29	56	16	11	41	68	21	11	48	80
4:00 PM	20	8	40	68	27	4	32	63	4	6	7	17	2	3	9	14	20	5	25	50	13	11	43	67	18	8	47	73
5:00 PM	19	7	35	61	14	3	30	47	1	7	7	15	1	1	6	8	19	3	24	46	15	11	29	55	12	8	41	61
6:00 PM	16	7	21	44	12	4	30	46	2	6	9	17	1	1	5	7	11	2	21	34	11	7	28	46	11	8	28	47
7:00 PM	9	7	15	31	3	4	21	28	1	6	7	14	1	1	4	6	2	1	18	21	13	7	24	44	11	7	20	38
8:00 PM	5	4	13	22	1	4	20	25	1	5	7	13	1	1	5	7	2	1	20	23	14	6	25	45	11	7	14	32

17.28.040 - Criteria for special use.

A.

All special uses shall meet the following criteria:

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;

2. (Yes)

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;

3. (Yes)

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;

4. (Yes)

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;

5. (Yes)

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

6. (Yes)

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.

B. (Yes)

The special use shall in all other respects conform to the applicable regulations of the zoning district in which it is located, except as such regulations may be varied. Notwithstanding the foregoing, business planned unit developments shall conform with Section 17.44.040(D) unless varied.

C. (Yes)

The Planning & Zoning Commission may recommend and the Corporate Authorities may impose such conditions and restrictions upon the subject property, the location, the construction and design of buildings and use of the property benefited by such special use as may be necessary or appropriate to comply with the foregoing criteria.

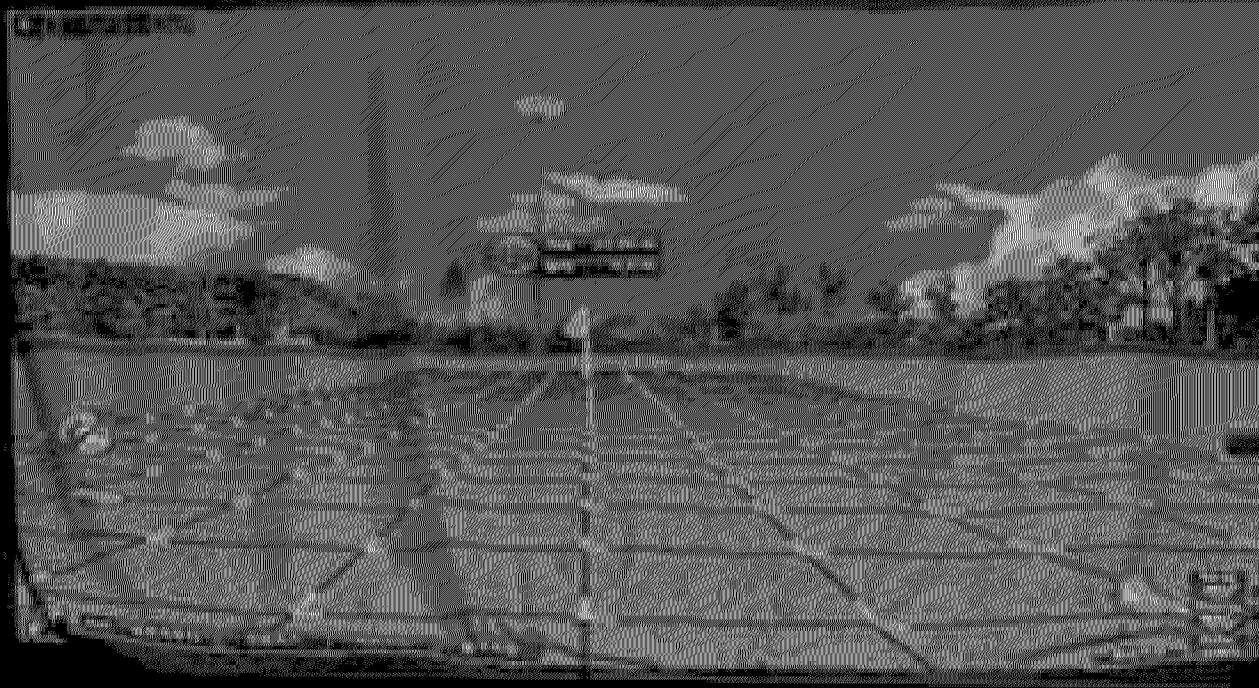
D. (Yes)

Notwithstanding Chapter 17.52, the Planning & Zoning Commission may recommend and the Corporate Authorities may vary the regulations of the zoning district in which the special use is located subject to meeting the criteria of Section 17.52.070(A)(1)–(3), except for planned unit developments which shall meet the general objectives of Section 17.28.050(A)(1)–(7).

(Ord. 2004-100 § 2, 2004)

(Ord. No. 2014-43, § 21, 6-16-2014)

(WJ Sports Entertainment will abide by the criteria defined above)



Attachment: Exhibit A Plan Set (O-2020-92 : Approve an

Example

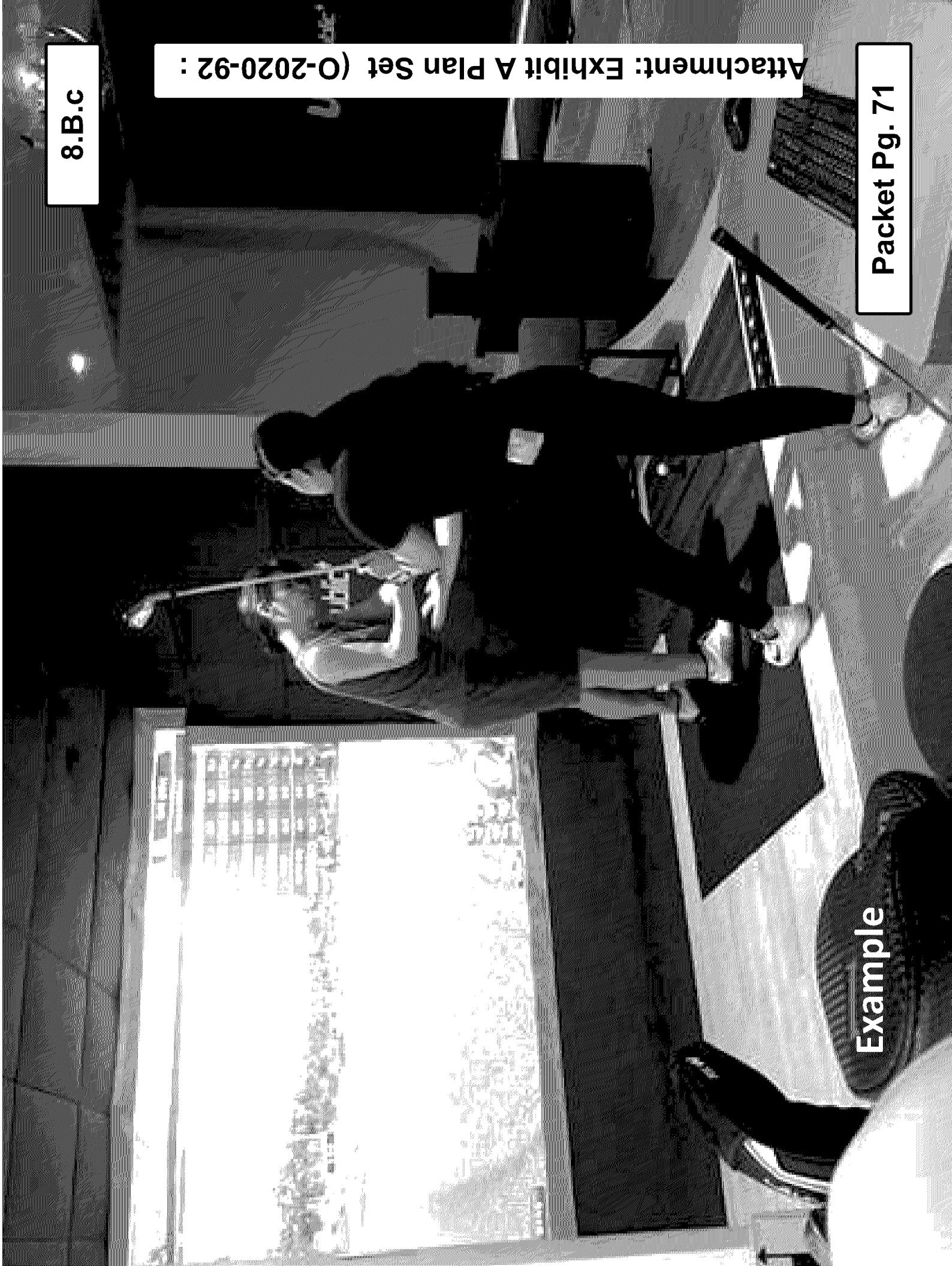
Packet Pg. 69

Example

Packet Pg. 70



Example



8.B.c

Attachment: Exhibit A Plan Set (O-2020-92 :

Packet Pg. 72

Example

Cleveland
2011

Use Packet

Use Packet

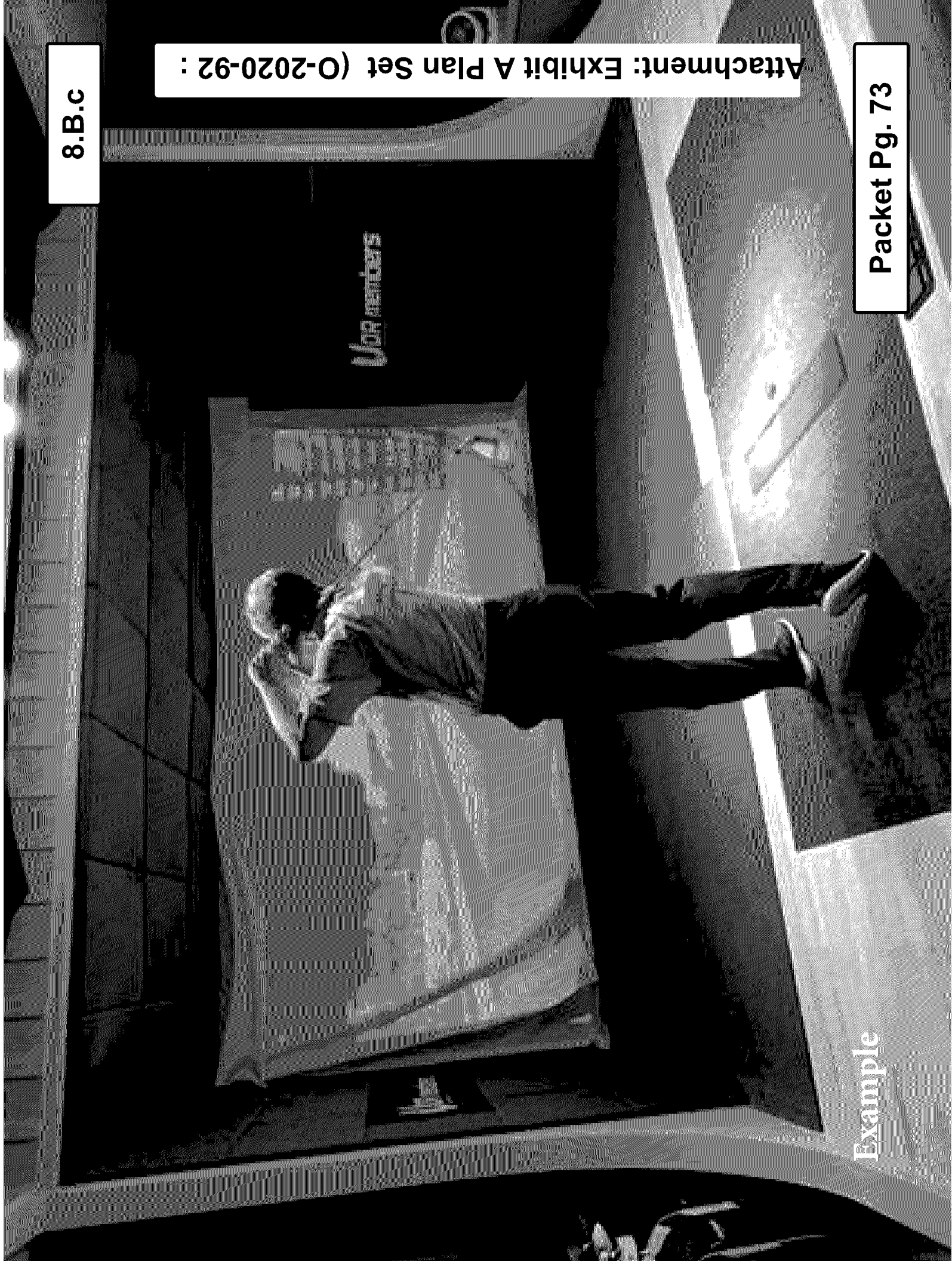


8.B.c

Attachment: Exhibit A Plan Set (O-2020-92 :

Packet Pg. 73

Example





Packet Pg. 74

Attachment: Exhibit A Plan

8.B.c

12/4/2019

**MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE
VILLAGE OF BUFFALO GROVE HELD IN THE COUNCIL CHAMBERS, 50 RAUPP BOULEVARD,
BUFFALO GROVE, ILLINOIS ON WEDNESDAY, DECEMBER 4, 2019**

Call to Order

The meeting was called to order at 7:30 PM by Chairman Frank Cesario

Public Hearings/Items For Consideration

1. Petition to the Village of Buffalo Grove for a Special Use for a Recreational Use (Golf Simulator Facility) in the Industrial District for the Property at 1380 Busch Parkway (Trustee Weidenfeld) (Staff Contact: Nicole Woods)

Mr. Cho, Mr. Jung and Mr. Lamphere were sworn in.

Mr. Cho described their request for a special use to operate a golf simulator facility at 1380 Busch Parkway.

Com. Goldspiel asked the petitioners to explain the parking.

Mr. Lamphere responded that there are 120 parking spaces and 6 ADA parking spaces and do not anticipate any parking issues.

Com. Goldspiel asked the petitioners about the night lighting in the area of 1380 Busch Parkway.

Mr. Lamphere responded that the lighting was adequate for patron safety.

Com. Goldspiel asked the petitioners where additional parking would be in the event they came across inadequate parking.

Mr. Lamphere responded that the current landscape would allow for additional parking should they come into a situation in which they no longer had adequate parking.

Deputy Community Development Director Woods commented that there is ample parking in this area, and explained why staff included additional parking as a condition to the special use.

Com. Goldspiel asked the petitioners if there would be any outside use.

Mr. Lamphere responded no, there will not be any outside use.

Chairperson Cesario asked the petitioners to describe the use of the facility in terms of number of players and the hours in which they would be busy.

Mr. Lamphere responded that they would be most busy during week nights and weekends and would have a minimum of 2 to 4 at each of the simulators.

Com. Moodhe asked if the facility could hold a corporate event, and if it could, how many people could be in the corporate group.

Mr. Cho responded that they could host a corporate event up to 20 people max on week nights.

Com. Weinstein asked the petitioners to go over the special use criteria and provide more detail.

12/4/2019

Mr. Cho responded with detailed answers to the special use criteria.

Com. Khan asked the petitioners to educate the commission on the golf simulator system and how it works.

Mr. Cho explained how the golf simulator system works and the time it would take to complete 18 holes for a beginner.

Com. Khan asked if training was available.

Mr. Cho responded that there are 3 modes to accommodate the needs of the player including a training mode.

Chairperson Cesario entered the staff report as exhibit one.

The public hearing closed at 7:47 PM.

Com. Weinstein made a motion to approve a special use for a recreational use (golf simulator facility) in the Industrial District, subject to the following conditions:

1. The special use is granted to Won Cho and Jibsoc Jung of WJ Sports Entertainment at 1380 Busch Parkway and said special use does not run with the land.

2. The special use granted may be assignable to subsequent petitioners seeking assignment of this special use as follows: i. Upon application of a petition seeking assignment of this special use, the Village of Buffalo Grove, in their sole discretion, may approve the assignment administratively, or may refer it to the Planning & Zoning Commission and/or the Village Board for a public hearing. ii. Such assignment shall be valid only upon the written approval of the Village of Buffalo Grove granting said assignment, which may be granted or denied for any reason.

3. The petitioner shall monitor traffic circulation and parking on the property and take appropriate measures, as approved by the Village, to ensure adequate parking is being provided. If the Village determines, in its sole discretion, that additional parking is required, the petitioner shall provide said parking in manner acceptable to the Village.

Com. Khan seconded the motion.

Com. Moodhe commented on the recreational use of the business and how it is consistent with the use of the rest of the building, and sees a need.

Com. Goldspiel asked if the motion included

Chairperson Cesario commented on the use and concurs with Com. Moodhe, that the use of the building is not new and believes that it will keep the area active.

RESULT:	APPROVED [UNANIMOUS]
AYES:	Moodhe, Cesario, Cohn, Goldspiel, Khan, Weinstein, Richards, Worlikar
ABSENT:	Amy Au

Regular Meeting

Other Matters for Discussion

None.

Approval of Minutes

12/4/2019

1. Planning and Zoning Commission - Regular Meeting - Nov 20, 2019 7:30 PM

RESULT:	ACCEPTED [7 TO 0]
AYES:	Moodhe, Cesario, Cohn, Khan, Weinstein, Richards, Worlikar
ABSTAIN:	Stephen Goldspiel
ABSENT:	Amy Au

Chairman's Report

None.

Committee and Liaison Reports

Com. Weintin talked about the items that were approved at the Village Boarding Meeting, previously brought to the Planning and Zoning Commission.

Staff Report/Future Agenda Schedule

Deputy Community Development Director, Woods, spoke about the future agenda item for the December 18th PZC meeting.

Public Comments and Questions**Adjournment**

The meeting was adjourned at 7:51 PM

Chris Stilling

APPROVED BY ME THIS 4th DAY OF December, 2019

Attachment: Exhibit A Plan Set (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)

11/18/2020

**MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE
VILLAGE OF BUFFALO GROVE HELD IN THE COUNCIL CHAMBERS, 50 RAUPP BOULEVARD,
BUFFALO GROVE, ILLINOIS ON WEDNESDAY, NOVEMBER 18, 2020**

Call to Order

The meeting was called to order at 7:30 PM by Chairman Frank Cesario

2. Open Meetings Act Compliance

Pursuant to orders issued in response to the COVID-19 pandemic, this Public Hearing is closed to in-person, public attendance. The hearing is being held via Zoom web conference meeting, which permits the public to fully participate in the virtual Public Hearing via Zoom on a computer, tablet or phone. Details on how to access and participate in this online virtual hearing are available below. More information pertaining to the meeting information and links to the virtual meeting can be found at <https://us02web.zoom.us/j/84785468408?pwd=bHNLY001T3FMYTNIL1EvUlpvVGRVZz09>

Public Hearings/Items For Consideration

1. Consider an Amendment to the WJ Sports Special Use to Allow for the Onsite Consumption of Beer and Wine as Part of Their Golf Recreational Services at 1380 Busch Parkway. (Trustee Johnson) (Staff Contact: Nicole Woods)

Mr. Cho described their petition to allow for onsite consumption of beer and wine as part of their services at WJ Sports Entertainment.

Chairperson Cesario thanked the petitioner for their statement and restated the purpose of the amendment to the original special use permit.

Mr. Cho explained that at the time of the original request, they did not believe they would be selling beer and wine as part of their services. He noted that as their business plan had developed they decided now to include it.

Com. Goldspiel asked when they would begin selling beer and wine during the day.

Village Planner Akash stated the hours of liquor sales as part of the Village Code.

Com. Goldspiel commented that the sale of beer and wine should be later in the day when there is less of a younger crowd.

Mr. Cho noted that him and his staff have all completed their BASET training and are now certified.

Com. Weinstein asked about the onsite consumption of beer and wine.

Mr. Cho responded that those who would be sold beer and wine would only be those using their services. An individual could not come in and just buy a drink, they would have to purchase a package that included the beer or wine with their golf experience.

Com. Weinstein asked how the pricing would work for the packages that included beer and wine.

Mr. Cho responded that currently, the number of drinks is unlimited.

Com. Au asked how they would keep patrons from overserving themselves.

11/18/2020

Mr. Cho responded that with their training they had learned what to do and how to monitor situations like that, however, they believe that the consumption of beer and wine will be slow as the game they are playing requires their time and attention.

Com. Weinstein asked to see where the bar would be stored.

Mr. Cho reference packet page 7.

Com Weinstein clarified that they would only be selling beer and wine no hard liquor or spiked seltzers.

Com. Moodhe commented that their model is similar to a bowling alley or the hair and nail salons that offer alcoholic beverages as part of the overall experience.

Com. Goldspiel noted that he still has a problem with the hours of the consumption of beer and wine too early in the day when a younger crowd may be present.

Chairperson Cesario referred to the Village Attorney regarding the hours of beer and wine consumption.

Village Attorney Brankin commented that the liquor license that JW Sports entertainment would fall under the G7 license that would allow for this use.

Com. Richards commented that he thinks it would be unfair to impose a time restriction on their sale of beer and wine when they are not the same standards as other business in the Village.

Com. Moodhe noted that Prairie Craft is in the same area selling alcohol. He also noted that he does not think the time restriction was necessary.

Chairperson Cesario entered the Village Staff Report as exhibit one.

The Public Hearing closed at 8:25 PM.

Com. Goldspiel commented that he is opposed to the amendment to the special use due to the hours of the sale of beer and wine.

Chairperson Cesario asked Com. Goldspiel what hours he would propose for the sale of beer and wine.

Com Goldspiel provided some ideas.

Com Moodhe noted that this would be difficult for the Village to monitor and regulate.

Com. Weinstein made a motion to recommend approval to the Village Board to amend the WJ Sports Entertainment Special Use Ordinance 2020-5 to allow for the onsite consumption of beer and wine as part of their golf recreational services at 1380 Busch Parkway subject to the following conditions:

- 1. Expect as amended by this petition, all conditions associated with Ordinance 2020-5 shall remain in full force and effect.*
- 2. The consumption of alcohol shall only be permitted upon the issuance of a valid Liquor License by the Village of Buffalo Grove*

Com. Richards seconded the motion.

11/18/2020

RESULT:	RECOMMENDATION TO APPROVE [8 TO 1]
	Next: 12/7/2020 7:30 PM
AYES:	Moodhe, Spunt, Cesario, Khan, Weinstein, Au, Richards, Worlikar
NAYS:	Stephen Goldspiel

Regular Meeting**Other Matters for Discussion**

None.

Approval of Minutes

1. Planning and Zoning Commission - Regular Meeting - Nov 4, 2020 7:30 PM

RESULT:	ACCEPTED [8 TO 0]
AYES:	Moodhe, Spunt, Cesario, Goldspiel, Khan, Weinstein, Au, Richards
ABSTAIN:	Neil Worlikar

Chairman's Report

None.

Committee and Liaison Reports

None.

Staff Report/Future Agenda Schedule

Deputy Community Development Direct Woods noted there were no PZC Meetings in December and discussed having Commission training due to the new members on the Commission.

Public Comments and Questions

None.

Adjournment

The meeting was adjourned at 8:45 PM

Chris Stilling

APPROVED BY ME THIS 18th DAY OF November, 2020

Attachment: Exhibit B PZC Minutes (O-2020-92 : Approve an Amendment to the WJ Sports Special Use at 1380 Busch Parkway)



Ordinance No. O-2020-93 : Approve an Amendment to the G7 Liquor License

Recommendation of Action

Staff recommends approval

SUMMARY: Staff is requesting an amendment to the Class G7 license to allow for beer and wine service at a Recreational Golf Facility in the Industrial District.

ATTACHMENTS:

- BOT Memo (DOCX)
- G7 Amendment (DOC)

Trustee Liaison

Sussman

Staff Contact

Chris Stilling, Community Development

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021

TO: President Beverly Sussman and Trustees

FROM: Christopher Stilling, Deputy Village Manager

SUBJECT: Class G7 Liquor License Amendment

Background

In 2016, the Village Board approved the Class G7 license which allows the dispensing of beer and wine for consumption on the premises in conjunction with a private function at art galleries. Earlier this year, the Village Board approved an amendment to the Class G7 license to allow hair and nail salons to offer complimentary beer and wine service to their customers while patrons are waiting for or receiving services that are offered by the business. Staff is requesting the Board's approval regarding a further expansion of the Class G7 license to include Recreational Golf Facilities in the Industrial District. Further information is discussed below.

WJ Sports

Recently, staff was approached by the owner of the WJ Sports facility at 1380 Busch Parkway about allowing for the onsite consumption of beer and wine as part of their service. WJ Sports opened earlier this year as a recreational golf facility. The business operates 7 indoor golf simulators where customers can virtually play rounds of golf. The business was granted a special use in January 2020 (Ordinance 2020-5) as a recreational facility in the Industrial District. The owner has indicated that they do not wish to sell wine or beer but rather offer it as part of their services for renting the golf simulators.



Staff Analysis

Staff is supportive of the amendment to include recreational golf facilities as part of the Class G7 license. Staff believes this is best approach to accommodate the business. Furthermore, by only allowing it as part of the Class G7 license, the business cannot offer the sale of beer and wine to the public without the customer utilizing the service (golf simulator).

Since WJ Sports was approved as a special use in the Industrial District, they are required to amend their special use Ordinance to allow for the consumption of beer and wine. On November 18, 2020, the PZC recommended approval of an amendment to WJ Sports Special Use to allow for the onsite consumption of beer and wine as part of their service. Their request is also on the Village Board's agenda.

Action Requested

Staff recommends approval of an Ordinance amending the Class G7 license to include Recreational Golf Facilities in the Industrial District.

Attachment: BOT Memo (O-2020-93 : Approve an Amendment to the G7 Liquor License)

Underlined = addition
~~Strikeout~~ = deletion

ORDINANCE NO. 2020 -

AN ORDINANCE AMENDING CHAPTER 5.20, LIQUOR CONTROLS, OF THE BUFFALO GROVE MUNICIPAL CODE

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

WHEREAS, a request has been made to the Village to allow the complimentary service of beer and wine to customers. The Village Class G7 liquor license would need to be amended to include recreational golf facilities; 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 into and made a part of this Ordinance as if fully set forth herein.

Section 2. Subsection G.7. of Section 5.20.070, Licenses-Classifications-Fees, of the Buffalo Grove Municipal Code is hereby amended in its entirety to read as follows:

5.20.070 License-Classifications-Fees

7. Class G7 license, authorizing complimentary service of beer and wine for consumption on the premises owned or leased and occupied by the licensee and is served by the licensee, it's agents and employees, as a complement to the patron's purchase of goods or services offered by the business. Class G7 licenses shall be subject to the following conditions and limitations:
 - a. Dram Shop liability insurance shall be provided and the Village of Buffalo shall be named as an additional insured.
 - b. The dispensing of beer and wine shall only take place during the operating hours of the business, but in no event earlier than 9:00 a.m. or after 10:00 p.m.
 - c. The annual fee for a G7 license is set forth in Chapter 1.16 of this Code.
 - d. Complimentary service may only be to customers of the shop or facility and only for consumption of the drink while the customer is waiting for or receiving customary barber, cosmetic, beauty shop, nail salon or art gallery services from the facility or participating at an indoor golf recreational facility in the Industrial Zoning District. Massage and Bodywork Establishments are expressly prohibited from obtaining a G7 license.

- e. Holder of a Class G7 license shall be required to obtain the necessary State of Illinois Liquor License.
- f. Advertising the availability of alcohol may not be visible from the exterior of the licensed premises.
- g. The complimentary service or consumption of beer or wine at the licensed premises is limited to not more than three (3) twelve-ounce (12 oz.) servings of beer or three (3) five-ounce (5 oz.) servings of wine by a patron during any single calendar day. No alcoholic beverages other than beer, wine, sparkling wine or champagne are permitted.
- h. Beer and wine must be served in an open container not intended or allowed to be removed from the premises.
- i. Beer and wine must be served by an employee of the licensee who is BASSET certified.
- j. BYOB is not permitted.

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. Any person violating any portion of this Ordinance shall be punished according to the provisions of Section 5.20.260 of the Buffalo Grove Municipal Code.

Section 5. This Ordinance shall be in full force and effect from and after its passage, approval and publication. This Ordinance may be published in pamphlet form.

AYES:

NAYES:

ABSENT:

PASSED:

APPROVED:

PUBLISHED:

APPROVED:

Beverly Sussman, Village President

ATTEST:

Janet Sirabian, Village Clerk



Resolution No. R-2020-53 : Resolution Ratifying the Expenditure of Grant Funding

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff recommends the Village Board authorize the Village Manager to expend grant funds awarded by the Department of Justice to provide for a NIBRS complaint report management system.

ATTACHMENTS:

- NIBRS - RMS Grant Recommendation (PDF)
- Resolution_Approving DOJ Grant Funds (DOC)

Trustee Liaison
Smith

Staff Contact
Steven Casstevens, Police

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: November 24, 2020

TO: Dane Bragg, Village Manager

FROM: Brett Robinson, Purchasing Manager

SUBJECT: Department of Justice Grant

Background

As part of the Computer Added Dispatch (CAD), Mobile Data Terminals (MDT, and Records Management System (RMS) upgrades for Northwest Central Dispatch (NWCD) system the Buffalo Grove Police Department sought out a grant on behalf of the member agencies to implement a National Incident-Based Reporting System (NIBRS) compliant RMS. A grant for the requested funds was awarded by the Department of Justice (DOJ) to the Village of Buffalo Grove on behalf of NWCD and funds in the amount of \$794,366.00 were released to the Village of Buffalo Grove on 11/20/2020. As with many Federal agencies once the funds are released, those funds must be expended within 10 days or be returned to the granting agency. As such, it is necessary to process an invoice from Motorola in the amount of \$794,366.00 for work related to the RMS as quickly as possible.

The \$794,366.00 has been deposited into the Village's accounts and a check for the same amount can be sent to Motorola Solutions today or tomorrow fulfilling the time requirements for expending the funds. To be clear, this expenditure will have no direct impact on the Village Budget.

As this expenditure is in excess of \$25,000 it would normally require Board authorization, however due to the unique circumstances and a net zero cost to the Village, I would recommend the following course of action.

Recommendation

Due to the timeframe to expend funds imposed by the DOJ and the next Village Board meeting not scheduled within the 10 day window, staff recommends the Village Manager approve a purchase order in the amount of \$794,366.00 for Motorola Solutions on behalf of Northwest Central Dispatch service for a NIBRS complaint report management system. A Resolution ratifying the Village Managers actions recognizing the DOJ grant and authorizing the associated Motorola Solutions purchase will be before the Village Board on December 7, 2020.

Attachments:

Memo from Chief Casstevens, DOJ – RMS 2020
DoJ Grant Summary
Motorola Solutions Invoice

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: November 24, 2020

TO: Dane C. Bragg, Village Manager

FROM: Steven R. Casstevens, Chief of Police

SUBJECT: Federal Grant Funding – BGPD/NWCD

For the past 2-3 years, all eleven Northwest Central Dispatch (NWCD) agencies have been working with NWCD to replace the Records Management Systems (RMS), Computer Aided Dispatch (CAD) and Mobile Data Terminals (MDT) for every department. The antiquated system that all departments had been using (ID Networks) has been in dire need of replacement. After well over a year of reviewing RFP's and specs, NWCD chose the new Motorola system, Premier One as the new CAD/RMS for all communities. The entire project is being implemented at a total cost of nearly \$4.4 million.

At the same time, the U.S. Department of Justice (DOJ) was converting the national system in which all 850,000 police agencies report crime data to the FBI from the current UCR (Uniform Crime Reporting) which is "summary based" to the new system of NIBRS (National Incident Based Reporting System) which is a much more detailed incident-based system. All police agencies implementing a new RMS system must have a system that is integrated to have the capability to report crime data into the new NIBRS system.

In late 2017, the Buffalo Grove police department was chosen by DOJ to participate in a conference on NIBRS transition. This conference was attended by Linda Paul, our Records Supervisor. In 2018, we were then chosen by DOJ to apply for a competitive federal grant to assist us in the transition from UCR to NIBRS. When our grant advisor at DOJ realized that BGPD was part of a local consortium of agencies dispatched by a private entity, they encouraged us to apply for additional funds that would assist in the transition for all NWCD departments, and would help offset the cost of the new RMS portion of the CAD/RMS/MDT project. By doing so, this would increase our chances at getting approval for our grant. As the lead agency applying for the grant (NWCD was not eligible for a direct grant through DOJ), BGPD would then be the "pass-through" entity for funding to NWCD.

The grant was submitted in the amount of just over \$1,650,000. This included funds for BGPD to cover the entire cost of 22 laptops for all squad cars, new docking stations for each laptop, related software and installation in the amount of approximately \$140,000. The remaining funds of the grant would go through BGPD to NWCD. Those funds would help to pay the cost of just the RMS portion of the entire project at NWCD – the cost of Motorola's Premier One system. As the lead agency of this grant, we are the only NWCD agency to get new laptops and related equipment. All other NWCD agencies are required to fund their own purchase.

The entire grant was approved and we have received our laptops and related equipment. NWCD has recently received the majority of their grant funded equipment and software, and are now seeking the grant funds to pay Motorola. We have submitted the proper documentation of expenditures to the DOJ and have recently drawn down the funds, to then pay Motorola directly, on behalf of NWCD. Based on DOJ rules, we are then required to expend those drawn down funds within ten days.

Attachment: NIBRS - RMS Grant Recommendation (R-2020-53 : DOJ Grant Funds)

	U.S. Department of Justice Office of Justice Programs Bureau of Justice Statistics		GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY Cooperative Agreement	
	PROJECT NUMBER 2019-FU-CX-K020			
This project is supported under 34 U.S.C. § 10132				
1. STAFF CONTACT (Name & telephone number) Andrea M. Gardner (202) 307-1138		2. PROJECT DIRECTOR (Name, address & telephone number) Linda Paul Police Reports Supervisor 46 Raupp Blvd Buffalo Grove, IL 60089-2199 (847) 459-2571		
3a. TITLE OF THE PROGRAM FY 2019 NCS-X Implementation Assistance Program: Support for Local Law Enforcement Agencies			3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)	
4. TITLE OF PROJECT Transition from UCR summary based reporting to NIBRS incident reporting.				
5. NAME & ADDRESS OF GRANTEE Buffalo Grove Police Department 50 Raupp Boulevard Buffalo Grove, IL 60089		6. NAME & ADDRESS OF SUBGRANTEE		
7. PROGRAM PERIOD FROM: 10/01/2019 TO: 09/30/2021		8. BUDGET PERIOD FROM: 10/01/2019 TO: 09/30/2021		
9. AMOUNT OF AWARD \$ 1,650,140		10. DATE OF AWARD 09/16/2019		
11. SECOND YEAR'S BUDGET		12. SECOND YEAR'S BUDGET AMOUNT		
13. THIRD YEAR'S BUDGET PERIOD		14. THIRD YEAR'S BUDGET AMOUNT		
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse) The National Crime Statistics Exchange (NCS-X) is an effort to expand the FBI's National Incident-Based Reporting System (NIBRS) into a nationally representative system of incident-based crime statistics. BJS and the FBI are implementing NCS-X with the support of other Department of Justice agencies, including the Office for Victims of Crime. The goal of NCS-X is to enroll a sample of 400 scientifically selected law enforcement agencies to submit data to NIBRS; when these 400 new NIBRS-reporting agencies are combined with the more than 6,900 agencies that currently report to NIBRS, the nation will have a nationally representative system of incident-based crime statistics drawn from the operational data systems of local police departments. These incident-based data will draw upon the attributes and circumstances of criminal incidents and allow for more detailed and transparent descriptions of crime in communities. The current mechanism by which local law enforcement (LE) agencies report data to the FBI's NIBRS, in general, is for local LE agencies to submit data to their state UCR reporting program, and then for the state UCR program to report those data to the FBI. While the FBI does accept NIBRS data directly from a small number of law enforcement agencies, the highly preferred route of reporting is through the state UCR program. The FY2019 solicitation furthers the goals of the NCS-X initiative				

OJP FORM 4000/2 (REV. 4-88)

Attachment: NIBRS - RMS Grant Recommendation (R-2020-53 : DOJ Grant Funds)

by providing funding to the remaining states and local agencies in the NCS-X sample in order to assist them transition to NIBRS reporting.

The Buffalo Grove Police Department (BGPD) is one of eleven agencies in the Northwest Dispatch Service (NDS) law enforcement consortium. The NDS consortium serves nearly 500,000 residents and is staffed by more than 800 sworn and 260 civilian personnel that respond to nearly 6,000 Part I crimes and more than 19,000 Part II crimes annually. The goal of this project is to submit incident-based crime data, from all consortium agencies, to the Illinois Uniform Crime Reporting (UCR) Program, that is compliant with both the state's reporting requirements and the National Incident Based Reporting System (NIBRS) standard. To accomplish this goal, BGPD will (1) procure a NIBRS-compliant records management system (RMS), (2) obtain hardware and software to support the RMS, (3) procure equipment to enable mobile field reporting, and (4) train personnel in collecting and reporting incident-based data. BGPD will work with the Illinois UCR Program to certify data meet the state's incident-based reporting requirements and will submit NIBRS-complaint incident-based data as a final deliverable of this award.

CA/NCF



Motorola Solutions, Inc.
500 West Monroe
Chicago IL 60661
United States
Federal Tax ID: 36-1115800

Visit our website at www.motorolasolutions.com

Bill To Address

NORTHWEST CENTRAL 911 SYSTEM
ATTN: JOHN FERRARO
1975 E DAVIS ST
ARLINGTON HEIGHTS IL 60004
United States

IMPORTANT INFORMATION

Sales Order(s): 0609024380077

For questions concerning this Invoice please contact

Motorola at: 1-888-567-7347

SLT5CTRB@motorolasolutions.com

SPECIAL INSTRUCTIONS / COMMENTS

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1		BILLING PER THE TERMS OF THE CONTRACT:	1	0.00	0.
2		10% OF CONTRACT PRICE UPON SUCCESSFUL COMPLETION SYSTEM FUNCTIONAL ACCEPTANCE TESTING (FAT) AND INTEGRATION / INTERFACE TESTING OF CAD / MOBILE DATA SOLUTION	1	397,183.00	397,183.
3		10% OF CONTRACT PRICE UPON SUCCESSFUL COMPLETION OF SYSTEM FUNCTIONAL ACCEPTANCE TESTING (FAT) AND INTEGRATION / INTERFACE TESTING OF RMS / FIELD-BASED REPORTING SOLUTION FOR ANY QUESTIONS REGARDING THIS INVOICE PLEASE CONTACT CHRISTINE SAMAGALSKY AT: CHRISTINE.SAMAGALSKY@MOTOROLASOLUTIONS.COM 847-306-8171	1	397,183.00	397,183.
USD Subtotal					794,366.1
USD Total					794,366.1

Please detach here and return the bottom portion with your payment

Payment Coupon

Transaction Number 41292937	Customer Account No 1011924918	Payment Due Date PER CONTRACT	Transaction Total 794,366.00 USD	Amount Paid
---------------------------------------	--	---	---	--------------------

Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

NORTHWEST CENTRAL 911 SYSTEM
ATTN: JOHN FERRARO
1975 E DAVIS ST
ARLINGTON HEIGHTS IL 60004
United States

Wire Transfer Details

CHICAGO
Routing Transit Number: 026009593
SWIFT: BOFAUS3N
Bank Account No: 3756319819

Send Payments To:

MOTOROLA SOLUTIONS

Motorola Solutions, Inc.
13104 Collections Center Drive
Chicago IL 60693
United States

DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED

Packet Pg. 90

Attachment: NIBRS - RMS Grant Recommendation (R-2020-53 : DOJ Grant Funds)

12/07/2020

RESOLUTION NO. 2020- _____**A RESOLUTION RATIFYING THE EXPENDITURE OF GRANT FUNDING**

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 Police Department applied for and received funding from the Department of Justice (DOJ) for a National Incident-Based Reporting System (NIBRS) compliant Record Management System;

WHEREAS, the President and Board of Trustees of the Village of Buffalo Grove desire to ratify the expenditure of grant funds.

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 Village Board authorizes and directs the Village Manager to take all necessary steps to ensure that DOJ Grant 2019-FU-CX-K020 funding is expended.

Section 2. This Resolution shall be in full force and in effect from and after its passage and approval and shall not be codified.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED: _____, 2020

APPROVED: _____, 2020

Approved:

Village President

ATTEST:

Village Clerk

Attachment: Resolution Approving DOJ Grant Funds (R-2020-53 : DOJ Grant Funds)



**Resolution No. R-2020-54 : Resolution for Calendar Year 2021
Village-Wide Street Maintenance Motor Fuel Tax**

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff recommends approval of a resolution which meets the requirements of the Illinois Department of Transportation for the use of Motor Fuel Tax funds for FY 2021 for the Village-wide street maintenance program.

ATTACHMENTS:

- Memo T Bragg_2021 MFT Maintenance Resolution Memo_11-30-2020 (DOCX)
- BLR 14220_Resolution for Maintenance (PDF)

Trustee Liaison

Stein

Staff Contact

Ted Sianis, Engineering

Monday, December 7, 2020

VILLAGE OF
BUFFALO GROVE



MEMORANDUM

DATE: November 30, 2020
TO: Dane Bragg, Village Manager
FROM: Ted Sianis, Civil Engineer II
SUBJECT: FY 2021 Resolution for Yearly Authorization of Motor Fuel Taxes

Recommendation

Staff recommends approval of the IDOT Motor Fuel Tax (MFT) Resolution.

Background

This agenda item is for the required IDOT Motor Fuel Tax (MFT) Resolution. This resolution requests MFT funds to be utilized for the Village's 2021 calendar year payments for the Village-wide street maintenance program which includes striping, street sweeping, street light maintenance, traffic signal maintenance, sidewalk maintenance, patching, snow plowing, tree trimming, mowing, and street repaving and reconstruction.



**Resolution for Maintenance
Under the Illinois Highway Code**



Resolution Number	Resolution Type	Section Number
	Original	21-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of
Governing Body Type Local Public Agency Type
Buffalo Grove Illinois that there is hereby appropriated the sum of One Million Six
Name of Local Public Agency
Hundred Thousand Dollars and 00/100 Dollars (\$1,600,000.00
of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/21 to 12/31/21.
Beginning Date Ending Date

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

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

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

I Village Clerk in and for said Village
Name of Clerk Local Public Agency Type Local Public Agency Type
of Buffalo Grove in the State of Illinois, and keeper of the records and files thereof, as
Name of Local Public Agency
provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the
President and Board of Trustees of Buffalo Grove at a meeting held on _____
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____
Day Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date

Instructions for BLR 14220

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

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

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

Three (3) certified signed originals must be submitted to the Regional Engineer's District office. Following IDOT's approval, distribution will be as follows:

Local Public Agency Clerk
 Engineer (Municipal, Consultant or County)
 District



Resolution No. R-2020-55 : Amendment to the Paymentus Credit Card Processing Agreement

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff recommends authorizing the Village Manager to make modifications to the existing agreement with Paymentus Corporation, pending review and approval of the amendment by the Village Attorney.

ATTACHMENTS:

- Paymentus Recommendation (DOCX)
- Paymentus Amending Agreement - Village of Buffalo Grove Police IL 11032020(DOC)
- Paymentus Agreement including Addendum to date (PDF)
- Resolution_Approving Amendment to Paymentus Agreement (DOC)

Trustee Liaison

Stein

Staff Contact

Brett Robinson, Finance

Monday, December 7, 2020

VILLAGE OF
BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021
TO: Dane Bragg, Village Manager
FROM: Brett Robinson, Purchasing Manager
SUBJECT: Paymentus Recommendation

Recommendation

Staff recommends authorizing the Village Manager to make modifications to the existing agreement with Paymentus Corporation, pending review and approval of the amendment by the Village Attorney.

Background

In 2014 Paymentus Corporation was selected as the provider for credit card processing services for the Village of Buffalo Grove. The Village has from time to time needed to amend the agreement as additional services have been added that require credit card processing. With the move to the Dacra platform for adjudication hearings and e-ticketing the Village needs to amend the agreement with Paymentus once again to add these services. Paymentus will integrate with both Dacra and New World Logos financial system to enable credit card payments for fines and fees associated with adjudication and e-ticketing where applicable.

AMENDING AGREEMENT

Customer:	Village of Buffalo Grove, IL
Customer Address:	50 Raupp Blvd Buffalo Grove, IL 60089
Contact for Notices to Customer:	Chris Black, Director of Finance

This Amending Agreement is entered into as of November 3, 2020, by and between the Customer (“Customer”) identified above and **Paymentus Corporation**, a Delaware Corporation (“Paymentus”).

WHEREAS:

A - The parties entered into a Master Services Agreement dated November 25, 2014

B - The parties now wish to amend the Schedule A of the Master Services Agreement to include additional payment types and corresponding Paymentus Service Fees.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby covenant and agree as follows:

Schedule A of Master Services Agreement will be amended per Schedule A attached with this Amending Agreement.

Except the Schedule A, as provided in this Amending Agreement, all provisions of the Agreement remain in full force and effect, un-amended.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives

Customer:

By: _____

Name: _____

Title: _____

Date: _____

Paymentus:

By: _____

Name: _____

Title: _____

Date: _____

Schedule A – Paymentus Service Fee Schedule

Paymentus Service Fee charged to the Client will be based on the following models:

User Pay Fee Model
Paymentus Service Fee per transaction - One-time web payment thru DACRA or One-Time pay channel will include credit card, debit card and e-Check payment and will include a convenience fee of 2.45% for Credit Cards (VISA, MasterCard, Discover), Debit Cards with VISA, MasterCard logos, AMEX 2.95%, eChecks \$0.45 cents - Includes all citations/tickets/fines as defined by the Village of Buffalo Grove

The Paymentus Service Fee will be collected in addition to the end-user bill payment total. Paymentus may apply different limits per transactions for user adoption or to mitigate risks. Maximum payment is \$5,000.00 multiple payments can be made.

9/28/2014
#100916

Paymentus

MASTER SERVICES AGREEMENT

Client:	Village of Buffalo Grove
Client Address:	50 Raupp Blvd, Buffalo Grove, IL, 60089
Contact for Notices to Client:	Scott Anderson, Director of Finance and General Services

This Master Services Agreement ("Master Agreement") is entered into as of the Effective Date below, by and between the Client ("Client") identified above and **Paymentus Corporation**, a Delaware Corporation ("Paymentus").

WHEREAS Paymentus desires to provide and the Client desires to receive certain services under the terms and conditions set forth in this Agreement. Paymentus provides electronic bill payment services to utilities, municipalities, insurance and other businesses.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby covenant and agree as follows. This Agreement consists of this signature page, General Terms and Conditions, the attachments ("**Attachments**") with schedules ("**Schedules**"), Paymentus Proposal to the Client dated August 22, 2014 ("**Exhibit A**"), and the Village of Buffalo Grove Request for Proposal for Electronic Credit Card Payment Services dated 7/17/2014 ("**Exhibit B**") listed below:

Schedule A: Paymentus Service Fee Schedule

Exhibit A: Paymentus Proposal to the Client dated August 22, 2014

Exhibit B: Village of Buffalo Grove Request for Proposal for Electronic Credit Card Payment Services dated 7/17/2014

This Agreement represents the entire understanding between the parties hereto with respect to its subject matter and supersedes all other written, with the exception of Exhibit A and Exhibit B hereto, or oral agreements heretofore made by or on behalf of Paymentus or Client with respect to the subject matter hereof and may be changed only by agreements in writing signed by the authorized representatives of the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

9/28/2014
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Client: Village of Buffalo Grove, an Illinois Municipal corporation

By: [Signature]

Name: Dane Bragg

Title: Village Manager

Date: 11/25/2014

Paymentus:

By: [Signature]

Name: JERRY PORTOCALIS

Title: SVP

Date: 11-25-14

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

9/28/2014

#100916

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GENERAL TERMS AND CONDITIONS

1 Definitions:

For the purposes of this Agreement, the following terms and words shall have the meaning ascribed to them, unless the context clearly indicates otherwise.

- 1.1 **"Agreement"** or **"Contract"** shall refer to this Agreement, as amended from time to time, which shall constitute an authorization for the term of this contract for Paymentus to be the exclusive provider of services, stated herein, to the Client excluding the following :

We currently have 4 systems that are using some sort of Credit Card processing that we would need to carve out of exclusivity portion of the contract. Until such time as we move off of the current provider of such service, at that point we would roll each system over to Paymentus.

1. As mentioned in the RFP the Crescent systems POS provider to the Golf Course.
2. CALE parking lot vending machines.
3. Oxcart overweight vehicle software system.
4. International Payment Solutions online water bill pay.

- 1.2 **"User"** shall mean the users of the Client's services
- 1.3 **"Effective Date"** shall be the last date upon which the parties signed this Agreement. The Agreement will not be effective against any party until the said date
- 1.4 **"Launch Date"** shall be the date on which Client launches this service to the Users
- 1.5 **"Payment"** shall mean Users to make payments for Client's services or Client's bills
- 1.6 **"Payment Amount"** shall mean the bill amount User wants to pay to the Client.

- 1.7 **"Services"** shall include the performance of the Services outlined in section 2 of this Agreement

- 1.8 **"Paymentus Authorized Processor"** shall mean a Paymentus authorized merchant account provider and payment processing gateway

- 1.9 **"Reversed or Charged-back Transactions"** shall mean cancelled transactions due to User error, or a User's challenge to Payment authenticity.

- 1.10 **"Average Bill Amount"** shall mean the total amount of Payments collected through Paymentus system in a given month divided by the number of the Payments for the same month.

2 Description of Services to be Performed

2.1 Scope of Services

Paymentus shall provide Users the opportunity to make Payments by Visa, MasterCard, Discover, E-check and other payment methods as deemed necessary by Paymentus. Payments may be made by Interactive Telephone Voice Response System ("IVR") or secure Internet interface provided at the Paymentus Corporation's web site or other websites part of Paymentus' Instant Payment Network ("WebSites"), collectively referred to as the ("System").

Paymentus shall perform all Services set forth in Exhibit A and Exhibit B hereto.

2.2 Professionalism

Paymentus shall perform in a professional manner all Services required to be performed under this Agreement.

3 Compensation

3.1 No Cost Installation

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

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Paymentus will charge no fees related to the initial setup and personalization of its standard service for both Web and IVR interfaces.

3.2 Paymentus Service Fee

System will charge each User a Service fee for each transaction processed (hereinafter called "Paymentus Service Fee"). Such Paymentus Service Fee is to be collected in addition to the corresponding Payment as part of the transaction.

For each payment, the Paymentus Service Fee collected will be used to pay the corresponding Credit Card transaction fees or transaction fees associated with Debit Cards or eChecks (hereinafter called "Transaction Fees") except for the return items (eCheck returns or Credit/Debit Card chargebacks).

A schedule of Paymentus Service Fee is attached hereto as Schedule A. Paymentus can amend this schedule upon prior written notice to the Client, if such change is required due to changes in the Visa and MasterCard regulations or changes in Credit Card fees.

4 Payment Processing

4.1 Integration with Client's Billing System

At no cost to Client, Paymentus will develop one (1) file format interface with Client's billing system using Client's existing text file format currently used to post payments to Client's billing system. Client will be responsible to provide Paymentus with the one file format specification and will fully cooperate with Paymentus during the development of the said interface. If Client chooses to create an automated file integration process to download the posting file, due to Paymentus security requirements, Client will use Paymentus specified integration process.

4.2 Explicit User Confirmation

Paymentus shall confirm the dollar amount of all Payments and the corresponding Paymentus Service Fee to be charged to a Card and electronically obtain the User approval of such

charges prior to initiating Card authorizations transaction. Paymentus will provide User with electronic confirmation of all transactions.

4.3 Merchant Account

Paymentus will arrange for the Client to have a merchant account with the Paymentus Authorized Processor for processing and settlement of the credit card transactions.

4.4 Card Authorization

For authorization purposes, Paymentus will electronically transmit all Card transactions to the appropriate Card-processing center, in real time as the transactions occur.

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

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4.5 Settlement

Paymentus together with its authorized Card processor shall forward the payment transactions and corresponding Paymentus Service Fee to the appropriate card organizations for settlement directly to the Client's depository bank account previously designated by the Client (hereinafter the "Client Bank Account").

Paymentus together with Paymentus Authorized Processor will continuously review its settlement and direct debit processes for its simplicity and efficiencies. Any change to Paymentus settlement and invoicing processes shall require Client's prior written approval.

4.6 Reversed or Chargeback Transactions

With respect to all Reversed or Chargeback Transactions the Client authorizes Paymentus and Paymentus Authorized Processor (and/or the respective card organization) to debit the Client Bank Account for the Payment Amount and Paymentus shall refund to the Card organization for credit back to the User the corresponding Paymentus Service Fees.

Paymentus together with Paymentus Authorized Processor will continuously review its processes for Reversed or Chargeback transactions, for simplicity and efficiencies. Any change to Paymentus settlement and invoicing processes for such transactions shall require Client's prior written approval.

5 General Conditions of Services

5.1 Service Reports

Paymentus shall provide Client with reports summarizing use of the Services by Users for a given reporting period.

5.2 User Adoption Communication by Client

Client will make Paymentus' Services available to its residential and commercial Clients by different means of Client communication including a) through bills, invoices and other notices; b) by providing IVR and Web payment details on the Client's website including a "Pay Now" or similar link

on a mutually agreed place on the web site; c) through Client's general IVR/Phone system; and d) other channels deemed appropriate by the Client.

Paymentus shall provide Client with logos, graphics and other marketing materials for Client's use in its communications with its users regarding the Services and/or Paymentus.

Both parties agree that Paymentus will be presented as a payment method option. Client will communicate Paymentus option to its end residential and commercial Clients wherever Client usually communicates its other payment methods.

5.3 Independent Contractor

Client and Paymentus agree and understand that the relationship between both parties is that of an independent contractor.

5.4 Client's Responsibilities

In order for Paymentus to provide Services outlined in this Agreement, the Client shall co-operate with Paymentus by:

- (i) Subject to Client's prior approval, Client will enter into all applicable merchant Card or cash management agreements.
- (ii) For the duration of this Agreement, Client will keep a bill payment link connecting to Paymentus System at a prominent and mutually agreed location on the Client website. The phone number for the IVR payment will also be added to the web site. Client will also add the IVR payment option as part of the Client's general phone system.
- (iii) User Adoption marketing as described in 5.2.
- (iv) Within 60 calendar days of the merchant account setup, Client will launch the service to the Users provided Paymentus has complied with all the requirements in the "Specifications" and "General

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Conditions of the Contract" sections in Exhibit B.

- (v) For the purpose of providing Client a posting file for posting to Client's billing system, Client will provide the file format specification currently used to post its payments to the billing system. Client will fully cooperate with Paymentus and provide the information required to integrate with Client's billing system.

6 Governing Laws

This Agreement shall be governed by the laws of the state of Illinois. Venue shall be in Cook County, Illinois.

7 Communications

7.1 Authorized Representative

Each party shall designate an individual to act as a representative for the respective party, with the authority to transmit instructions and receive information. The parties may from time to time designate other individuals or change the individuals.

7.2 Notices

All notices of any type hereunder shall be in writing and shall be given by Certified Mail or a national Courier or by hand delivery to an individual authorized to receive mail for the below listed individuals, all to the following individuals at the following locations:

To Client: Village of Buffalo Grove

C/O: Finance Director

Address: 50 Raupp Blvd.

Buffalo Grove, IL. 60089

Phone: 847-459-2507

Fax: 847-459-0332

Email: bgfinance@vbg.org

To Paymentus

C/O: President and CEO

Address: 13024 Ballantyne Corporate Place
Suite 450

Charlotte, NC 28277

Phone: 888-212-2027

Fax: 704-322-3776

Notices shall be declared to have been given or received on the date the notice is physically received if given by hand delivery, or if notices given by US Mail, then notice shall be deemed to have been given upon on date said notice was deposited in the mail addressed in the manner set forth above. Any party hereto by giving notice in the manner set forth herein may unilaterally change the name of the person to whom notice is to be given or the address at which the notice is to be received.

7.3 Interpretation

It is the intent of the parties that no portion of this Agreement shall be interpreted more harshly against either of the parties as the drafter.

7.4 Amendment of Agreement

Modifications or changes in this Agreement must be in writing and executed by the parties bound to this Agreement.

7.5 Severability

If a word, sentence or paragraph herein shall be declared illegal, unenforceable, or unconstitutional, the said word, sentence or paragraph shall be severed from this Agreement, and this Agreement shall be read as if said word, sentence or paragraph did not exist.

7.6 Attorney's Fees

Should any litigation arise concerning this Agreement between the parties hereto, the parties agree to bear their own costs and attorney's fees.

7.7 Illinois Freedom of Information Act.

Paymentus agrees to furnish all documentation related to this Agreement and any documentation related to the Client required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) ("FOIA") request within five (5) days after Client issues notice of such request to Paymentus. Paymentus agrees to defend, indemnify and hold harmless the Client, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees and any other expenses) for the Client to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

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Paymentus

arising from Payments', actual or alleged violation of the FOIA or C or Payments' failure to furnish all documentation related to a to a request within five (5) days after Client issues notice of a request.

Furthermore, should Paymentus request that Client utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Paymentus agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Paymentus agrees to defend, indemnify and hold harmless the Client, and agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by Paymentus request to utilize a lawful exemption to the Village.Client.

Confidentiality

Client will not disclose to any third party or use for any purpose inconsistent with this Agreement any confidential or proprietary non-public information it obtains during the term of this Agreement about Paymentus' business, operations, financial condition, technology, systems, no-how, products, services, suppliers, Clients, marketing data, plans, and models, and personnel. Paymentus will not disclose to any third party or use for any purpose inconsistent with this Agreement any confidential User information it receives in connection with its performance of the services.

7.8 Intellectual Property

In order that the Client may promote the Services and Paymentus' role in providing the Services, Paymentus grants to Client a revocable, non-exclusive, royalty-free, license to use Paymentus' logo and other service marks (the "Paymentus Marks") for such purpose only. Client does not have any right, title, license or interest, express or implied in and to any object code, software, hardware, trademarks, service mark, trade name, formula, system, telephone number, telephone line, domain name, URL, copyright image, text, script (including, without limitation, any script used by Paymentus on the IVR or the WebSite) or other intellectual property right of Paymentus ("Paymentus Intellectual Property"). All Paymentus Marks, Paymentus Intellectual Property, and the System and all rights therein (other than rights

expressly granted herein) and goodwill pertain thereto belong exclusively to Paymentus.

7.9 Force Majeure

Paymentus will be excused from performing the Services as contemplated by this Agreement to the extent its performance is delayed, impaired or rendered impossible by acts of God or other events that are beyond Paymentus' reasonable control and without its fault or judgment, including without limitation, natural disasters, war, terrorist acts, riots, acts of a governmental entity (in a sovereign or contractual capacity), fire, storms, quarantine restrictions, floods, explosions, labor strikes, labor walk-outs, extra-ordinary losses utilities (including telecommunications services), external computer "hacker" attacks, and/or delays of common carrier.

7.10 Time of the Essence

Paymentus and Client acknowledge and agree that time is of the essence for the completion of the Services to be performed and each party's respective obligations under this Agreement.

8 Indemnification

8.1 Paymentus Indemnification and Hold Harmless

Paymentus agrees to the fullest extent permitted by law, to indemnify and hold harmless the Client and its governing officials, agents, employees, and attorneys (collectively, the "Client Indemnitees") from and against all liabilities, demands, losses, damages, costs or expenses (including reasonable attorney's fees and costs), incurred by any Client Indemnitee as a result or arising out of (i) the willful misconduct or negligence of Paymentus in performing the Services or (ii) a material breach by Paymentus of its covenants.

8.2 Limitation of Liability

Notwithstanding the foregoing, the parties agree that neither party shall be liable to the other for any lost profits, lost savings or other special,

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Paymentus

indirect or consequential damages, even if the party has been advised of or could have foreseen the possibility of such damages. Paymentus' total liability for damages for any and all actions associated with this Agreement or the Services shall in no event exceed the specific dollar amount of the Paymentus Service Fee paid to Paymentus for the particular payment transaction which is the subject matter of the claim of damage. The preceding limit shall not apply to Paymentus' indemnification obligations for which the limit shall be \$100,000.

9 Term and Termination

9.1 Term

The term of this Agreement shall commence on the effective date of this Agreement and continue for a period of 3 (three) years ("Initial Term") from the Launch Date. Services under this Agreement shall begin within 30 calendar days of the merchant account setup.

At the end of the Initial Term, this Agreement will automatically renew for successive one (1) year periods unless either Client or Paymentus provide the other party with not less than 6 (six) months prior written notice before such automatic renewal date that such party elects not to automatically renew the term of this Agreement.

9.2 Material Breach

A breach of this Agreement shall be cured within 90 (ninety) days ("Cure Period") after a party notifies the other of such breach. In the event, such breach has not been cured within the Cure Period, the non-breaching party can terminate this Agreement by providing the other party with a 30 (thirty) days notice.

9.3 Upon Termination

Upon termination of this Agreement, the parties agree to cooperate with one another to ensure that all Payments are accounted for and all refundable transactions have been completed. Upon termination, Paymentus shall cease all Services being provided hereunder unless otherwise directed by the Client in writing.

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

9/28/2014
#100916

Paymentus

Schedule A – Paymentus Service Fee Schedule

Paymentus Service Fee charged to the User will be based on the following table:

Payment Type	Paymentus Service Fee
TAX Payment	2.39% for Credit Cards (Visa, Mastercard, Discover) 2.75% for American Express Credit cards \$2.95 Flat Fee for VISA Debit cards \$0.50 cents for eChecks

Note: Maximum Amount per Payment is \$10,000.00, VISA Debit Max payment is \$500.00. Multiple payments can be made.

The Paymentus Service Fee will be collected in addition to the end-user bill payment total. **Exhibit A:** Paymentus Proposal to the Village of Buffalo Grove dated August 22, 2014

Exhibit A needs to be attached.

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

Paymentus

AMENDING AGREEMENT

Customer:	Village of Buffalo Grove
Customer Address:	50 Raupp Blvd, Buffalo Grove, IL, 60089
Contact for Notices to Customer:	Scott Anderson, Director of Finance and General Services

This Amending Agreement is entered into as of January 12, 2015, by and between the Customer ("Customer") identified above and **Paymentus Corporation**, a Delaware Corporation ("Paymentus").

WHEREAS:

- A - The parties entered into a Master Services Agreement dated November 25, 2014
- B - The parties now wish to amend the Schedule A of the Master Services Agreement to include additional payment types and corresponding Paymentus Service Fees.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby covenant and agree as follows:

Schedule A of Master Services Agreement will be amended per Schedule A attached with this Amending Agreement.

Except the Schedule A, as provided in this Amending Agreement, all provisions of the Agreement remain in full force and effect, un-amended.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives

Customer:

By: D. Bragg

Name: DAVE BRAGG

Title: Village Manager

Date: 2/27/2015

Paymentus:

By: Jerry Portocalis

Name: JERRY PORTOCALIS

Title: SVP

Date: 3-2-15

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

Paymentus

Schedule A – Paymentus Service Fee Schedule

Paymentus Service Fee charged to the User will be based on one of the following table:

Payment Amount	Paymentus Service Fee
Water Bills – Average Bill Amount - \$75.00	Flat Fee of \$1.80
License/Tags Bills – Average Bill Amount - \$50.00	2.39% of Bill Amount (credit cards, debit cards), \$0.50 cents echecks
Building/Zoning Bills – Average Bill Amount - \$100.00	2.39% of Bill Amount (credit card, debit card) , \$0.50 cents echecks

- Max Payment Amount of \$5000.00, Multiple Payments can be made.

The Paymentus Service Fee will be collected in addition to the end-user bill payment total. Paymentus can amend the Service Fee in this schedule A with a prior written notice to Client. If Client does not agree within fifteen (15) calendar days to the revised Schedule A, Paymentus can terminate this Agreement with a fifteen (15) calendar days prior written notice to the Client.

Paymentus

13024 Ballantyne Corporate Place
Suite 450
Charlotte, NC 28277

ACH ORIGATION ADDENDUM

This ACH Origination Addendum ("Addendum") is entered into as of November 14, 2018, by and between Village of Buffalo Grove ("you") and **Paymentus Corporation**, a Delaware corporation ("us").

This Addendum applies if you have a Master Services Agreement or any other agreement with us (including for this purpose, any affiliate) and we currently or in the future process Automated Clearinghouse ("ACH" or "e-check") transactions for you. This Addendum highlights those additional terms that apply to our processing of ACH transactions for you. Unless otherwise defined in this Addendum, capitalized terms in this Addendum have the meanings set forth in the Master Services Agreement or as defined in the NACHA Operating Rules (as defined below).

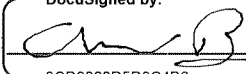
The ACH network is controlled and managed by the National Automated Clearinghouse Association ("NACHA") and its member organizations and is governed by certain operating rules ("Rules"). The Rules require that all Originators (like you), and Third-Party Senders (like us) must be bound to the Rules. You are authorizing us to submit ACH debit and credit entries on your behalf. As an Originator of debit and credit entries, you accept the obligations as defined in the Rules insofar as you perform the functions identified in the Rules. We further accept our obligations as a Third-Party Sender insofar as we perform the functions identified in the Rules for you.

Depending on the circumstances, either you or we will obtain your customers' consent to debit or credit their bank account. The consents will be in the form and manner that complies with the Rules. If authorizations were obtained prior to your agreement with us (and/or from another Third-Party Sender or Third-Party Service Provider), you agree to retain proof of this consent and provide it to us upon request within five (5) business days. If a customer has stopped payment or revoked authorization for a transaction, you agree not to reinitiate this payment until a new authorization is obtained from the customer.

You acknowledge that ACH entries may not be initiated that violate the laws of the United States. You may not, and may not attempt to (and we will not and will not attempt to on your behalf) send or receive funds to or from a person, entity, or state where such transactions are prohibited by applicable law and will not initiate transactions on behalf of another person or entity for which you are not the ultimate beneficiary.

You acknowledge that we have a responsibility to monitor and review your ACH originated activity for compliance with this Addendum, the Rules and applicable laws, regulations and orders as well as for security, legal, fraud and any other legitimate purpose as permitted by law. This includes the right to review your records and you agree to provide access to any information reasonably requested in connection with any review. If you are found to have breached any term of this Addendum or the Rules, we may terminate or suspend this Addendum by giving you written notice, which will be effective immediately.

NACHA may amend the Rules at any time, and we may amend this Addendum or make changes to Services as necessary to comply with the Rules. If we make those changes, we will provide you with a copy of the amended Addendum or a description of the Services changes, which in either case will be effective when we make it available to you.

DocuSigned by:
Signed By 
3CD0828D5D0C4B6...

Attachment: Paymentus Agreement including Addendum to date (R-2020-55 : Paymentus Amendment)

12/07/2020

RESOLUTION NO. 2020- _____**A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO AMEND
THE AGREEMENT WITH PAYMENTUS FOR CREDIT CARD PROCESSING
SERVICES**

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 entered into an agreement with the Paymentus Corporation on November 25, 2014 and;

WHEREAS, it is in the best interests of the Village of Buffalo Grove to modify the agreement.

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 Village Board authorizes the Village Manager to make all necessary modifications to the Agreement with Paymentus Corporation to ensure continuity of service, pending review and approval of the amendment by the Village Attorney..

Section 2. This Resolution shall be in full force and in effect from and after its passage and approval and shall not be codified.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED: _____, 2020

APPROVED: _____, 2020

Approved:

Village President

ATTEST:

Village Clerk

Attachment: Resolution_ Approving Amendment to Paymentus Agreement (R-2020-55 : Paymentus Amendment)



Resolution No. R-2020-56 : Resolution Revising the Procurement Policy

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff recommends approval of a resolution adopting the revisions to the Procurement Policy as further detailed in the attached memo.

ATTACHMENTS:

- Procurement Policy Memo 2020 (DOCX)
- Procurement_Policy_2020 (PDF)
- Resolution_Approving Procurement Policy (DOC)

Trustee Liaison
Johnson, Weidenfeld

Staff Contact
Brett Robinson, Finance

Monday, December 7, 2020	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021

TO: Dane Bragg, Village Manager

FROM: Brett Robinson, Purchasing Manager

SUBJECT: Procurement Policy Updates

Background

The Purchasing Policy is reviewed and updated by staff to reflect current operations and best practices. A summary of the changes to the Procurement Policy is as follows.

References to the Purchasing Manager have been replaced by the Chief Procurement Officer (CPO), and that responsibility is assigned to the Administrative Services Director with the Buyer filling in as needed.

Responsibility for the evaluation of inventories has been expanded to include all department inventories.

Responsibility for approving Purchase Orders of less than \$20,000 has been shifted to the CPO, the Village Manager will continue to approve Purchase Orders in excess of \$20,000.

Responsibility for creation the of purchase orders in excess of \$25,000 has been assigned to the CPO.

Department Heads can now approve Purchase Orders that do not exceed \$5,000

Staff have been directed to use pre negotiated contracts for Vehicle and Equipment repair.

Natural Gas and Electric Supply shall be treated in a similar fashion as Fuel procurement.

Joint bid language has been updated to reflect what is commonly presented to the Village Board.

Procurement Card Policy has been updated to reflect the online reporting and processing procedures now in use.

Prevailing Wage requirements have been updated due to recent changes in State of Illinois law.

Recommendation

Staff recommends passing a resolution adopting the proposed changes to the procurement policy in order to keep the document and associated policies and procedures

Village of Buffalo Grove

Finance Department



VILLAGE OF BUFFALO GROVE PROCUREMENT POLICY

This policy is intended for use by Village Personnel as a general reference and will be revised as policies and procedures require revisions or clarification.

Approved by Village Resolution 2020-____ on December 7, 2020

Previous Resolution 2018- 33 on June 18, 2018

Attachment: Procurement_Policy_2020 (R-2020-56 : Revisions to the Procurement Policy)

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Source material for Appendix A and B: American Bar Association The 2000 Model Procurement Code for State and Local Government.

Village of Buffalo Grove Procurement Policy

Introduction

This procurement policy is intended for use as a guide to the Village of Buffalo Grove procurement methods. When used properly, the policies will enable the Village to obtain needed materials, equipment, supplies, and services efficiently and economically. While this policy does not answer all questions related to purchasing, it does provide the foundation for a sound procurement policy. This policy is intended for use by the Village's Personnel as a general reference and will be revised as policies and procedures require revisions or clarification. This procurement policy may sometimes hereafter be referred to as "policy"

The basic goals of the Village's procurement program are:

1. To comply with the legal requirements of public procurement and purchasing.
2. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Village.
3. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors.
4. To provide Village departments the required goods, equipment and services at the time and place needed and in the proper quantity and quality.
5. To promote environmentally safe products and services while taking into consideration factors such as price, performance, availability and safety.
6. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

The purpose of this purchasing policy is to provide the Village of Buffalo Grove staff with guidelines and directions for the acquisition of goods and services. This policy is designed to be a fluid document and will be modified from time to time to conform to changes in legislation, technology and actual practice.

The Village Manager, or his/her designee, shall be the final authority with regards to enforcement of any of the provisions of this policy. Failure to follow the procedures outlined in this policy may lead to disciplinary action in accordance with the provisions of the Village of Buffalo Grove Personnel Manual.

This policy is not intended to provide third parties with any specific rights when transacting with the Village of Buffalo Grove. All policies and procedures in this Policy are subject to modification by the appropriate Village employees and, therefore, vendors or other third parties shall not be entitled to rely on the contents of this policy.

Procurement Guidelines & Summary

Amount Of Purchase	Procurement Method	Notification	Approval*
Purchases of \$150.00 or less	Petty Cash Procedures Credit Card	Supervisor or Designee	Supervisor or Designee
\$150.01 to \$250.00 Purchases	Credit Card Invoice submitted	Department Supervisor or Designee	Department Supervisor or Designee
\$250.01 to \$2,499.99 Purchases	Quotes (verbal, fax, email, written) 3 Quotes Recommended Purchase Order Procedure	Department Supervisor or Designee	Department Director or Chief Procurement Officer
\$2,500.00 to \$5,000 Purchases	Quotes (written, faxed or email) 3 Quotes Required Purchase Order Procedure	Deputy Department Director or Designee	Department Director or Chief Procurement Officer
\$5,000.01 to \$25,000.00 Purchases	Contact the Chief Procurement Officer or Buyer Informal Procurement Process Purchase Order Procedures	Department Director or Chief Procurement Officer or Buyer	Village Manager, Chief Procurement Officer
Purchase Exceeds \$25,000.00	Contact the Chief Procurement Officer or Buyer Formal Procurement Process Award by Village Board	Village Manager or Designee	Village Board

Ultimate authority to make purchases resides with the Village Board.

*Approval limits are further detailed on pages 7-9

Attachment: Procurement_Policy_2020 (R-2020-56 : Revisions to the Procurement Policy)

Responsibilities of Purchasing agents

The Chief Procurement Officer's responsibilities

1. The Administrative Services Director shall fulfil the role of the Chief Procurement Officer, with the Buyer fulfilling this role on an as needed basis.
2. Facilitate the involvement of local vendors in the Village's procurement policy.
3. Impartial judgments in the selection of vendors which are based on product quality, price, warranty, and performance and vendor delivery, service, and performance.
4. Complying with all Village procurement procedures and State Statutes covering procurement and disposal.
5. Reviewing inventory procedures and recommending solutions that reduce carrying costs and improve availability.
6. Determine the most appropriate method of procurement for a given good or service.
7. Preparing formal bid packets and quotation requests.
8. Managing the formal bid process, including advertising for bids, notifying vendors, accepting bid proposals, opening bids, tabulating bids, and serving as the primary resource for questions from vendors.
9. Maintaining adequate procurement records, including a database of vendors established in an accessible vendor file.
10. Upon request, assist departments in locating the best source for supplies, materials, and equipment.
11. Assisting departments in conducting negotiations with vendors concerning prices, bids, terms, deliveries, and adjustments.
12. Maintaining a central file of contracts and related documents including but not limited to certified payroll submissions and associated waivers of lien.
13. Assist departments with the informal bid process.
14. Review and approval of all purchase orders of \$20,000 or less.
15. Creation of purchase orders in excess of \$25,000

The Village Manager's responsibilities

1. Purchase all materials, supplies, equipment, personal services and contracts for which funds are provided in the budget, but no item or personal service which exceeds any budget appropriation may be purchased.
2. For a purchase of more than twenty five thousand dollars, with the exception of professional services, the Village Manager should solicit bids and such bids shall be presented to the Corporate Authorities for approval.
3. The Village Manager shall seek formal bids or proposals for any public improvement which will exceed twenty five thousand dollars, which is not to be paid for in whole or in part by a special assessment or special tax.
4. The Village Manager will make recommendations to the Corporate Authorities with respect to all formal bids or proposals.
5. The Village Manager may issue rules and regulations governing requisitions and the transaction of the business of the purchasing agent and the heads of departments, officers and employees of the Village.
6. In case of circumstances creating an emergency, the Village Manager may, without prior consent of the Corporate Authorities, award contracts and make purchases for the purpose of meeting the emergency. In such cases the Village Manager will notify the Corporate Authorities as soon as is practicable of all emergency procurements that exceed \$25,000
7. The Village Manager shall approve all purchase orders in excess of \$20,000

Department and employee responsibilities

1. It is the responsibility of each department to requisition goods and services in such a way as to allow time for competitive bidding, ordering, and delivery of materials. Exceptions shall be made only on rare occasions, when a true emergency exists.
2. It is the responsibility of the Department director or his designee, in consultation with the Chief Procurement Officer, to obtain these goods based upon competitive bids and to give consideration to product price, value, quality, performance, and delivery.
3. While the Department director may delegate minor purchases to employees, he/she is still responsible for ensuring such purchases are made according to the provisions of this policy.
4. No Department Director or employee is authorized to make any commitment to any salesperson or firm that will bind the Village in any way. During meetings with salespersons, no employee shall make any indication that he/she will recommend a particular product for purchase.
5. It is the responsibility of all Village of Buffalo Grove employees to comply with all rules and regulations set forth herein. As directed by the Village Manager, any employee deliberately violating the policy regarding unauthorized purchases shall be held personally accountable for the purchases. Failure to follow the procedures outlined in the Policy may lead to disciplinary action in accordance with the provisions of the Village of Buffalo Grove Employee Manual.
6. Employees may be made responsible for the management of certain contracts. It is important for staff to work with the Chief Procurement Officer to understand their responsibilities in managing contracts including the collection of certificates of insurance, waivers of lien, certified payroll, project closeout documents and completion of the Vendor Evaluation form(Appendix L).
7. All contracts/agreements must be submitted to the Village Clerk within 10 calendar days of final signatory executing the contract/agreement.
8. Departments Heads and may approve purchase orders of \$5,000 or less

Volunteers

1. Volunteers, Committee, Commission members have no authority to purchase on behalf of the Village nor do they have authority to execute contracts on behalf of the Village. Village employees working with volunteers ("Liasons") shall make purchases for committee/commissions, failure to abide by this rule may be sufficient cause to remove a member from a committee or commission.

The Chief Procurement Officer's responsibilities to Vendors

1. Encourage good Village/vendor relations.
2. Encourage businesses located within the Village to participate in the Village's procurement policy, by notifying all known in-Village vendors of opportunities to bid.
3. Conduct business with vendors in a professional manner that promotes honesty and fairness.
4. Accept, and in some cases require, samples from vendors to be used for testing. A fair trial shall be given to all samples and the outcome of the test shall be presented to the vendor, in general terms.
5. Make every effort to be available for appointments during normal business hours on reasonable notice.
6. Arrange interviews between salespersons and department directors as needed.
7. Write all correspondence to salespersons and vendors, except when technical details can be better written by the department.
8. Collect and maintain vendor information.

The Vendor's responsibilities to Village of Buffalo Grove

1. Understand the needs of Village of Buffalo Grove and provide the correct service or product at the right price, quality, and quantity that benefits the Village as a whole.
2. Conduct themselves in a professional manner: being honest about the supplies, services and products they represent.
3. Honor purchase orders generated as a result of providing price quotes on specified items and quantities.
4. Respond to Bids, Requests for Proposals, and Requests for Qualifications in a professional and ethical fashion. See Appendix D for causes for debarment from bidding.
5. Complete on a biennial basis the Village of Buffalo Grove online Vendor Registry application located at <https://www.vbg.org/bids> , updating all required fields.
6. Provide all documents required of them by the Village including but not limited to Village Financial Forms, Waivers of Lien, Insurance documents, Bonds as required and Certified Payroll as required.

Payment

The Village is bound by State Statute (50 ILCS 505/1 *et seq.*) which states that payments are to be made pursuant to the Illinois Local Government Prompt Payment Act. It is important to note that all contracts and agreements with Vendors reflect these particular payment terms.

Conflicts of Interest

The Village Staff shall not knowingly initiate a purchase order when there is a conflict of interest. All known or suspected conflict of interest situations shall be referred to the Office of the Village Manager. A conflict of interest exists when a Village employee or officer (The Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Manager and his Assistant or Assistants, or the heads of the various departments within the Village) is an officer or director of the supplier, or owns five percent (5%) or more of the supplier of products and or services to the Village of Buffalo Grove.

Gifts and Favors

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 (5 ILCS 430/1-5). 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. The Chief Procurement Officer may accept samples from vendors only for the purpose of testing products.

Procurement Methods

Petty Cash

Purpose: To reimburse an employee for small incidental purchases.

Appropriate use of the Petty Cash: Petty cash funds may be used for small incidental nonrecurring cash purchases that do not exceed \$150.00. The use of petty cash should not be considered as a substitute for regular procurement procedures.

It is recommended that wherever possible a Village issued credit card/procurement card be used in the place of petty cash.

Requests for reimbursement using petty cash must be accompanied by the Petty Cash Form (Appendix F).

These forms must be completed and then submitted to the Accounts Payable Clerk.

Advance Check Request

Purpose: To request a check for payment when an invoice is not issued.

Appropriate use of Advance Check Request for Payment: Occasionally, a check is needed when there is no invoice. These occurrences include, but are not limited to:

1. An employee request for reimbursement for out of pocket expense.
2. Vendors requiring payment in advance.
3. Mail in catalog orders requiring pre-payment.

When the Advance Check Request form is used, a cash receipt, a written quote, or a copy of the catalog order must be submitted as supporting documentation.

For a copy of the Advance Check Request form see Appendix G.

Purchase Orders

Purpose: To provide a legal document that places an obligation on both the Village and the vendor. When properly endorsed by the Finance Department, the purchase order obligates the Village to purchase the items listed at the prices stated. The vendor is obligated according to the terms and prices stated on the purchase order to deliver the goods or services. The purchase order provides specifications for goods and services ordered and shipping and billing information.

Appropriate Use of the Purchase Order: A purchase order shall be used for procurement of any item or service that requires a written order or any purchase of \$250.01 or more. Purchase orders are not required for prepaid orders.

Blanket Purchase Orders

Purpose: Blanket purchase orders will be used for repetitive purchases from certain vendors.

Appropriate Use of the Blanket Purchase Order: If the Village has entered into contract with a Vendor then a Blanket purchase may be issued for each fiscal year of that contract. Departments should follow standard purchase order procedures. For repetitive purchases, rather than issuing a purchase order for each purchase, one purchase order with a dollar limit is issued for a period of up to twelve months.

Procurement Card Program

A policy has been designed to establish the procedures to be used with the Village of Buffalo Grove's credit/procurement card program. Refer to Appendix F for the complete policy.

Special Procurement

Electronic Equipment

The IT (Information Technology) Department or the Government Information Technology Consortium (GovITC) will purchase or authorize the purchase of all computers, peripherals, printers, cell phones and all other electronics governed by the Communications and Information Technology Policy. The IT Department or GovITC will then be responsible for communicating to the Office of the Village Manager and requesting a Purchase Order or instructing the department requesting services or equipment to enter the information required to create a Purchase Order. The IT Department or the company contracted by the Village to supply IT services will setup and install equipment in the appropriate departments.

Electronic Equipment Maintenance

When a copier, large format printer, scanner or multifunction print device requires maintenance, the department should use the contact information located on the device.

If you have maintenance or repair need for a cell phone or pager, contact the IT department or the company contracted by the Village to supply IT services.

When maintenance or repair is needed for all other electronic equipment, including but not limited to computers, printers, and telephones, the IT department or the company contracted by the Village to supply IT services shall be contacted. The IT department or the company contracted by the Village to supply IT services will either repair, service or make arrangements for outsourcing the repair.

Vehicles/Equipment Repair

The Central Garage is responsible for the maintenance repair and replacement of all Village owned vehicles. Central Garage personnel will determine when repairs can be made at the garage or should be outsourced. Whenever possible pre-negotiated agreements should be used for outsourced maintenance and repair.

Buildings

The Public Works Department shall be contacted for Village building repairs and remodeling requests. For Village property the Public Works department will assess the need or problem and recommend the best course of action to correct the problem(s).

Repair services for Village buildings or equipment that are not covered by maintenance agreements shall be obtained by the following procedures:

1. Estimates of the repair/improvement work shall be gathered and reviewed before proceeding with the repairs/improvements.
2. As repairs/improvements to public facilities will likely require prevailing wage to be paid, the rider in Appendix I. should be provided to contractors when requesting quotes.
3. If emergency repairs are needed, Emergency Procurement procedures shall be followed.

Maintenance Agreements

Departments should follow these guidelines for all maintenance agreements:

1. All maintenance agreements must be reviewed by the Village Attorney.
2. Maintenance agreements shall be considered for any equipment/asset that requires frequent adjustment or repairs.
3. Maintenance agreements are a form of contract. Department Directors are not authorized to sign contracts in excess of \$5,000.00
4. Copies of all maintenance agreements will be filed with the Chief Procurement Officer.
5. Purchase order procedures shall be followed.

Environmentally Preferable Purchasing

The purchase and use of products and services can have a profound impact on the environment. The Village of Buffalo Grove recognizes the positive impact that it can make on the environment through purchasing decisions that Village staff make. It is the intent of the Village of Buffalo Grove to integrate environmental considerations into the aspects of procurement.

Village staff should seek to reduce the environmental damages associated with their purchases by increasing their acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations.

Written Contracts

Contracts range from written contracts described in this section to purchase orders incorporating specifications, which are also contracts. The following purchases will require contracts:

1. Supplies, equipment, apparatus, and material requiring an expenditure of more than \$25,000.00.
2. All maintenance agreements and leases.
3. Construction and repair (including demolition and renovation) projects requiring an expenditure of more than \$25,000.
4. Change Orders: Contracts for construction or repair projects can have change orders during the project prior to completion, without going through a new bid process, providing the bidding laws are not evaded. Change orders that exceed 10% of the total contract price must be approved by the Village Board and then should only be approved if it is in the best interests of the Village of Buffalo Grove. Change orders up to \$10,000.00 (but less than 10% of total contract price) can be approved by the Village Manager. See Appendix K. for more information.
5. Any work that that can be considered an improvement to public facilities and therefore invokes prevailing wage rates must have a written contract. At a minimum the rider in Appendix I. must be attached to a quote provided for such work and signed by the contractor/vendor performing the work.

All contracts that commit the Village to an expenditure of more than \$5,000.00 shall be submitted to the Village Manager, Finance Director or Chief Procurement Officer for approval signature. Contracts at or below \$5,000 may be signed by a Department Director after review by the Village Attorney with the contract forwarded to the Chief Procurement Officer. Contracts that commit the Village to an expenditure of more than \$25,000 can only be signed by the Village President or Village Manager. While Illinois law and Village policy mandate when written contracts are required, this does not preclude the use of written contracts at any time. It should also be remembered that the need for a contract might vary according to circumstances and, a written contract may be used whenever it is deemed necessary and advisable by the Chief Procurement Officer or Village Attorney.

Multi-Year Contracts

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the Village of Buffalo Grove. The term of the contract and conditions of renewal or extension, if any, must be included in the solicitation and funds must be available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor.

Informal Purchases

Any procurement not exceeding \$25,000.00 may be made in accordance with the following purchase procedures, provided however, that purchases are not artificially divided so as to create an Informal purchase. The splitting of a purchase or contract into two or more purchases for the purpose of avoiding the bidding or quotation process is in violation of State law and Village policy.

Informal Buying Requirements – Purchases of \$250.00 or Less

The informal buying requirements cover purchases for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of \$250.00 or less.

Pricing may be obtained verbally, or by electronic or written submission. No advertisement is required. The Village of Buffalo Grove standard is to seek three quotes for all purchases that do not qualify for the informal purchase exception rules. If the purchase is for a routine operating good or service, the price comparison needs to be performed at least once each fiscal year.

Informal Quote Requirements – Purchases Between \$250.01 to \$5000.00

The informal quote requirements cover contracts for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of \$250.01 to \$5,000.00.

Pricing may be obtained by electronic or written submission. No advertisement is required. The Village of Buffalo Grove standard is to seek three quotes for all purchases that do not qualify for the exception rules.

Informal Proposal Requirements – Purchases Between \$5000.01 to \$25,000.00

The informal proposal requirements cover contracts for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of \$5,000.01 to \$25,000.00.

Informal proposals may be obtained by electronic or written submission. No advertisement is required but it is recommended. The Village of Buffalo Grove standard is to seek at least three quotes for all purchases that do not qualify for the exception rules.

Informal Purchase Exceptions

Exceptions to obtaining price quotes from more than one vendor should be limited to the following;

1. There are a variety of numerous items in the order, including but not limited to, maintenance repair and operational (MRO) supplies and office supplies.
2. Specifications are sufficiently detailed, or the item being sought is highly unique and/or specialized.
3. Sole source procurement.
4. Emergency procurement, Purchase Order must contain explanation of emergency.

Exceptions must be noted with the Purchase Order.

Formal Procurement Requirements

Procurement involving the expenditure of \$25,000.00 or more requires Village Board approval. Exception to this rule is provided for only in the case of emergency and is detailed in the section titled Emergency Procurement.

Competitive Sealed Bids

The formal bidding requirements cover contracts for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of more than \$25,000.00. Bids should be used where detailed specifications are available and pricing is of the upmost concern.

A notice to bidders, "Invitation to Bid" must be advertised locally. The advertisement must include:

1. A general description of the service or supplies sought after by the Village of Buffalo Grove, with details on how to obtain more specific information of those services/supplies.
2. Notification that only sealed bids shall be reviewed.
3. Bonding and Insurance requirements as might be necessary.
4. Date, time and location of bid opening.

Bid notices should be mailed/e-mailed to Vendors the week the notice is published. Contract documents should be made available to Vendors. If copies of contract documents are expensive to reproduce, a fee may be required by the Village to create those documents.

Pursuant to authority in chapter 2.08 of the Buffalo Grove Municipal Code the Village may utilize Bids obtained through the Illinois Government Joint Purchase Act (30ILCS 525/0.01)

Bids will be opened at the time and date as advertised on the "Notice to Bidders". Bids received after the time and date specified shall not be accepted.

Both Bid Bonds and Bid deposit checks are acceptable methods of providing earnest payment to show good faith in entering into a Contract with the Village of Buffalo Grove. If the low bidder chooses not to enter into a contract with the Village, the Village shall reserve the right to retain those funds.

See Appendix A for more information on the Formal Bid Process.

The requirement for competitive sealed bids may be waived by a two-thirds vote of the Village Trustees.

Standard for Awarding Bid

The standard for awarding contracts is based on the lowest responsive and responsible bidder, or bidders, taking into consideration quality, performance, and the time specified in the proposals for the performance of the contracts. If a supplier is recommended who has not quoted the lowest price, the reasons for selecting the supplier should be documented.

Appendix A. Bid Evaluation and Award, fully details the methods to be used in determining lowest responsive and responsible bidder.

Single Bids. When only a single bid or quote is received that fact alone shall not prevent the Village from accepting that bid or quote.

Bid/Quote Records

The Village must keep a record of all bids/quotes sought, but those records are not subject to public inspection until the contract has been awarded.

Requests for Proposals

The formal Request for Proposal (RFP) process cover contracts for construction or repair work and contracts for the purchase or lease-purchase of apparatus, supplies, materials, or equipment involving the expenditure of \$25,000 or more. An RFP should be used in those occasions where the need for quality or expertise exceeds the concern for pricing. RFP documents will likely include a section detailing what criteria shall be used to make the selection for the vendor to be awarded the contract.

A notice to proposers, "Request for Proposal" should be advertised locally. The advertisement should include:

- (a.) A general description of the service or supplies sought after by the Village of Buffalo Grove, with details on how to obtain more specific information of those services/supplies;
- (b.) Notification that only sealed proposals shall be reviewed;
- (c.) Bonding and Insurance requirements as might be necessary; and
- (d.) Date, time and location Proposals are due.

A Request for Proposal should be mailed/e-mailed to potential Proposers the week the notice is published. Contract documents should be made available to Proposers in the office of the person authorized to administer the bid. If copies of contract documents are expensive to reproduce, a fee may be required by the Village to create those documents.

Proposals will be opened at the time and date as advertised in the Request for Proposal. Proposals received after the time and date specified shall not be accepted.

Both Bid Bonds and Bid deposit checks are acceptable methods of providing earnest payment to show good faith in entering into a Contract with the Village of Buffalo Grove. If the low bidder chooses not to enter into a contract with the Village the Village shall reserve the right to retain those funds.

The request for Competitive Sealed Proposals is an exception to the bid process. The reasons for selection of this method of procurement and the procedures to be followed are set forth in Appendix B.

Quality Based Selection (QBS) or Request for Qualifications (RFQu)

The primary purpose of undertaking the QBS process is to locate the most qualified consultant to do the work. A Request for Qualifications may be followed by a formal Invitation to Negotiate (ITN) in order to negotiate a fair and equitable agreement. The selection shall be based on the consultant's experience and expertise in projects of the same type as proposed. Special rules apply to the QBS process. When State or Federal funds are involved, the QBS procedure in Appendix M, attached hereto, applies.

The Village of Buffalo Grove believes their adopted QBS written policies and procedures (Appendix M) substantially follows Section 5-5 of the BLRS Manual and specifically Sections 5-5.06(c) and 5-5.06(e), therefore; approval from IDOT is not required.

Exceptions to Bid/Procurement Requirements

Sole Source Procurement

A contract may be awarded for a supply, service, or construction item without competition when, the Finance Director, Chief Procurement Officer, or a designee of either determines in writing that there is only one source for the required supply, service, or construction item. Purchases made in this fashion in excess of \$25,000 must be brought before the Village Board in the form of a request for Bid Waiver.

Emergency Procurements

Notwithstanding any other provision of this Policy, the Village Manager, Finance Director or Chief Procurement Officer may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.

If emergency purchases are needed during business hours, begin Purchase Order procedures immediately and contact the Chief Procurement Officer for Purchase Order approval. When emergency purchases occur during non-business hours, contact the Chief Procurement Officer immediately the next business day. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

The Village Manager must authorize any emergency procurement for more than \$25,000. In such cases the Village Manager will notify the Corporate Authorities as soon as is practicable of all emergency procurements that exceed \$25,000.

Professional Services

Professional services including but not limited to Accounting, Auditing, Financial, Recruitment, Employment, Procurement, Information Technology, Legal, Land Survey, Architectural and Engineering services, are generally procured through a Request for Qualifications or Quality Based Selection process and may be followed by or in conjunction with a Request for Proposals. The Village Manager has authority to award the contract based upon quality, performance, and the time specified in the proposals for the performance of the contracts.

Fuel Procurement

Due to the speculative nature of fuel purchases and an ever increasing volatile market, the Village Manager working in coordination with the Fleet Manager has been authorized by Section 2.08.040 of the Village of Buffalo Grove Municipal Code to make purchases in excess of the bid limit in order to secure fuel at the best possible price for the Village of Buffalo Grove.

Natural Gas and Electric Supply

Due to the speculative nature of Natural Gas and Electric Supply purchases, the Village Manager working in coordination with the Chief Procurement Officer has been authorized by Section 2.08.040 of the Village of Buffalo Grove Municipal Code to enter into agreements in amounts in excess of the bid limit in order to secure these commodities at the best possible price for Village of Buffalo Grove facilities.

Cooperative Procurement

In some cases the Village has an opportunity to purchase through a joint procurement agency. Joint Procurement cooperatives can save the Village of Buffalo Grove money through collective buying power. It may also be the case that other agencies have gone through the Bid process for items or services the Village now seeks. In those cases the purchasing department may recommend that the Village Board *“authorize the Village Manager to execute a contract with Vendor Name., for goods/services at a not to exceed amount of \$XX,XXX in accordance with the Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq.), pending review and approval of the contract/agreement by the Village Attorney.”*

The Illinois State Intergovernmental Cooperation Act (5 ILCS 220) allows for cooperative procurement.

* 3rd Party includes but is not limited to; the State of Illinois Central Management Services, United States General Services Administration, Northwest Municipal Conference and the North Suburban Municipal Partnering Initiative, Sourcewell, and Houston Galveston Area Compact.

Pursuant to authority in chapter 2.08 of the Buffalo Grove Municipal Code the Village may utilize Bids obtained through the Illinois Government Joint Purchase Act (30 ILCS 525/0.01)

Asset Sharing Policy

A subset of Cooperative Procurement is Asset Sharing. The Village of Buffalo Grove is committed to providing safe, efficient and effective services to the Residents of Buffalo Grove and other external stakeholder groups through the sharing of assets where appropriate and practical.

It is the policy of the Village of Buffalo Grove to ensure that certain criteria are evaluated when making capital asset purchases. The administrative guidelines outlined in Appendix J. apply to all situations where the sharing of assets could be of mutual benefit to those involved and reduce the overall lifecycle cost of the asset. This Policy shall apply to all departments of the Village and include such things as vehicles, equipment, trailers, and tools.

The purpose of the Asset Sharing Policy(“Policy”) is to provide the Village of Buffalo Grove staff with guidelines and directions for acquiring assets that can be shared. The benefit to all parties is a more effective use of resources, enhanced inter-governmental cooperation, and more efficient use of taxpayer dollars through cost sharing.

The Policy is designed to be a fluid document and will be modified from time to time to conform to changes in law, technology and actual practice.

Appendix A

Formal Bid Requirements

The Invitation for Bids.

The Invitation for Bids is used to initiate competitive sealed bid procurement.

The Invitation for Bids shall include the following:

1. instructions and information to bidders concerning the bid submission requirements, including the time and date set for receipt of bids, the address of the office to which bids are to be delivered, the maximum time for bid acceptance by the Village of Buffalo Grove, and any other special information;
2. the purchase description, evaluation factors, delivery or performance schedule, and such inspection and acceptance requirements as are not included in the purchase description; and
3. the contract terms and conditions, including warranty and bonding or other security requirements, as applicable.

Incorporation by Reference. The Invitation for Bids may incorporate documents by reference.

Acknowledgement of Addendums. The Invitation for Bids shall require the acknowledgement of the receipt of all Addendums issued.

Bidding Time.

Bidding time is the period of time between the date of publication of the Invitation for Bids and the time and date set for receipt of bids. In each case bidding time will be set to provide bidders a reasonable time to prepare their bids. A minimum of 10 calendar days shall be provided unless a shorter time is deemed necessary for a particular procurement as determined in writing by the Chief Procurement Officer.

Bidder Submissions.

Bid Form. The Invitation for Bids shall provide a form which shall include space in which the bid price shall be inserted and which the bidder shall sign and submit along with all other necessary submissions.

Bid Samples and Descriptive Literature.

1. "Descriptive literature" means information available in the ordinary course of business which shows the characteristics, construction, or operation of an item which enables the Village of Buffalo Grove to consider whether the item meets the Village's needs.
2. "Bid sample" means a sample to be furnished by a bidder to show the characteristics of the item offered in the bid.
3. Bid samples or descriptive literature may be required when it is necessary to evaluate required characteristics of the items bid.
4. The Invitation for Bids shall state that bid samples or descriptive literature should not be submitted unless expressly requested and that, regardless of any attempt by a bidder to condition the bid, unsolicited bid samples or descriptive literature which are submitted at the bidder's risk will not be examined or tested, and will not be deemed to vary any of the provisions of the Invitation for Bids.

Public Notice.

Distribution. Invitations for Bids or Notices of the Availability of Invitations for Bids shall be mailed or otherwise furnished to a sufficient number of potential bidders for the purpose of securing competition. Invitations to Bid shall indicate where, when, and for how long Bid and Contract documents may be obtained; generally describe the supply, service, or construction desired; and may contain other appropriate information. Where appropriate the Chief Procurement Officer may require payment of a fee or a deposit for the supplying of the Invitation for Bids.

Publication. Every procurement in excess of \$25,000 shall be publicized in one or more of the following ways:

1. in a newspaper of general circulation;
2. in a newspaper of local circulation in the area pertinent to the procurement;
3. in industry media;
4. through electronic mailing lists,
5. through the internet, agency web site, or other publicly accessible electronic media, or
6. in a government publication designed for giving public notice.

Public Availability. A copy of the Invitation for Bids shall be made available for public inspection at the Chief Procurement Officer's office, the Village website, or the Village Clerk's office.

Bidders Lists.

Purpose. Bidders lists may be compiled to provide the Village of Buffalo Grove with the names of businesses that may be interested in competing for various types of the Village of Buffalo Grove contracts. Unless otherwise provided, inclusion or exclusion of the name of a business does not indicate whether the business is responsible in respect to a particular procurement or otherwise capable of successfully performing a Village of Buffalo Grove contract.

Public Availability. Names and addresses on bidders lists shall be available for public inspection, unless an exemption to the Illinois Freedom of Information Act applies.

Pre-Bid Conferences.

Pre-bid conferences may be conducted to explain the procurement requirements. The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids. Nothing stated at the pre-bid conference shall modify the Bid document unless a change is made by written addendum.

Addendums to Bids.

Form. Addendums to Bid documents shall be identified as such and shall require that the bidder acknowledge receipt of all Addendums issued. The amendment shall reference the portions of the Bid it amends.

Distribution. Addendums shall be published on the Village website and whenever practical sent to all prospective bidders known to have received a Bid.

Timeliness. Addendums shall be distributed within a reasonable time to allow prospective bidders to consider them in preparing their bids. If the time and date set for receipt of bids will not permit such preparation, such time shall be increased to the extent possible in the addendum or, if necessary, by e-mail and confirmed in the addendum.

Pre-Opening Modification or Withdrawal of Bids.

Procedure. Bids may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids prior to the time and date set for bid opening. An electronic modification or withdrawal received from the bidder or, as applicable, the receiving prior to the time and date set for bid opening will be effective provided that there is objective evidence, in electronic form or from the receiving company, confirming that the message was received prior to the time and date set for bid opening.

Disposition of Bid Security. If a bid is withdrawn in accordance with this Section, the bid security, if any, shall be returned to the bidder.

Records. All documents relating to the modification or withdrawal of bids shall be made a part of the appropriate procurement file.

Late Bids, Late Withdrawals, and Late Modifications.

Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late.

Notice. Bidders submitting late bids will not be considered for award and shall be so notified as soon as practicable.

Records. Records equivalent to those required in the Section titled "Pre-Opening Modification or Withdrawal of Bids", shall be made and kept for each late bid, late modification, or late withdrawal.

Receipt, Opening, and Recording of Bids.

Receipt. Upon its receipt, each bid and modification shall be time-stamped but not opened and shall be stored in a secure place until the time and date set for bid opening. Bids submitted through electronic means shall be received in such a manner that the time and date of submittal, along with the contents of such bids shall be securely stored until the time and date set for bid opening.

Opening and Recording. Bids and modifications shall be opened publicly, in the presence of one or more witnesses, at the time, date, and place designated in the Invitation for Bids. The name of each bidder, the bid price, and such other information as is deemed appropriate by the Chief Procurement Officer, shall be read aloud or otherwise made available. Such information also shall be recorded at the time of bid opening; that is, the bids shall be tabulated or a bid abstract made. The names and addresses of witnesses shall also be recorded at the opening. The opened bids shall be available, after award of bid has been made, for public inspection except to the extent the bidder designates trade secrets or other proprietary data to be confidential as set forth in the Subsection titled "Confidential Data" of this Section, or as otherwise provided by law. Information marked Confidential shall be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid.

Confidential Data. The Chief Procurement Officer shall examine the bids to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. If the parties do not agree as to the disclosure of data, the Chief Procurement Officer shall inform the bidders in writing what portions of the bids will be disclosed and that, the bids will be disclosed. The bids shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data unless subject to an exemption under applicable law.

Proposals and bids are exempt from disclosure until an award or final selection is made pursuant to 5 ILCS 140/7(1)(h). (This shall be understood to include bid information on projects that will be re-bid)

Bid Evaluation and Award

The standard for awarding contracts is based on the lowest responsive and responsible bidder, or bidders, taking into consideration quality, performance, and the time specified in the proposals for the performance of the contracts. If a supplier is recommended who has not quoted the lowest price, the reasons for selecting the supplier should be documented.

Product Acceptability. The Invitation for Bids shall set forth any evaluation criterion to be used in determining product acceptability. It may require the submission of bid samples, descriptive literature, technical data, or other material. It may also provide for accomplishing any of the following prior to award:

- (a) inspection or testing of a product prior to award for such characteristics as quality or workmanship;
- (b) examination of such elements as appearance, finish, taste, or feel; or
- (c) other examinations to determine whether it conforms with any other purchase description requirements.

The acceptability evaluation is not conducted for the purpose of determining whether one bidder's item is superior to another but only to determine that a bidder's offering is acceptable as set forth in the

Invitation for Bids. Any bidder's offering which does not meet the acceptability requirements shall be rejected as nonresponsive.

Determination of Lowest Bidder. Following determination of product acceptability, if any is required, bids will be evaluated to determine which bidder offers the lowest cost to the Village of Buffalo Grove in accordance with the evaluation criteria set forth in the Invitation for Bids. Only objectively measurable criteria which are set forth in the Invitation for Bids shall be applied in determining the lowest bidder. Examples of such criteria include, but are not limited to, transportation cost, and ownership or life cycle cost formulas. Evaluation factors need not be precise predictors of actual future costs, but to the extent possible such evaluation factors shall:

- (a) be reasonable estimates based upon information the Village of Buffalo Grove has available concerning future use; and
- (b) treat all bids equitably.

Responsive and Responsible Bidder. In an effort to determine a "Responsive and/or Responsible" Bidder the Village will take in consideration responses from references provided by Bidders as well as information as might be solicited from other local municipalities or governmental agencies, in addition, the following shall be considered when determining whether the bidder is responsive and responsible:

- (a) The ability, capacity and skill of the bidder to perform the contract and to provide the service required;
- (b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (d) The quality of the performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract and service;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- (h) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
- (i) The number and scope of conditions attached to the bid.

Restrictions. Nothing in this Section shall be deemed to permit contract award to a bidder submitting a higher quality item than that designated in the Invitation for Bids if such bidder is not also the lowest bidder. Further, this Section does not permit negotiations with any bidder.

Bid Rejection and Re-bid.

The Chief Procurement Officer has the authority to reject all bids and re-bid for the selected goods and services. Upon review of submitted bids, if the Chief Procurement Officer determines that the bids submitted were inconsistent, an insufficient number of bids were received, or there were substantial errors/omissions in the bid documents/specifications, the Chief Procurement Officer will notify all bidders and either proceed to re-bid the project or reevaluate the selected procurement method.

Low Tie Bids.

Definition. Low tie bids are low responsive bids from responsible bidders that are identical in price and which meet all the requirements and criteria set forth in the Invitation for Bids.

Award. Awards shall not be made by drawing lots, or by dividing business among identical bidders. The Chief Procurement Officer shall bring before the Village Board a request to reject all Bids and negotiate with the Low Tie Bidders.

Records shall be made of all Invitations for Bids on which tie bids are received showing at least the following information:

- (a) the identification number of the Invitation for Bids;
- (b) the supply, service, or construction item; and
- (c) a listing of all the bidders and the prices submitted.

A copy of each such record shall be sent to the Village Clerk's Office

Documentation of Award.

Following award, a record showing the successful bidder shall be made a part of the procurement file.

Appendix B

Competitive Sealed Proposals.

Conditions for Use.

- (a) A contract may be entered into by competitive sealed proposals when the Chief Procurement Officer, Village Manager, the Finance Director, or a designee of any of the foregoing above determines that the use of competitive sealed bidding is either not practicable or not advantageous to the Village of Buffalo Grove.
- (b) Contracts for the design-build, design-build-operate-maintain, or design-build-finance-operate-maintain project delivery methods shall be entered into by competitive sealed proposals.

Request for Proposals.

Proposals shall be solicited through a Request for Proposals.

Public Notice. Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Formal Bid Requirements, Public Notice section of Appendix A.

Receipt of Proposals. Proposals shall be opened so as to avoid disclosure of contents to competing proposers during the process of negotiation. A Register of Proposals shall be prepared and shall be open for public inspection after contract award.

Evaluation Factors. The Request for Proposals shall state the relative importance of price and other factors and subfactors, if any.

Discussion with Responsible Proposers and Revisions to Proposals. As provided in the Request for Proposals, discussions may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there should be no disclosure of any information derived from proposals submitted by competing proposers.

Award. Award shall be made to the responsive and responsible proposer whose proposal conforms to the solicitation and is determined in writing to be the most advantageous to the Village of Buffalo Grove taking into consideration price, reference responses and the evaluation factors set forth in the Request for Proposals and any related Addendums.

Debriefings. The Chief Procurement Officer is authorized to provide debriefings that furnish the basis for the source selection decision and contract award.

When Competitive Sealed Bidding is Not Practicable. Competitive sealed bidding is not practicable unless the nature of the procurement permits award to a low bidder who agrees by its bid to perform without condition or reservation in accordance with the purchase description, delivery or performance schedule, and all other terms and conditions of the Invitation for Bids. Factors to be considered in determining whether competitive sealed bidding is not practicable include:

- (a) whether the contract needs to be other than a fixed-price type;
- (b) whether oral or written discussions may need to be conducted with proposers concerning technical and price aspects of their proposals;
- (c) whether proposers may need to be afforded the opportunity to revise their proposals, including price;
- (d) whether award may need to be based upon a comparative evaluation as stated in the Request for Proposals of differing price, quality, and contractual factors in order to determine the most advantageous offering to the Village of Buffalo Grove. Quality factors include technical and performance capability and the content of the technical proposal; and
- (e) whether the primary consideration in determining award may not be price.

When Competitive Sealed Bidding is Not Advantageous. A determination may be made to use competitive sealed proposals if it is determined that it is not advantageous to the Village of Buffalo Grove, even though practicable, to use competitive sealed bidding. Factors to be considered in determining whether competitive sealed bidding is not advantageous include:

- (a) if prior procurements indicate that competitive sealed proposals may result in more beneficial contracts for the Village of Buffalo Grove; and
- (b) whether the factors are desirable in conducting a procurement rather than necessary; if they are, then such factors may be used to support a determination that competitive sealed bidding is not advantageous.

Determinations.

The Village Manager, Finance Director, or Chief Procurement Officer may make determinations by category of supply, service, infrastructure facility, or construction item that it is either not practicable or not advantageous to the Village of Buffalo Grove to procure specified types of supplies, services, or construction by competitive sealed bidding. Procurements of the specified types of supplies, services, or construction may then be made by competitive sealed proposals based upon such determination. The officer who made such determination may modify or revoke it at any time, and such determination should be reviewed for current applicability from time to time.

Content of the Request for Proposals.

The Request for Proposals shall be prepared in accordance with the Invitation for Bids section in Appendix A of this policy provided that it shall also include:

- (a) a statement that discussions may be conducted with proposers who submit proposals determined to be reasonably susceptible of being selected for award, but that proposals may be accepted without such discussions; and
- (b) a statement of when and how price should be submitted.
- (c) a listing of the criteria by which staff will make a selection and recommendation to the Village Board may also be included.

Proposal Preparation Time.

Proposal preparation time shall be set to provide proposers a reasonable time to prepare their proposals. A minimum of 10 days shall be provided unless a shorter time is deemed necessary for a particular procurement as determined in writing by the Chief Procurement Officer.

Form of Proposal.

The manner in which proposals are to be submitted, including any forms for that purpose, may be designated as a part of the Request for Proposals.

Public Notice.

Public notice shall be given by distributing the Request for Proposals in the same manner provided for distributing an Invitation for Bids

Use of Bidders Lists.

Bidders lists compiled and maintained in accordance with the Bidders Lists section of Appendix A. of this policy may serve as a basis for soliciting competitive sealed proposals.

Pre-Proposal Conferences.

Pre-proposal conferences may be conducted in accordance with the Pre-Bid Conferences section of Appendix A. Any such conference should be held prior to submission of initial proposals.

Addendums to Requests for Proposals.

Addendums to Requests for Proposals may be made in accordance with the Addendums to Invitations for Bids section of Appendix A. prior to submission of proposals.

Modification or Withdrawal of Proposals.

Proposals may be modified or withdrawn prior to the established due date in accordance with Section the Pre-Opening Modification or Withdrawal of Bids section of Appendix A. For the purposes of this Section and the Late Proposals, Late Withdrawals, and Late Modifications section of this Appendix B. the established due date is either the time and date announced for receipt of proposals or receipt of modifications to proposals, if any; or if discussions have begun, it is the time and date by which best and final offers must be submitted, provided that only proposers who submitted proposals by the time announced for receipt of proposals may submit best and final offers.

Late Proposals, Late Withdrawals, and Late Modifications.

Any proposal, withdrawal, or modification received after the established due date at the place designated for receipt of proposals is late. Late Proposals may only be considered in accordance with the Late Bids, Late Withdrawals, and Late Modifications section of Appendix A. of this Policy

Receipt and Registration of Proposals.

Proposals shall not be opened publicly but shall be opened in the presence of two or more Village employees. Proposals and modifications shall be time-stamped upon receipt and held in a secure place until the established due date. After the date established for receipt of proposals, a Register of Proposals shall be prepared which shall include for all proposals the name of each proposer, the number of modifications received, if any, and a description sufficient to identify the supply, service, or construction item offered. The Register of Proposals shall be open to public inspection only after award of the contract. Proposals and modifications shall be shown only to the Village of Buffalo Grove personnel having a legitimate interest in them.

Evaluation of Proposals.

Evaluation Factors in the Request for Proposals. The Request for Proposals can include the following evaluation factors (and subfactors), including price, and their relative importance.

Evaluation. The evaluation shall be based on the evaluation factors set forth in the Request for Proposals. Evaluators shall be required to complete the Evaluation Committee Member Statement attached at the end of Appendix B.

1. Classifying Proposals. For the purpose of conducting Village staff discussions, proposals shall be initially classified as:
 - (a) acceptable;
 - (b) potentially acceptable, that is, reasonably susceptible of being made acceptable; or
 - (c) unacceptable.
2. Proposers whose proposals are unacceptable shall be so notified promptly.
3. Selection Criteria. Proposals will be evaluated by a selection committee made up of Village staff, which will subsequently present its recommendation to the Buffalo Grove Village Board. The recommendation for the successful Proposer may be based on the following or similar criteria, though the weight of each item will vary with the project:
 - (a) 15 % Proposer's experience, capacity and capability to provide the required equipment, installation and training services in a professional, timely, reliable and secure manner.
 - (b) 15 % Proposer's understanding of the Village's technical requirements and demonstrated ability to meet or exceed the same.
 - (c) 50 % The cost of providing the equipment, installation and training services.
 - (d) 10 % Ability to interact productively with Village staff, as required.
 - (e) 10 % Information obtained through reference checks.

Proposal Discussions/Interviews with Individual Proposers.

"Proposers" Defined. "Proposers" includes only those businesses submitting proposals that are acceptable or potentially acceptable. The term shall not include businesses who submitted unacceptable proposals. The Chief Procurement Officer has the authority to reduce the pool of Proposers to be involved in Discussions based upon Selection Criteria.

Purposes of Discussions. Discussions or Interviews are held to:

- (a) promote understanding of the Village of Buffalo Grove's requirements and the proposers' proposals; and
- (b) facilitate arriving at a contract that will be most advantageous to the Village of Buffalo Grove taking into consideration price and the other evaluation factors set forth in the Request for Proposals.

Conduct of Discussions. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. The Chief Procurement Officer should establish procedures and schedules for conducting discussions. If during discussions there is a need for any substantial clarification of or change in the Request for Proposals, the Request shall be amended to incorporate such clarification or change. Auction techniques (revealing one proposer's price to another) and disclosure of any information derived from competing proposals are prohibited. Any substantial oral clarification of a proposal shall be reduced to writing by the proposer.

Best and Final Offers. The Chief Procurement Officer shall establish a common date and time for the submission of best and final offers. Best and final offers shall be submitted only once; provided, however, the Chief Procurement Officer or the Village Manager may make a written determination that it is in the Village of Buffalo Grove's best interest to conduct additional discussions or change the Village of Buffalo Grove's requirements and require another submission of best and final offers. Otherwise, no discussion of or changes in the best and final offers shall be allowed prior to award. Proposers shall also be informed that if they do not submit a notice of withdrawal or another best and final offer, their immediate previous offer will be construed as their best and final offer.

Proposals and bids are exempt from disclosure until an award or final selection is made pursuant to 5 ILCS 140/7(1)(h). (This shall be understood to include bid information on projects that will be re-bid)

RFP VoBG-2021-## Insert Title
Village of Buffalo Grove Evaluation Committee Member Statement

Dear Evaluation Committee Member:

You have been selected to participate in the evaluation of the above referenced Request for Proposal. Your selection was based upon your technical qualifications in this area and your ability to develop an objective/subjective analysis of each proposal.

It is essential that the integrity of this process be maintained to insure that each offeror is given fair and equal consideration. Your familiarity with particular services, types of products, or material may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

You are required to report to the Chief Procurement Officer or designee any actual or potential conflict of interest.

An additional consideration is the mandate to maintain strict security and confidentiality regarding the content of any proposal, as well as the proceedings of any Evaluation Committee meetings during the evaluation process. Now that this process has started, it essential that any contact with the Consultant be through, and by, the Chief Procurement Officer or designee.

In addition, any Evaluation Committee Member shall not communicate, except during formal Committee meetings, with any Consultant or potential sub-contractor to that Consultant prior to award nor shall that Member discuss proposals or their evaluation with anyone other than the Chief Procurement Officer or designee and Evaluation Committee Members.

To emphasize the importance of the above considerations, you are asked to sign the following statement:

I have read and understand the above and agree to be bound by the rules and principles represented. I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the Evaluation Committee in strict confidence during this process. My recommendations shall be based upon objective/subjective review of the Consultant's proposal(s) and the appropriate award criteria from the proposal in accordance with the Village of Buffalo Grove Procurement Policy.

Signature of Evaluator

Date

Position

Appendix C

Village of Buffalo Grove Public Contract Statements

The Village of Buffalo Grove is required to obtain certain information in the administration and awarding of public contracts. The following Public Contract Statements shall be executed and notarized.

PUBLIC CONTRACT STATEMENTS

CERTIFICATION OF CONTRACTOR/BIDDER

In order to comply with 720 Illinois Compiled Statutes 5/33 E-1 et seq., the Village of Buffalo Grove requires the following certification be acknowledged:

The below-signed bidder/contractor hereby certifies that it is not barred from bidding or supplying any goods, services or construction let by the Village of Buffalo Grove with or without bid, due to any violation of either Section 5/33 E-3 or 5/33 E-4 of Article 33E, Public Contracts, of the Chapter 720 of the Illinois Compiled Statutes, as amended. This act relates to interference with public contracting, bid rigging and rotating, kickbacks, and bidding.

CERTIFICATION RELATIVE TO 65 ILCS 5/11-42.1-1

In order to comply with 65 Illinois Compiled Statutes 5/11-42.1-1, the Village of Buffalo Grove requires the following certification:

The undersigned does hereby swear and affirm that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue unless it is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax. The undersigned further understands that making a false statement herein: (1) is a Class A Misdemeanor, and (2) voids the contract and allows the Village to recover all amounts paid to it under the contract.

CONFLICT OF INTEREST

The Village of Buffalo Grove Municipal Code requires the following verification relative to conflict of interest and compliance with general ethics requirements of the Village:

The undersigned supplier hereby represents and warrants to the Village of Buffalo Grove as a term and condition of acceptance of this (bid or purchase order) that none of the following Village Officials is either an officer or director of supplier or owns five percent (5%) or more of the Supplier: the Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Manager and his Assistant or Assistants, or the heads of the various departments within the Village.

If the foregoing representation and warranty is inaccurate, state the name of the Village official who either is an officer or director of your business entity or owns five percent (5%) or more thereof:

(Official) _____

Print Name of Contractor/Bidder/Supplier

Signature

Title

Subscribed and Sworn to before me this _____ day of _____, 20____.

Notary Public

Notary Expiration Date

Appendix D

Causes for Debarment

The Chief Procurement Officer or Village Manager may debar a proposer, bidder, vendor, subcontractor, or supplier (collectively "Vendor") for-

(1) Conviction of, or civil judgment for,-

- (a) Commission or attempted commission of fraud or a criminal offense in connection with (A) obtaining, (B) attempting to obtain, or (C) performing a private or public contract or subcontract.
- (b) Violation or attempted violation of Federal or State statutes, or any other legally applicable law, regulation, or rule relating to the submission of bids, proposals, or claims;
- (c) Commission or attempted commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; or
- (d) Commission or attempted commission of any other offense, or engaging in or attempting to engage in conduct indicating a lack of truthfulness, veracity, or honesty which affects the responsibility of the Vendor.

(2) Violation of the terms of a Village contract or subcontract so serious as to justify debarment, including but not limited to-

- (a) Willful failure to perform in accordance with the terms of one or more contracts or subcontracts;
- (b) A history of failure to perform one or more contracts or subcontracts;
- (c) A history of unsatisfactory performance of one or more contracts or subcontracts; or
- (d) A history of failure to meet prevailing wage obligations, or any other contracting or subcontracting obligation imposed by the Village of Buffalo Grove Municipal Code or any other law.

(3) Making or attempting or causing to be made or attempting to cause to be made any false, deceptive, or fraudulent material statement in any bid, proposal, or application for Village or any government work or in the performance of any such contract for the Village or a government agency, or application for any permit or license;

(4) Refusal to cooperate with reasonable requests of Village inspectors, representatives, or other appropriate Village personnel with respect to work under contract provisions, plans, or specifications, or otherwise, pursuant to the duties of those Village personnel;

(5) Founding, establishing or operating an entity in a manner designed to evade the application or defeat the purpose of these rules or any provision of the Municipal Code of Buffalo Grove, Village of Buffalo Grove rule or regulation, the statutes, rules or regulations of the State of Illinois, Cook County, Lake County, or any federal statute, rule or regulation, or any other legally applicable law, regulation, or rule;

(6) Improper conduct, including but not limited to the commission or attempted commission of;

(a) intentional or negligent billing irregularities;

(b) submitting false or frivolous or exaggerated claims, documents, or records;

(c) falsification of claims, documents, or records;

(d) willful or grossly negligent destruction of documents or records the Vendor had an obligation to maintain;

(e) bribery or coercion of a government official, or other unlawful tampering with a government official;

(f) use of false or deceptive statements to obtain some benefit, or causing competition to be restrained or limited;

(g) misrepresentation to any governmental agency or government official;

(h) violation of ethical standards established by the Village, or other dishonesty incident to obtaining, prequalifying for, or performing any contract or modification thereof;

(i) violation of ethical standards established by the Village or other dishonesty or incident to applying, obtaining, qualifying for, or acquiring any Village certification, license, or permit;

(7) Any other cause of so serious or compelling a nature that it affects the responsibility of the Vendor, including, but not limited to, those specifically enumerated in 65 ILCS 5/8-10-11.

(8) Debarment by any other government agency.



Accounts Payable Department
Phone 847-459-2510
Fax 847-777-6045

QUALIFIED VENDOR REGISTRATION

Please email, fax or mail completed & signed form along with IRS form W-9 to:

Email: APFinance@vbg.org Fax: 847-777-6045 or Mail: Village of Buffalo Grove 50 Raupp Blvd. Buffalo Grove, IL. 60089

Legal Organization Name: _____

Doing Business as: _____

Primary Organization Address: _____

City, State ZIP: _____

Sales Contact Name: _____

Sales Contact Phone: _____

Sales Contact Email : _____

Complete this section for new Vendors or account changes

Select one: ☐ New Vendor ☐ Account Change

FEIN or SSN: _____

Primary business function: _____

Date business was established: _____

Change in ownership in the last 2 years : _____ Y/N

Professional registrations: _____

All payments will be made per the Prompt Payment Act (50 ILCS 505/1 et seq).

By submitting this application, you authorize the Village of Buffalo Grove to make inquiries into the client/trade references that you have supplied.

The undersigned supplier hereby represents and warrants to the Village of Buffalo Grove as a term and condition of acceptance of future (bid or purchase order) that none of the following Village Officials is either an officer or director of supplier or owns five percent (5%) or more of the Supplier: the Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Planning and Zoning Commission, the Village Manager and his Assistant or Assistants, or the heads of the various departments within the Village

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Attachment: Procurement_Policy_2020 (R-2020-56 : Revisions to the Procurement Policy)



Accounts Payable Department
Phone 847-459-2510
Fax 847-777-6045

AUTHORIZATION FOR ACH DEPOSIT OF VENDOR PAYMENT

Please email a completed & signed form to:

Email: BGFinance@vbg.org or APFinance@vbg.org

Payment Address: _____

A/R Contact Name: _____

Contact Email (for ACH notification): _____

Complete this section for new enrollments or for financial institution or account changes. **Include with this form a canceled check or letter from your financial institution noting the Account and Routing Number.**

Select one: ☐ New Enrollment ☐ Financial institution or Account Change

Bank Name: _____

Branch (if applicable): _____

City, State Zip: _____

Transit/Routing Number: _____

Bank Account Number: _____

Account Type (check one): ☐ Checking Account ☐ Savings Account

I certify that the information above is true and correct, and that I, as a representative for the above named company, hereby authorize the Village of Buffalo Grove Account Payable to electronically deposit payments to the designated bank account. This authority remains in full force until The Village of Buffalo Grove Accounts Payable receives written notification requesting a change or cancellation.

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ If not, contact us immediately.
- ✓ **Do not discard** - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT	State of Illinois - Department of Revenue	OFFICIAL DOCUMENT
Illinois Sales Tax Exemption Certificate		
VILLAGE OF BUFFALO GROVE 50 RAUPP BLVD BUFFALO GROVE IL 60089-2139		
Sales Tax Exemption Certificate		
Issue date: 02/10/2020 Expiration date: 03/01/2025	Sales Tax Exemption Organization type:	E99981165 Governmental
This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.		
		  Director
OFFICIAL DOCUMENT - DO NOT DESTROY		

Attachment: Procurement_Policy_2020 (R-2020-56 : Revisions to the Procurement Policy)

Appendix F

Procurement Card Policy

Purpose

This policy has been designed to establish the procedures to be used with the Village of Buffalo Grove's procurement card program. This policy intends to accomplish the following:

- Establish appropriate internal controls over the purchase card process to ensure cards are only used for authorized purposes.
- Ensure the Village bears no legal liability from inappropriate use of procurement cards.
- To provide a convenient source of funding for employees who must procure for the Village.
- Verify payments for purchases are made on a timely basis to minimize finance charges.

Background

The Village has used various methods to process the purchase of goods and services. Traditional procurement utilizing a purchase order or check request has worked well in the past for repetitive vendor invoicing and acquisitions of large ticket items where timing is not critical in the invoicing and payment process. The concern is the use of petty cash, advanced check requests, or employee reimbursement requests in the accounts payable process. These nontraditional methods of procurement are due primarily to the timing of the request in light of the next warrant cycle or that the form of payment (check) is occasionally not accepted by merchants. To promote vendor acceptance, improve operational efficiency, and tighten the controls on the use of petty cash and advanced checks the Finance Department is initiating the procurement card program. This program has a number of unique controls that ensure that the card can be used only for specific purposes and within specific dollar limits.

General Information

- The procurement card is a tool for designated Village employees to use when making low-dollar purchases for official business needs.
- Each purchase card will include both the individual cardholder and corporate name. However the purchase card issuer will not maintain individual cardholder credit records.
- A signed agreement with the Village prior to receiving the card makes the cardholder responsible for any misuse of the card. Failure to comply with these procedures will result in revocation of the card and fraudulent misuse may result in termination of the cardholder.
- Purchase cards must be returned to the Finance Department upon leaving the Village's employment.

Authorizations and spending limits

Each individual's card will have monthly maximum spending limits. Additional restrictions exist on the type of purchase each employee can use the purchase card for, based on the employee's need.

A Procurement Card is NOT:

- a means to avoid appropriate procurement or payment procedures
- a card to access cash or credit (ATM)
- for items and services for personal, non-business use
- for tax reportable services (any vendor that is NOT incorporated is subject to the 1099 reporting process for each calendar year)

The following list covers purchases for which purchase card use is expressly prohibited:

- Alcoholic Beverages
- Capital Equipment
- Cash Advances (ATM Machines)
- Computer Hardware and Software (with the exception of the IT Department or department technology liaison)
- Legal Services
- Temporary Help
- Clothing or other personal items
- Telephone calls

Responsibilities of Cardholders

- The card must NOT be used for personal transactions.
- The card must NOT be loaned to others.
- Splitting of purchases into multiple parts in order to circumvent limits on the card is prohibited.
- The cardholder is responsible for all inappropriate charges.
- The cardholder shall not accept cash in lieu of a credit to the Procurement Card account.
- The card must be kept in a secure location at all times.
- Lost or stolen cards must be reported immediately.
- Fraudulent activity must be reported immediately.
- Creation and submission of an "expense report" each month
- The Village is a tax-exempt entity. Each cardholder should do their best to ensure that the Village is not charged sales tax.

Department Cards

- The card must be kept in a secure location at all times.
- All users must have a signed “Cardholder Agreement for Authorized Use of Purchase Card” on file in the Finance Department.

Reporting Lost or Stolen Cards

- Cardholders must notify the Issuing Bank and Finance Department immediately when a card is lost, stolen or suspected fraudulent activity is discovered.
- Report a lost or stolen card or other emergency situations, by calling the Issuing Bank’s Customer Service number.

Required Receipt Documentation

- Receipts must be obtained with all purchases, identifying the date and itemized list of all purchases.
- Receipts should be scanned and attached to an “expense report” using the online reporting system.
- The Department Director is responsible for reviewing all charges and receipts prior to approving the “Expense Report”.

Scanned or photographed copies of the following are acceptable receipts

- Credit Card Orders: charge slip with only the total does not qualify as an original receipt. A receipt needs to include an original record of what was purchased. Any exceptions must be documented.
- Pick Up Orders: Attach the detailed cash register receipt.
- Phone/Fax Orders: original invoice or packing slip providing the packing slip shows what was purchased and pricing
- Internet Orders: Print and attach a copy of the order screen or confirmation screen that shows what was purchased and the dollar amount.
- Registration Fees: Attach the registration form. The form must show who the registration is for, the registration amount and what was included in the registration fee.
- Documentation Not Available: If unable to obtain any type of documentation, write the receipt up by hand. Include the date of the purchase, vendor, items and price. Also attach a brief explanation as to why the original receipt is not attached. This is the exception rather than the rule, individuals not obtaining adequate support multiple times may have their card revoked.

Returns, Credits or Disputed Items

- Returns: A credit should be issued for any item that the supplier has approved for return. The credit will appear on a subsequent statement. Any item purchased with the card that is returned must be returned for credit. Do not accept a refund in cash or check format.
- The cardholder is responsible for following up with the merchant or issuing bank on any erroneous charges, disputed items or returns as soon as possible. Disputed billings can result from failure to receive the goods charged, defective merchandise, incorrect amounts, duplicate charges or credit not processed.
- If you have a problem with a purchased item or a billing resulting from use of the procurement card, you should first try to reach a resolution with the supplier that provided the item.
- If a disputed charge cannot be resolved with the supplier, complete the Cardholder Statement of Questioned Item Form attached. The written dispute notice must be received by the issuing bank within 30 days of the date of the bank statement.
- Credits: request from the merchant that a credit be placed on your card account. Obtain a receipt for the credit like any other purchase documentation.

Responsibilities of Finance Department

- Receive and review the Village's combined billing statement. When the statement is received the majority of the receipts should already be attached to "expense reports".
- Review information submitted by cardholder. Match receipts with statement of account. All receipts will be compared to the purchase record submitted by the cardholder.
- Verify travel-related charges have been authorized by the Village Manager.
- Make accessible on-line, monthly statements of accounts to individual cardholders for their records.
- Make payments on a timely basis to ensure the Village does not accrued finance charges.
- If the Finance Department cannot verify that the purchase made was necessary and for official use, the purchase will be reviewed by the Village Manager. If it is determined the purchase was not appropriate, then the cardholder must provide a credit voucher proving the items have been returned for credit or a personal check for the full amount of that purchase.
- Annual inventory of purchase cards: On an annual basis, the Finance Department will verify that each cardholder is in physical possession of their assigned card.

Cardholder Agreement for Authorized Use of Purchase Card

- 1.) I, _____, have read and do understand the Village's Procurement Card Policy.
- 2) I further agree to abide by the terms and conditions in that policy and understand that this card is subject to revocation if I fail to act in accordance with the policy.
- 3) I agree that if I engage in fraudulent activity or violate the terms and conditions of the Village's Procurement Card Policy, as amended from time to time, I will fully reimburse the Village for all such transactions
- 4) I understand that that if I engage in fraudulent activity or violate the terms and conditions of the Village's Procurement Card Policy , as amended from time to time, I will be subject to disciplinary action that may include termination.
- 5) Upon my termination or resignation as an employee with the Village, I agree to return the purchase card to the Finance Department and will not attempt to use the card after my employment is completed.

Printed name: _____

Signature: _____

Date: _____

Cardholder Addition or Change Request Form

TO: Finance Department

FROM: _____

SUBJECT: Request for Procurement Card or Change of Status

- ☐ Request the following employee by authorized a Village Purchase Card.
- ☐ Request the following employee have their Village Purchase Card limit(s) changed.

Full Name: _____

Signature: _____

Title:

Single Purchase Limit (Not to exceed \$X,XXX.XX): \$ _____

Monthly Cycle Limit (Not to exceed \$X,XXX.XX): \$ _____

☐ Cancel / Reason:

_____ Date: _____

Department Director

_____ Date: _____

Finance Director

_____ Date: _____

Village Manager

* Merchant Category Code

Record of Purchase In Lieu of Original Receipt

Cardholder name:

Date	Description of Purchase	Purpose

I, _____ attest that purchase listed above is accurate and complies with eligible purchases with the Village of Buffalo Grove purchasing policy as of _____, 20___. This record serves in place of the original receipt.

Cardholder signature: _____

Supervisor signature: _____

Appendix G

Petty Cash Reimbursement Request

Note: Reimbursements from petty cash cannot exceed \$150.00.

Date	Description of Purchase	Purpose	Reimbursement Amount

I, _____ attest that purchase listed above is accurate and complies with eligible purchases with the Village of Buffalo Grove purchasing policy as of _____, 20___. The Receipt for this purchase(s) is attached.

Requestor signature: _____

Supervisor signature: _____

*A receipt for goods purchased, must be attached to this form.

Appendix H

Advance Check Request Form

Vendor: _____

Requested By: _____

Purpose: _____

Check Amount: _____

Distribution of Charges:

Date	Description of Purchase	Account	Amount

For use when payment is required in advance of normal accounts payable cycle.

Note: Check Number

Approved By:

Appendix I

Prevailing Wage Rider

Terms

A. 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

B. 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, Prevailing Wage Laws, 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.

C. <Insert Appropriate Insurance Requirements>

D. In addition to the requirements set forth above, the Contractor (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. Contractor 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 Contractor's employees, except to the extent those claims arise as a result of the Village's own negligence.

E. Within five (5) business days after the Village's notice to the Contractor of the Village's receipt of a request made pursuant to the Illinois Freedom of Information Act [ILCS 140/1 et seq. – herein "FOIA"], the Contractor shall furnish all requested records in the Contractor's possession which are in any manner related to this Contract, including but not limited to any documentation related to the Village and associated therewith. The Contractor shall not apply any costs or charge any fees to the Village or any other person, firm or corporation for its procurement and retrieval of such records in the Contractor's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Contractor shall defend, indemnify and hold harmless the Village including its several departments and including its officers and employees and shall pay all of the Costs associated with such FOIA request or requests including Costs arising from the Contractor's failure or alleged failure to timely furnish such documentation and/or arising from the Contractor's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Contractor's and/or the Village's defense of any litigation associated therewith. In addition, if the Contractor requests the Village to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Contractor shall pay all Costs in connection therewith. As used herein, "in the Contractor's possession" includes documents in the possession of any of the Contractor'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 Village or the Contractor.

F. Sexual Harassment Policy: The Contractor certifies that the firm has a written sexual harassment policy defining sexual harassment as required in Section 2-105 of the Ill. Human Rights Act. 775 ILCA 5/1-105 et. seq.

G. Tax Payments: The Contractor certifies that the Contractor is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as set forth in 65 ILCS 5/11-42.1-1.

H. The parties hereto agree that for purposes of any lawsuit(s) between them concerning this rider or contract, its enforcement, or the subject matter thereof, venue shall be in Circuit Court of Cook County, Cook County, State of Illinois, and the laws of the State of Illinois shall govern the cause of action.

Accepted by _____, on _____, 20____ Signature Printed Name & Title
--

CONTRACTOR'S DRUG-FREE WORKPLACE CERTIFICATION

The undersigned is an authorized representative of

Name of Company: _____, and certifies that they will comply with all requirements Pursuant to Chapter 30, Section 580/1 of the Illinois Compiled Statutes (30 ILCS 580/1) et. Seq. entitled "Drug Free Workplace Act"; the undersigned CONTRACTOR hereby certifies to the contracting agency that it will provide a drug-free workplace by:

1. Publishing a statement:
 - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's of CONTRACTOR'S workplace.
 - b. Specifying the actions that will be taken against employees for violations of such prohibition.
 - c. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - d. Abide by the terms of the statement; and
 - e. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
2. Establishing a drug free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace;
 - b. the grantee's or CONTRACTOR'S policy of maintaining drug free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance program; and
 - d. The penalties that may be imposed upon employees for drug violations.
3. Making it a requirement to give a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the contracting agency within 10 days after receiving notice under part (B) of paragraph (3) of subsection (a) from an employee or otherwise receiving actual notice of such conviction.
5. Imposing a sanction on, or requiring the satisfactory participation in a drug assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 (30 ILCS 580/5) of the Act.
6. Assisting employees in selecting a course of action in the event drug counseling treatment, and rehabilitation is required and indicating that a trained referral team in place.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of this Section.
8. Failure to abide by this certification shall subject the CONTRACTOR to the penalties provided in Section 6 (30 ILCS 580/6) of the Act.

Signed: _____

Printed Name: _____

Title/Position: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public:

NATIONAL SECURITY/USA PATRIOT ACT

Pursuant to the requirements of the USA Patriot Act and applicable Presidential Executive Orders, CONTRACTOR represents and warrants to the Village of Buffalo Grove that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. CONTRACTOR further represents and warrants to the Village of Buffalo Grove that CONTRACTOR and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. CONTRACTOR hereby agrees to defend, indemnify and hold harmless the Village of Buffalo Grove, its Corporate Authorities, and all Village of Buffalo Grove elected or appointed officials, officers, employees, agents, representative, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representations and warranties.

CONTRACTOR further represents and warrants it is not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity, or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism; and that CONTRACTOR is not engaged in this transaction directly or indirectly on behalf of or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity, or nation. CONTRACTOR hereby agrees to defend, indemnify, and hold harmless the Village of Buffalo Grove, its Corporate Authorities, and all Village of Buffalo Grove elected or appointed officials, officers, employees, agents, representative, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranty.

CONTRACTOR

Printed Name

Date

Appendix J

Asset Sharing Policy

ASSET SHARING GUIDELINES

A. Objectives

1. Through collaborative efforts between all Village Departments and other external stakeholder groups (Park District, School District, County Government, etc...), Asset Sharing initiatives will be used to reduce asset redundancy and save money.

2. To increase collaboration between both internal and external agencies and improve productivity and organizational understanding.

3. Asset Sharing efforts are limited to local, regional, state and federal taxing bodies only, except as provided for specific outside groups with the approval of the Village Manager or designee.

B. Asset Sharing Considerations

Once an asset has been determined to be in need of replacement, the requesting department should follow the process outlined below as part of its regular evaluation. (This process would apply to new additions to the asset inventory as well).

1. Identify potential sharing partners.

a. Can the asset be shared with another department within the Village or outside agency?

b. Is the sharing of the asset appropriate and practical with type of asset and the department/agency for which it will be shared?

c. Will the proposed partner be willing to share equally, or in part, the cost of the asset being purchased as well as the long-term operational cost once acquired?

2. Once a determination has been made that asset sharing is appropriate and practical, and the parties have agreed to participate in such an engagement, an Intergovernmental Agreement (IGA), Letter of Understanding (LOA) or some other written agreement should be drafted or reviewed by the Village Attorney

3. The agreement should clearly identify the responsibilities of the parties with respect to:
 - a. Acquisition cost
 - b. Who will perform the maintenance
 - c. Maintenance costs allocation
 - d. Storage
 - e. Use and scheduling
 - f. Accounting and budgeting
 - g. Decommissioning and sale of the asset
 - h. Other operational considerations.
4. Village department directors will be responsible for ensuring that this policy is communicated to all employees, particularly those with purchasing authority.

Appendix K

Change Orders

Change orders are allowed and can be expected when working on projects, however all personnel should be keenly aware of the following laws and ordinances.

Subsection 9 of Article 33E, Public Contract, of the Illinois Criminal Code (720 ILCS 5/33E-9) makes it a Class 4 felony to approve a change order for an ***increase or decrease in either the cost of a public contract by a total of \$10,000 or more or the time of completion by a total of 30 days*** or more without first obtaining from the Village Board, or from a designee authorized by the Village Board, a determination in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the unit of local government.

Subsection J. of Section 2.08.040 of the Buffalo Grove Municipal Code gives the Village Manager the authority to approve a change order to a public contract for an increase in an amount of not to exceed 10 percent of the contract amount or \$10,000, whichever is less. Subsection J. of the Municipal Code also authorizes the Village manager to make a determination, based upon the above criteria in regards to the modification of the time of completion of a project by not more than 90 days.

Therefore the Village Board, pursuant to subsection 9, must make the determination in writing that one of the three requirements is applicable or designate the Village Manager as having the authority to make said determination as it pertains to the cost of a project.

Attached at the end of Appendix K. is a sample change order.

Village of Buffalo Grove Change Order

Project Name _____ Change Order Number _____

Project Number _____ Date _____

The Contract is altered as follows:

The original Contract Amount was \$ _____

Amount altered by previous Change Order \$ _____

The Contract Amount prior to this Change Order \$ _____

The Contract Amount will be (increased, decreased)
by this Change Order in the amount of \$ _____

The new Contract Amount including this Change Order \$ _____

Original Contract Completion Date _____

Days altered by previous Change Order _____ Calendar Days

The Contract Time/Completion Date will be
(increased, decreased)by _____ Calendar Days

The new Contract Completion Date _____

Accepted by:

Contractor

Printed Name

Signature

Title

 The Village of Buffalo Grove

Printed Name

Signature

Title

Appendix L

Vendor Evaluation Form

	Village of Buffalo Grove Vendor Performance Evaluation	Page of ____			
INSTRUCTIONS					
- Use this form to report vendor performance (positive or negative) for deliveries of supplies and/or rendering of services. - The person designated for accepting supplies/services or the Contract Manager is responsible for filling out this form (type print). Only page 1 is required, if page 2 is not used. However, if any area on page 1 is marked "unsatisfactory", page 2 <u>must</u> also be filled out and submitted with page 1 (see page 2, Explanations/Comments, when marking "unsatisfactory"). Page is NOT restricted to "unsatisfactory" comments. If you have something good you want on record, use page 2. Attach supporting documents, if applicable. - Village Contracts: Regardless of the purchasing method (bid, sole source, etc.) used, <u>as a minimum</u> this form MUST be completed and submitted <u>not later than 2 weeks after completion/expiration of a Village contract</u>. Past performance considered on future contracts. This form should accompany future bid request forms. Send SIGNED form to: the Buyer or email to BGFinance@vbg.org					
VENDOR INFORMATION		COMPLETE ALL APPLICABLE INFORMATION			
Company Name		Contract # VoBG -			
Mailing Address		Description/Title			
City, St, Zip Code		Original Contract Term: From			
Representative		Current Term: From			
Telephone		Solicitation # VoBG -			
Email		# of Change Orders to Contract			
Type of Contract		Purchase Order #			
DEFINITIONS					
OUTSTANDING (1) – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.					
EXCELLENT (2) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.					
SATISFACTORY (3) - Vendor met minimum contractual requirements or performance expectations of the products/services.					
UNSATISFACTORY (4) - Vendor did NOT meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements (see page 2, Explanations/Comments)					
EVALUATIONS					
(Place "X" in appropriate box for each major area.)					
Criteria (includes change orders/amendments)	1	2	3	4	N
1. Supplies delivered/Work performed on schedule.					
2. Condition of delivered supplies (includes handling/packaging).					
3. Adherence to specifications/statement of work.					
4. Resolved problems/customer complaints timely.					
5. Working relationship/interfaces with Village staff/public sector (citizens).					
6. Service Call (On-Call) response time.					
7. Other (specify):					
8. Overall evaluation of compliance with contract requirements.					

Attachment: Procurement_Policy_2020 (R-2020-56 : Revisions to the Procurement Policy)

	Village of Buffalo Grove Vendor Performance Evaluation		Page ____ of ____
Company Name:		Contract #: VoBG -	
EXPLANATIONS/COMMENTS			
Contract Ref No.	1. Do not submit page 2 <u>without</u> page 1. 2. Be specific (include paragraph and page numbers referenced in the applicable contract, purchase order, etc). Continue on separate sheet (enter company name and contract number or other reference)		
Ref No.	ACTION TAKEN BY VENDOR (reply below or submit separate correspondence)		
NAME/TITLE OF EMPLOYEE		SIGNATURE	DATE
FOR FINANCE DEPARTMENT USE ONLY			

Appendix M

QBS Procedures - using State, MFT(motor fuel tax) or TBP(township bridge project) Funds

The procedure for State required Quality Based Selection (QBS) procurement consists of the following five basic steps:

1. Define the Project. Clearly define the scope of the services desired. Depending on the amount of data, this may be on one or more pages. This information should include the following:

- a) describe in general terms the need, purpose, and objective of the project;
- b) identify the various project components;
- c) establish the desired timetable for the effort;
- d) identify any expected problems; and
- e) determine the total project budget.

A comprehensive evaluation of the problem or need that resulted in the project is essential to the procurement process. The solution, approach, and eventual design for the project will evolve out of the expertise offered by the consultant responding to the request for technical proposals. To ensure that the respondents address the project properly and effectively, clearly articulate all known parameters of the project.

The Village of Buffalo Grove ("Village") may skip to Step 5 when both of the following criteria are met.

- a) The Village elects to select a consultant that has a satisfactory working relationship with the Village; and
- b) The engineering services contract is not being paid for using federal funds.

2. Public Notice. Whenever a project requiring engineering services is proposed, the Village shall post a public notice requesting a statement of interest along with the qualifications and performance data from consultants. This may be accomplished through an advertisement in a local newspaper, posting on the Village's website, or through various trade magazines or websites.

The Village will consider the following sources when preparing a list of potential firms:

- a) identification of consultants from the Village's or IDOT's prequalification list;
- b) a directory or source list identifying small, minority, and women owned businesses with capabilities relevant to the project;
- c) discussions with other persons or agencies who have accomplished similar work;
- d) lists of consultants secured from professional societies; and/or
- e) lists of consultants secured from the agency's own experience of consultants.

3. Evaluation. The Village shall evaluate the consultant submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the consultant, and such other qualifications-based factors.

The first objective of evaluation is the elimination of all respondents who are not qualified or who do not have the experience for the required work. The Village may conduct discussions with and require presentations by consultants deemed to be the most qualified based on their qualifications, approach to the project, and ability to furnish the required services. When conducted, interviews shall occur separately with a minimum of three consultants, or all qualified consultants if less than three qualified consultants respond. If the Village decides to conduct discussions with and/or require presentations by consultants deemed to be the most qualified, this should be included in the public notice.

In no case shall the Village, prior to selecting a consultant for negotiation, seek formal or informal submission of verbal, written, or sealed estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

4. Selection. On the basis of evaluations, discussions and presentations, the Village shall select no less than three consultants which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The Village shall then contact the consultant ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. Typical criteria for evaluating and ranking consultants are included in the following consultant ranking criteria. If fewer than three qualified consultants submit letters of interest and the Village determines that one or both are so qualified, the Village may proceed to negotiate a contract.

Consultant Ranking Criteria

The weight given to each evaluation criterion in the ranking process may vary from project to project, with more weight towards the criteria that are critical to the success of the project. Typical technical criteria for both evaluating and ranking entities should include but not be limited to the following:

- a) The education, experience, and expertise of the entity's principals and key employees.
- b) The entity's general experience, stability, and history of performance on projects similar to the one under consideration.
- c) Availability of adequate personnel, equipment, and facilities to do the required work expeditiously.
- d) The name, or names, of individuals in the entity who will be assigned key project responsibilities, with particular attention to their qualification, competence, and past performance.
- e) The entity's approach to the planning, organizing, and management of a project effort, including communication procedures, approach to problem solving, data gathering methods, evaluation techniques, and similar factors.
- f) Facilities and equipment owned by the entity, including computer capability, reproduction and communication equipment, laboratory and testing equipment, or other specialized equipment applicable to the project under consideration.
- g) Present workload with attention to current and future commitments of available personnel, particularly those key persons expected to be assigned to your project.

- h) Financial stability, with particular attention to avoiding a situation in which the entity is solely dependent on income from the project at hand for its existence.
- i) Recommendations and opinions of each entity's previous clients as to its ability to meet deadlines and remain within budget. Prior clients may also be able to advise you as to each entity's sense of responsibility; attitudes of key personnel; concern for economy, efficiency, and environment; and quality of service.
- j) If practical, observation of each entity's facility and the sites of current and/or completed projects.
- k) The reputation and integrity of the engineering entity within the professional field and the community.
- l) Awards received by the entity and technical papers authored by employees.
- m) Special considerations for some projects might include staff conversant in foreign languages.

Non-technical criteria may not exceed 10% of the total evaluation and rank weighting. Typical non-technical criteria for both evaluating and ranking entities may include but not be limited to the following:

- a) Proximity of the engineering entity to the proposed project site and/or the agency's office.
- b) Qualified minority representation.
- c) How DBE goals are addressed.

5. Contract Negotiation. The Village shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified consultant at compensation that the Village determines in writing to be fair and reasonable. In making this decision, the Village shall take into account the estimated value, scope, complexity, and professional nature of the services to be rendered.

An important objective of the negotiation process is to reach a complete and mutual understanding of the scope of professional services to be provided and the degree of performance desired. The general scope of professional services developed in the procurement process should be broad in order to serve as the basis for negotiation. The negotiation process offers the opportunity for refinement, amendment, and complete definition of the services to be rendered, as well as the areas of responsibility and liability for those services. Mutual understanding on these points at the negotiation stage can minimize the possibility of misunderstanding as the project progresses.

Special elements of the engineering portion of the project to be established during negotiation include:

- a) project schedule,
- b) manpower requirement and timing,
- c) level of engineering effort,
- d) avenues of research, and
- e) areas of responsibility/liability.

Any percentage fee contract should be fully supported by an acceptable estimate of man-hours, anticipated hourly payroll rates by classification of employee for the project, and applicable overhead and burden rates. These rates should be evaluated and, if determined to be acceptable, the percentage fee may be approved by the Village.

The consultant's method of dividing the project into work units and calculating related time units are to be such that the estimate can be readily reviewed. The consultant will use its own estimates of man-hours, rates of pay, overhead, profit, and itemized non- salary costs based on the consultant's work force and past job experience.

When the prime consultant requires the services of another consultant to provide expertise, advice, or information to the prime consultant, the prime consultant will complete an analysis of fee for engineering services (including a breakdown of direct salary and direct non-salary costs) or supply specific rate for services (e.g. testing). The prime consultant is responsible for ensuring that Disadvantage Business Enterprises (DBEs) will have an equitable opportunity to compete for subcontracts.

Contracts between the Village and consultants must be set forth in fully executed agreements. If there is an agreement with the consultant, and if the fee is within range of the budget, then proceed to finalize an agreement. If problems arise with the scope of the project or the fee, further discussion and clarification may be required.

Selection of a consultant by qualification provides no guarantee that the Village and the consultant will come to an agreeable fee. For that reason, the ranking process provides, in addition to the first preference, at least two alternative qualified consultants. If an agreement cannot be reached on the scope and fee, the Village may drop negotiations with the top-ranked consultant and continue the process with the second ranked consultant.

6. Summary. Ranking and negotiations involve a considerable amount of subjective judgment. Engineering projects involve a large expenditure of public funds, accountability for decisions, and value judgments is most important. To ensure adequate accountability the Village shall endeavor to:

- a) involve more than one knowledgeable person in the evaluation process,
- b) be consistent in reviewing each applicant,
- c) keep accurate and complete records of all correspondence, memoranda, evaluations, and decisions.

QBS Procedures - Federally Funded Consultant Services

When the Village of Buffalo Grove receives federal funds, which may be used to fund the engineering and design related consultant services, the Village will follow the below described procedure. The Village's written policies and procedures as described below for Quality Based Selection (QBS) will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Village of Buffalo Grove QBS policy and procedures assigns responsibilities to the following staff members: the Administrative Services Manager, Public Works Director, Village Engineer, Deputy Director of Public Works, and Civil Engineers/Project Managers within the Village of Buffalo Grove organization for the procurement, management, and administration for consultant services.

2. Written Policies and Procedures – The Village of Buffalo Grove believes their adopted QBS written policies and procedures (this Appendix M) substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.

3. Project Description – The Village of Buffalo Grove will use the following five items when developing the project description and may include additional items when unique circumstances exist:

- a) Describe in general terms the need, purpose, and objective of the project;
- b) Identify the various project components;
- c) Establish the desired timetable for the effort;
- d) Identify any expected problems
- e) Determine the total project budget.

4. Public Notice – The Village of Buffalo Grove will post an announcement for professional services on the Village website www.vbg.org and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on the Village's website.

5. Conflict of Interest – The Village will require consultants to submit a disclosure statement with their proposals. The Village of Buffalo Grove will require the use of the *IDOT BDE DISC 2 Template* as their conflict of interest form.

6. Suspension and Debarment – The Village of Buffalo Grove will make use of SAM (System for Award Management, sam.gov) Exclusions, IDOT's (Illinois Department of Transportation), CPO's (Chief

Procurement Officer)website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.

7. Evaluation Factors – The Village of Buffalo Grove allows the Chief Procurement Officer and Village Engineer to set the evaluation factors for each project, but must include a minimum of 4 criterion and stay within the established weighting range shown below. The maximum of DBE and local presence combined will not be more than 10% on projects where federal funds are used.

The following project specific evaluation factors ("Criteria") will be included in the Request for Proposals:

- a) Technical Approach (10 - 30%)
- b) Firm Qualifications & Experience (10 - 30%)
- c) Specialized Expertise (10 - 30%)
- d) Staff References and Resumes (Prime/Sub) (10 - 30%)
- e) Work Load Capacity (10 - 30%)
- f) Past Performance (10 - 30%) In-State or Local Presence*
- g) Participation of Qualified and Certified DBE Sub-consultants* (* The combined total of these two items cannot exceed 10%)

The following shall not be used as a factor in the evaluation, ranking and selection:

- a) All price and cost related items including: cost proposals, direct salaries/wage rates; indirect costs (overhead), and other direct costs.
- b) In-State or Local Presence (other than as explained above).

8. Selection – The Village of Buffalo Grove will require a selection committee made up of no less than 3 persons. The selection committee members may include the Director of Public Works, the Village Engineer, the Deputy Director of Public Works, Civil Engineers/Project Managers, Village Board Members, and Consultants. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Chief Procurement Officer for each project. The Village of Buffalo Grove requires each member of the selection committee to provide an independent score for each proposal using a form substantially similar to that shown below prior to the selection committee meeting.

Criteria	Weighting	Points	Firm 1	Firm 2	Firm 3	Firm 4
Total	100%	100				

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

9. Independent Estimate –Village of Buffalo Grove Engineering staff will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is to be used in the negotiation process.

10. Contract Negotiation – The Village of Buffalo Grove requires a 2 person team to negotiate with consultants. The team consists of The Chief Procurement Officer, and The Village Engineer or The Director of Public Works. Members of the negotiation team may delegate this responsibility to staff members. If agreement cannot be reached on the scope and fee, the Village may drop negotiations with the top-ranked consultant and continue the process with the second ranked consultant. The Village shall shred the concealed cost proposals of unsuccessful firms.

11. Acceptable Costs – The Village of Buffalo Grove requires the Chief Procurement Officer or the Village Engineer review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

12. Invoice Processing – The Village requires the Village Attorney and the Project Manager/Civil Engineer assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

13. Project Administration – The Village requires the assigned Project Manager/Civil Engineer to monitor work on the project in accordance with the contract and to file reports with the Village Engineer/Chief Procurement Officer. The Village procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village consultant information database. The Village of Buffalo Grove follows IDOT's requirements and will submit *BLRS Form 05613* to the IDOT district at contract close-out along with the final invoice.

14. Professional Service Agreements - While use of standard engineering agreement forms is not required by IDOT, the Village of Buffalo Grove may consider the use of standard engineering agreements developed by IDOT in order to ensure compliance with all federal and state requirements. If a standard engineering agreement form is modified, the department logo, form number, and any other department identifier shall be removed. Separate engineering agreements are required for preliminary and construction engineering services.

The following standard agreement forms are provided by CBLRS:

- Form BLR 05510 – Engineering Services Agreement
- Form BLR 05520 – Maintenance Engineering to Be Performed by a Consulting Engineer
- Form BLR 05530 – Request for Engineering Services Performed by Local Forces

12/07/2020

RESOLUTION NO. 2020- _____**A RESOLUTION APPROVING A VILLAGE PROCUREMENT POLICY**

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

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. A responsibility exists to maintain stewardship over the financial resources that are used to deliver government services, and the approval of the revisions to the Village of Buffalo Grove Procurement Policy will maintain such controls in purchasing. Staff seeks to ensure proper usage and administration of the program through the approval of a Procurement Policy

The Village President and Board of Trustees do hereby approve the Village of Buffalo Grove Procurement Policy which is attached hereto as Exhibit "A".

Section 2. This Resolution shall be in full force and in effect from and after its passage and approval.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED: _____, 2020

APPROVED: _____, 2020

Approved:

Village President

ATTEST:

Village Clerk

Attachment: Resolution_ Approving Procurement Policy (R-2020-56 : Revisions to the Procurement Policy)



Action Item : Authorization to Waive Bids and Seek Competitive Proposals Projects for FY 2021

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff requests authorization to waive bids for a limited number of fiscal year 2021 projects and seek competitive proposals or negotiate for services as further detailed in the attached memo.

ATTACHMENTS:

- Auth to waive bids 2021 memo(DOCX)

Trustee Liaison
Weidenfeld

Staff Contact
Brett Robinson, Finance

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



DATE: November 23, 2020

TO: Dane Bragg, Village Manager

FROM: Brett Robinson, Purchasing Manager

RE: Authorization to Waive Bids and seek Proposals 2021

Background

In prior years, staff would bring before the Village Board numerous projects requesting authorization to bid each project separately. As many of those projects were either performed on an annual basis or were scheduled well in advance, staff believes it would be more efficient to bring most of these projects forward for authorization to waive bids and seek competitive proposals or negotiate services as a single agenda item.

The following projects are part of the CIP program or are planned to be procured in Fiscal Year 2021, as such staff would request the Village Board provide Authorization to waive bids on each of these projects. Each Request for Proposal, Request for Qualifications, or Invitation to Negotiate document will be reviewed by the Village Attorney prior to release and each listed project will be brought back before the Village Board with a request for an award of contract/award of agreement.

Recommendation

Staff requests Authorization to waive bids and seek Competitive Proposals or Negotiate for the below listed 2021 fiscal year projects.

Projects / Procurements	Sponsoring Department	Notes
Construction Services	Engineering	RF Qualifications
Bus Service BGDays	Finance	Negotiation
Video Services	OVM	Negotiation
HR Training	OVM	Negotiation
Communications	OVM	Negotiation
Electric and Gas Supply	Public Works	Negotiation
SCADA Support & Maintenance	Public Works	Negotiation
LED Streetlight Conversion	Public Works	RFP
AV Improvements Training Room	Police	RFP – Negotiation
Fire Department Turn-out Gear	Fire	Joint Bid – Negotiation
Ambulance and Fire Billing	Fire	RFP
Network Improvements	IT	RFP - Negotiation
Phone System Upgrades	IT	RFP
Copier Lease	IT	RFP
Golf Property Maintenance	Golf	RFP
Office Supplies	All Departments	Joint Bid - Negotiation



Action Item : Authorization to Seek Competitive Bids for Various Projects

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff requests Authorization to Bid for the various Fiscal Year 2021 projects as further detailed in the attached memo.

ATTACHMENTS:

- Auth to bid 2021 memo (DOCX)

Trustee Liaison
Johnson, Stein

Staff Contact
Brett Robinson, Finance

Monday, December 7, 2020

**VILLAGE OF
BUFFALO GROVE**



DATE: November 30, 2020

TO: Dane Bragg, Village Manager

FROM: Brett Robinson, Purchasing Manager

RE: Authorization to Bid 2021

Background

In prior years, staff would bring before the Village Board numerous projects requesting authorization to bid each project separately. As many of those projects were either performed on an annual basis or were scheduled well in advance, staff believes it would be more efficient to bring most of these projects forward for authorization to seek competitive bids as a single agenda item.

The following projects are routinely bid on an annual basis, purchased through joint bids, or are part of the CIP program and are planned to be procured in Fiscal Year 2021, as such staff would request the Village Board provide Authorization to Bid for each of these projects. Each Bid document will be reviewed by the Village Attorney prior to release and each listed project will be brought back before the Village Board with a request for an award of contract/award of agreement.

Recommendation

Staff requests Authorization to Bid or seek Competitive Proposals for the below listed 2020 fiscal year projects.

Projects / Procurements	Project Start	Project Completion
Engineering		
Bike Path Parking Lot Improvements	Q2	Q3
Collector Route Maintenance	Q1	TBD
Crack Sealing	TBD	
Water Main Rehabilitation/Repair	Q1	Q4
Lift Station/Force Main Rehabilitation/Repair	Q1	Q4
Sanitary Sewer Rehabilitation/Repair	Q2	Q4
Sewer Televising	Q1	Q3
Sidewalk Cutting/Replacement	Q2	Q3
Storm Water System Rehabilitation/Repair	Q2	Q3
Capacity Management & Operations (CMOM)	Q1	ongoing
Street - Roadway Resurfacing	Q2	Q4
Street and Road Maintenance	Q2	Q4
Street Roadway Reconstruction	Q2	Q4
Street Striping	Q2	Q4

Attachment: Auth to bid 2021 memo (Authorization to Bid Various Projects for FY 2021)

Public Works		
Floor Tile replacement	TBD	
Carpet replacement	TBD	
Floor Mat Service	Q1	Q1
MRO Supplies	Q2	Q3
HVAC Rooftop Replacements	Q2	Q3
Joint Purchase Salt - county	Q1	Q2
Joint Purchase Salt - state	Q2	Q3
MPI Emergency Contractor Assistance	Q2	Q3
MPI HVAC Maintenance	TBD	
MPI Project - Cold Patch	Q4	Q1 2022
MPI Elevator Maintenance		
MPI Tree Removal	Q1	Q4
Parkway Tree Replacement	Q2	Q3
ROW Mowing	Q3	Q2 2022
Pump House Repairs and Security Improvements	TBD	
Roof Replacement/Repair	Q2	Q3
SCADA Improvements	Q3	Q3 - 2021
Street Light Maintenance	Q2	Q3
Fire Hydrants/ Water Repair Clamps	Q2	Q3
Buffalo Grove Days – Portable Power	Q3	Q3 2022
Buffalo Grove Days – Portable Toilets	Q3	Q3 2022

Police		
Police Department Facility Improvements	TBD	
AV Improvements	TBD	

Fire		
Fire 27 Station Improvements	Q2	Q4
Radio Replacement	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 - Joint	Q3	
Vehicle Purchase PW - Joint	Q1 & Q3	

OVM –IT		
Call One – Phone Joint Bid	Q1	Q2
Office Supplies	Q1	Q2



Action Item : Authorization to Execute an Agreement with Ultra Strobe Communications, Inc. for Emergency Vehicle Lighting Services

Recommendation of Action

Staff recommends approval.

SUMMARY: Staff requests authorization to execute an agreement with Ultra Strobe Communications, Inc. for emergency lighting installation services pending final review and approval by the Village Attorney at a not to exceed price of \$55,000 with a contingency of \$20,000 to be controlled by the Village Manager.

ATTACHMENTS:

- EL Recommendation (DOCX)
- UltraStrobe Contract (PDF)
- UltraStrobe Ordinance (DOCX)

Trustee Liaison
Smith

Staff Contact
Brett Robinson, Finance

Monday, December 7, 2020

VILLAGE OF
BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021
TO: Dane Bragg, Village Manager
FROM: Brett Robinson, Purchasing Manager
SUBJECT: Emergency Lighting Services

Background

Staff has negotiated a contract with Ultra Strobe Communications, Inc. for the installation of emergency lighting and equipment in Police, Fire and select Public Works vehicles. The proposed contract will allow the Village to have a consistent service provider with a proven track record to provide needed installation services while also allowing the Village to closely monitor and contain costs.

The purchase and installation of emergency lighting and equipment in Police vehicles would have no direct impact on the Village budget. The funds directed for the purchase of this type of equipment are obtained through Illinois statute (625 ILCS 5/16-104c) and are set aside for the purchase and maintenance of Police vehicles. Fire and Public Works vehicle emergency lighting is allocated through reserve funds set aside for equipment replacement.

As the need for these services fluctuate based upon the replacement of units requiring up fitting of emergency lighting equipment the not to exceed amount is based upon past expenses with this vendor and is the average annual spend for emergency lighting services. It should be noted that approximately 50% of expenses for these services is funded through the Police department in accordance with (625 ILCS 5/16-104c).

Recommendation

Staff recommends executing an agreement with Ultra Strobe Communications, Inc. for emergency lighting installation services pending final review and approval by the Village Attorney at a not to exceed price of \$55,000 with a contingency of \$20,000 to be controlled by the Village Manager.

VEHICLE LIGHTING & COMMUNICATIONS INSTALLATION CONTRACT

Vehicle Lighting & Communications Installation Contract (the “**Contract**”) is entered between the Village of Buffalo Grove (hereinafter the “**Village**” or “**Owner**”), an Illinois home-rule unit of government, and Ultra Strobe Communications Inc., (hereinafter the “**Contractor**”) on this 8th day of December 2020 (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.

Attachment: Ultra Strobe Contract (Authorization to Execute an Agreement with Ultra Strobe Communications, Inc.)

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 3.5% 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 December 8, 2020 and ending December 31, 2022 with two (2) possible two (2) 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 Police Chief or his authorized representatives shall be immediately discontinued by the Contractor upon receipt of instructions from the Police 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 mszos@vbg.org ATTN: Police Chief
WITH COPIES TO:	Cc: pbrankin@schainbanks.com Cc: brobinson@vbg.org
IF TO THE CONTRACTOR:	Ultra Strobe Communications Inc. _____ Rob Cruise rob@ultrastrobe.com

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 Police 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 Police 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 Police 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 Police Chief, and any instructions given to such superintendant 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 Police 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 Police Chief. No vehicles of any kind shall be placed, parked, or operated upon any grass areas at any time except as authorized by the Police 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 Police Chief or his authorized representatives shall be immediately discontinued by the Contractor upon his receipt of instructions from the Police 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 Police 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 as specified in Contract Exhibit A.

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 Police 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 Police 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 Police, 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

Ultra Strobe Communications Inc.

By: _____
Name: Dane Bragg
Title: Village Manager

By: _____
Name: _____
Title: _____

CONTRACT EXHIBIT A- DESCRIPTION OF THE WORK

A. GENERAL INSTRUCTIONS

OBJECTIVE:

The Village of Buffalo Grove is seeking to engage a single provider for the procurement, installation, and configuration of Emergency Lighting and Communication Equipment for Village Vehicles.

SCOPE OF WORK:

The Contractor shall procure, install, configure and repair Emergency Lighting and Communication Equipment in Village Vehicles

SCHEDULE:

The contractor shall complete full installations on Fully Marked, Fully Marked (SUV), Semi-Marked, Semi-Marked (SUV), and K9 Units no later than 10 weeks after a notice to proceed for installation work has been sent to Contractor.

Removal and Replacement (R&R) of equipment from one vehicle to another shall be completed no later than 6 weeks after a notice to proceed for installation work has been sent to Contractor.

CONTRACTORS FACILITIES:

The Contractor may be subject to a site inspection of their facilities.

The contractor shall be open during normal business hours from 8:00am until 5:00pm, Monday through Friday excluding holidays or weekends.

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.

INSTALLATION:

All wiring will follow a consistent color scheme and a reference chart will be provided to the Village.

All exposed wiring will be wire loomed and secured to the vehicle.

The lights and siren controller will be located in the center of the vehicle on the center console or center of the dashboard when possible.

All sirens will be permanently mounted out of sight and without logos or markings from outside the vehicle.

All installations will have electrical disconnections, (i.e. circuit breaker or fuse).

All lighting and siren packages will not exceed capability of vehicles electrical system.

INSTALLATION: (cont.)

No standard crimp or insulated crimp terminals of any kind will be allowed during this installation. All speaker, headlight flasher, strobe power supply, siren, horn ring tap, and ignition connections will either be soldered and heat shrunk or crimped using water resistant connectors and heat shrunk creating a strong, water resistant connection.

All strobe cables shall be custom cut to length. No rolled up or zip tied excess loops of strobe cable will be allowed in the vehicle.

Lightbar cables must be sealed using an appropriate black gasket type silicone. Installer shall loom all cables located in the engine compartment.

All wiring running from the passenger compartment to the trunk area must be placed in the OEM Ford tracks located at the passenger side of the vehicle. No excess wiring may be placed under the floor mat or beside the track.

All wiring installed within the trunk compartment shall be loomed with appropriate size wire loom.

Installer must properly label all siren touch pads as indicated by the Village of Buffalo Grove. No vehicles will be accepted without all buttons labeled as indicated by the Village.

EQUIPMENT:

Contractor must be factory authorized distributor for the product they are providing.

No substitutions of brand names is allowed unless approved in writing by the Village. All mounting hardware used on the exterior of the vehicle must be stainless steel.

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.

WARRANTY:

A warranty on a new materials and equipment shall be for no less than five years from date of acceptance of the installation by the Village.

A warranty on labor and installation shall be for the no less than the period of ten years from date of acceptance of the installation by the Village.

Contractor shall respond to request for repairs within 24 hours.

CONTRACT EXHIBIT B- SCHEDULE OF PRICES

Vehicle Type	Installation	Removal	Miscellaneous (wiring, connectors, etc.)	R&R Complete
Fully Marked	\$ 2,425.00	\$ 325.00	\$ 250.00	\$ 3,000.00
Fully Marked (SUV)	\$ 2,425.00	\$ 325.00	\$ 250.00	\$ 3,000.00
Semi-Marked	\$ 2,425.00	\$ 325.00	\$ 250.00	\$ 3,000.00
Semi-Marked (SUV)	\$ 2,425.00	\$ 325.00	\$ 250.00	\$ 3,000.00
K9 Unit	\$ 3,350.00	\$ 525.00	\$ 325.00	\$ 4,200.00

Hourly labor rate @ 85.00/hr.

*Estimated Various Vehicles	verify type of	equipment	in each vehicle	for actual price
Unmarked Court/School	hourly	hourly	per vehicle	\$ -
Unmarked Administrative	\$ 1,575.00	\$ 200.00	\$ 175.00	\$ 1,950.00
Unmarked Investigative	\$ 1,575.00	\$ 200.00	\$ 175.00	\$ 1,950.00
Unmarked Tactical	\$ 1,575.00	\$ 200.00	\$ 175.00	\$ 1,950.00

Cost for concierge service transporting Vehicles from the Village of Buffalo Grove to your service facility.

\$ 20 per trip one way

Hourly Rate for services Regular time \$ 85.00

Markup on Materials: The percent added to the actual wholesale (no retail pricing will be accepted) materials including shipping shall not exceed 15%

Attachment: UltraStrobe Contract (Authorization to Execute an Agreement with Ultra Strobe Communications, Inc.)

ORDINANCE 2020-_____

AN ORDINANCE AUTHORIZING EXECUTION OF AN AGREEMENT FOR EMERGENCY LIGHT INSTALLATION

WHEREAS, the Village of Buffalo 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 an agreement with Ultra Strobe Communications Inc., pending review and approval by the Village Attorney at a price not to exceed \$75,000 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 not be codified.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2020

APPROVED: _____, 2020

APPROVED:

Beverly Sussman, Village President

ATTEST:

Janet Sirabian, Village Clerk

Attachment: Ultrastrobe Ordinance (Authorization to Execute an Agreement with Ultra Strobe Communications, Inc.)



Resolution No. R-2020-57 : Extension of Power Supply Agreement

Recommendation of Action

Staff recommends approval.

Staff recommends continuing with the current program with MC2. Staff recommends a 2-year term as the program has been successful and MC2 has had very good customer service. The 2-year term continues with the 50% REC purchase and an annual civic contribution of \$40,000. Through the program, the Village will remain a Green Power Partner Community through the EPA.

ATTACHMENTS:

- 2020 Aggregation Memo (DOCX)
- 2020 Power Supply Agreement Amendment (DOCX)
- Buffalo Grove_Power Supply Agreement_Executed_1.10.2020 (PDF)
- Resolution Power Supply Agreement Extension (DOCX)

Trustee Liaison
Stein

Staff Contact
Jenny Maltas,

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021

TO: Village President & Board of Trustees

FROM: Jennifer Maltas, Deputy Village Manager

SUBJECT: Power Supply Agreement Amendment

Background and Introduction

Following the passage of a November 2012 Referendum, the Village established an electric aggregation program. Cumulative savings for residents and small businesses reached more than \$3.5 million at the program's May 2017 expiration.

The Village has continued to monitor the market; recent pricing indicated bids higher than the ComEd rate to compete.

NIMEC, the Village's Aggregation Consultant, introduced a Renewable /Green Energy Aggregation program which the Village Board approved 2019. Under this program, all program participants would pay exactly the ComEd rate and the supplier would purchase enough Renewable Energy Certificates (RECs) for renewable or "green" electric power to cover 50% of the community's electricity use. The program also included a \$40,000 civic contribution that is to be spent on a sustainability project. The Village is now designated an EPA Green Power Partner Community as a result of this program.

There was some confusion at the beginning of the program, not unlike other times when the Village has entered into aggregation agreements, but since the implementation the program has run smoothly. The Village's current program expires in March of 2021.

Program Description Reminder

Every electric account establishes unique consumption patterns. Factors such as volume, time of day, single vs. multi-family, and usage during peak periods combine to create a complex power usage profile. However, the cost to produce electricity is highly variable. Generators are required, by law, to ensure it is perpetually available in full, and on demand.

Under Renewable /Green Energy Aggregation, the supplier analyzes variable costs to serve each account and prices each account's individual rate. Costlier accounts to serve remain on ComEd supply; lower cost accounts are served by the supplier. Regardless of which supplier would provide power to a resident, their bill would look the same and would still come from ComEd.

The supplier would purchase RECs to represent historical power consumption for the entire Buffalo Grove aggregation community—that is, for all ratepayers enrolled with the supplier and all ratepayers that remain with ComEd. The profitable margin on the lower cost accounts enables the supplier to purchase RECs for all ratepayers in the program—including those served by ComEd. All residents and small businesses receive notice of the program, with the explanation their power consumption is offset by RECs derived from Wind generators located in the Midwest.

Regardless of whether supplied by ComEd or the supplier, the entire Buffalo Aggregation Community will be priced at exactly the ComEd rate (including ComEd's monthly variable Purchased Electricity Adjustment). The EPA states this enables the Village to claim power consumed came from a renewable resource with low or zero emissions.

The program has zero added costs to the residents and to the Village. NIMEC continues to monitor the market for any potential future cost savings, should rates once again enable such for residents and small businesses.

As with regular Municipal Aggregation ratepayers may opt out and leave the program at any time and will never be charged a termination fee. Ratepayers who have privately contracted with another supplier are not included, but will receive a notice about the program and may choose to enroll.

Communities that have established such a program include Arlington Heights, Clarendon Hills, Crest Hill, Deer Park, Elmhurst, Gurnee, La Grange Park, Oak Lawn, Oak Park, Orland Park, Oswego, Palos Park, Round Lake Beach, South Barrington, South Elgin, Tinley Park, and Wood Dale.

Recommendation:

NIMEC bid out our current program as well as a traditional program to test the market. The lowest bid for a traditional program was 7.2 cents whereas the ComEd rate is 6.8 cents. Therefore it would not be prudent to move forward with this option.

Staff recommends continuing with the current program with MC2. Staff recommends a 2-year term as the program has been successful and MC2 has had very good customer service. The 2-year term continues with the 50% REC purchase and an annual civic contribution of \$40,000. Through the program, the Village will remain a Green Power Partner Community through the EPA.

EXTENDED TERM AGREEMENT AMENDMENT NO. 1

This Extended Term Agreement Amendment No. 1 (hereinafter the "ETA No. 1"), is entered as of this 8th day of December 2020 between the Village of Buffalo Grove, Cook and Lake Counties, Illinois, an Illinois municipal corporation (hereinafter the "Village") and MC Squared Energy Services, LLC (hereinafter the "Supplier") (each a "Party" and collectively, the "Parties").

WHEREAS, Supplier and Village are the Parties to a Master Power Supply Agreement dated January 6, 2020 and amended December 8, 2020 (hereinafter the "MPSA" which is hereby incorporated by reference)

WHEREAS, pursuant to the terms of the MPSA, including Section 5.1, the Parties mutually wish to extend the term of the MPSA.

NOW, THEREFORE, the Parties agree as follows:

1. The Parties agree to replace Exhibit C with Amended Exhibit C to reflect the mutually agreed extended term of 24 months.
2. The Parties agree that by executing this ETA No.1, Extended Term will last until March 2023, subject to future mutual extensions.
3. All other terms of the MPSA remain in full force and effect.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement to be effective on the date first written above.

Supplier: MC Squared Energy Services, LLC

Municipality: Village of Buffalo Grove

Signed:

Signed:

Printed/Typed Name:
Charles C. Sutton

Printed/Typed Name:
Beverly Sussman

Title:
President

Title:
Village President

Date: _____

Date: _____

Attest:

Attest:

Signed

Signed

Janet Sirabian, Village Clerk

AMENDED EXHIBIT C

PRICE AND TERM

Eligible Customers as defined in Section 2.11 includes all residential and small commercial Aggregation customers within the Municipality excluding customers served by other alternative retail electric suppliers (ARES) including pending “with RES” status, and customers served under ComEd’s Hourly Tariffed supply service (Rate RRTP).

Eligible Customers in the initial and subsequent opt-out cycles will be placed on Supplier service or Tariffed Service as defined in Section 2.38 of the Agreement (i.e. ComEd default tariff supply service) based on Supplier’s criteria including the customer’s usage patterns and wholesale market conditions. Eligible Customers will be assessed the same Customer Class Price and will continue to receive monthly invoice statements from ComEd without regard to whether they are served by Supplier or on Tariffed Service.

Eligible Customer Class Price: Variable rate equal to the ComEd published tariff supply service costs including the Purchased Electricity Charges (PEC), Transmission Service Charges (TSC) and the Purchased Electricity Adjustment (PEA) for each applicable month for the Term of the Agreement.

Termination Fee for Withdrawing Customers:

No Early Termination Fees - \$0 (zero) per utility account

Delivery Term: 24 months

Mar2021 – Mar2023	Percent of RECs:	50% (Minimum of 5% EPA GPC Program Approved RECs)
	Civic Contribution:	\$40,000 annually

Supplier will provide an annual \$40,000 Civic Contribution to the Village per Term. The Civic Contribution will be payable in equal monthly installment payments of \$3,333.33 to the Village within 30 days after the last meter read cycle of each delivery month (i.e. March 2021 payment will be paid in May 2021).

Supplier may terminate or mutually agree to adjust the monthly Civic Contribution payment to the Village if the number of accounts that supplier serves under this agreement falls below the higher of 2,775 accounts or 20% of the total number of accounts reported by ComEd pursuant to Rate GAP, because it would not be financially viable to continue funding below such number.

Special Services:

Supplier will acquire and retire on behalf of the Village of Buffalo Grove, the minimum 5% required minimum of Renewable Energy Certificates (RECs) that meet the EPA’s Green Power Community (GPC) Program minimum requirements (currently at 5.0%), from a Wind Generation resource location to be determined by Supplier within the Midwest Renewable

Energy Tracking System (MRETS) or the PJM Generation Attribute Tracking System (GATS). However, in Supplier's sole discretion, Supplier may secure RECs from other locations within the United States to meet the EPA Green Power Community Program minimum requirements if necessary. The remaining 50% of RECs above the EPA GPC Program minimum required level to be acquired and retired on behalf of the Municipality will be sourced at Supplier's discretion from a combination of be Wind, Photovoltaic (Solar) and Low Impact Hydropower generation facilities from within the MRETS and GATS systems to support renewable energy generation and meet the clean energy goals of the Municipality.

The RECs to be retired will be equal to an amount based on the historical twelve months of electricity usage for the Eligible Customers excluding accounts on ComEd hourly tariff supply service and accounts with another alternative electric supplier, represented on the provided ComEd "Usage Data" file. Supplier will assist the Village of Buffalo Grove with the documentation required to become an EPA Green Power Partner Community.

Supplier: MC Squared Energy Services, LLC

Municipality: Village of Buffalo Grove

Signed:

Signed:

Printed/Typed Name:

Printed/Typed Name:

Charles C. Sutton

Title:
President

Title:

Date: _____

Date: _____

Attest:

Attest:

Signed

Signed

Printed/Typed Name:

Printed/Typed Name:

Title:

Title:

MASTER POWER SUPPLY AGREEMENT

AGREEMENT BY AND BETWEEN THE VILLAGE OF BUFFALO GROVE AND MC SQUARED ENERGY SERVICES, AN ILLINOIS LIMITED LIABILITY COMPANY TO PROVIDE FULL-REQUIREMENTS ELECTRICITY SUPPLY AND RELATED SERVICES FOR AN ELECTRIC AGGREGATION PROGRAM

This Agreement (hereinafter the "Agreement"), is entered as of January 6, 2020 (hereinafter the "Effective Date") between the Village of Buffalo Grove, Illinois, an Illinois municipal corporation (hereinafter the "Municipality") and MC Squared Energy Services, LLC (hereinafter the "Supplier") (each a "Party" and collectively, the "Parties").

RECITALS

- A. The Municipality has established an Electricity Aggregation Program (hereinafter the "Program") pursuant to the Aggregation Ordinance and the Aggregation Statute and will conduct the Program as an opt-out program pursuant to the Aggregation Ordinance and the Aggregation Statute.
- B. In order to identify qualified suppliers of electricity for the Program, the Northern Illinois Municipal Electric Collaborative ("NIMEC") conducted a Request for Qualifications and Joint Power Supply Bid process.
- C. The purpose of this Agreement is for the Supplier to provide the Full-Requirements Electricity Supply Services and the Program Implementation Services as defined herein (collectively, the "Services") to all Eligible Customers who choose not to opt out of the Program throughout the Term of this Agreement at the Price established in this Agreement.
- D. The Supplier acknowledges and agrees that it has all certifications, authorizations, qualifications, and approvals necessary pursuant to the Requirements of Law to sell Full-Requirements Electricity Supply to Eligible Customers pursuant to this Agreement, including without limitation that:
 - 1. Supplier is certified by the Illinois Commerce Commission as a Retail Electric Supplier and is authorized to sell Full-Requirements Electricity Supply to customers in the State of Illinois utilizing the existing transmission and distribution systems of ComEd within the service areas of ComEd;
 - 2. Supplier is currently registered with ComEd to serve residential and small commercial customers under Rate RESS - Retail Electric Supplier Service with Rider PORCB - Purchase of Receivables and Consolidated Billing; and
 - 3. Supplier has at least three years continuous experience as a Retail Electric Supplier and has provided Full-Requirements Electricity Supply to at least 25,000 residential or commercial customers.
 - 4. Supplier acknowledges and agrees that it will provide the Services, including without limitation Full-Requirements Electricity Supply to all Participating Customers, pursuant to the Bid Package, the Bid Response, this Agreement, and the Requirements of Law.
 - 5. The Municipality desires to enter into this Agreement with Supplier for the provision by the Supplier of Full-Requirements Electricity Supply to all Eligible Customers pursuant to the Program unless exceptions are clearly stated on the RFP response.

AGREEMENT

In consideration of the mutual covenants and agreements contained herein, the Municipality and the Supplier agree as follows:

ARTICLE 1 RECITALS

- 1.1 The foregoing recitals are, by this reference, fully incorporated into and made part of this Agreement.

ARTICLE 2 DEFINITIONS

The following terms shall have the meanings ascribed to them in this section:

- 2.1 "Aggregate" means the total number of Eligible Customers that are within the jurisdictional boundaries of the Municipality.
- 2.2 "Aggregation Ordinance" means that certain ordinance adopted by the Municipality authorizing the Program.
- 2.3 "Aggregation Statute" means the Illinois Power Agency Act, 20 ILCS 3855/1-92 and applicable rules and regulations of the Illinois Commerce Commission.
- 2.4 "Billing Services" means those services described in Section 4.4 of this Agreement, including all subsections of Section 4.4.
- 2.5 "ComEd" means Commonwealth Edison.
- 2.6 "Compliance Services" means those services identified in Section 4.5 of this Agreement, including all subsections of Section 4.5.
- 2.7 "Confidential Information" means the information defined in Section 9 of this Agreement.
- 2.8 "Customer Information" means certain information that the Electric Utility or Former Aggregation Supplier is required by statute (including the Aggregation Statute), regulation, tariff, or contract to provide to the Corporate Authorities of the Municipality, including without limitation those names and addresses and Electric Utility account numbers of residential and small commercial retail customers in the Aggregate area that are reflected in the Electric Utility or Former Aggregation Supplier's records at the time of the request.
- 2.9 "Data" has the same meaning as in Section 9 of this Agreement.
- 2.10 "Electric Utility" means ComEd.
- 2.11 "Eligible Customers" means residential and small commercial electricity customers receiving Full-Requirements Electricity Supply within the Municipality who are eligible to participate in the Program pursuant to the Aggregation Statute and the Requirements of Law, and as determined by the parameters defined in Exhibit C of this Agreement by the supplier and mutually agreed to by the Supplier and Municipality.
- 2.12 "Energy" means generated electricity.
- 2.13 "Enrollment Services" means those services described in Section 4.3 of this Agreement, including all subsections of Section 4.3.

- 2.14 "Extended Term" means the term defined in Section 5.1 of this Agreement.
- 2.15 "Force Majeure Event" means the circumstances defined in Section 7.1 of this Agreement.
- 2.16 "Former Aggregation Supplier" means the RES that supplied the Program of the Municipality immediately prior to Supplier under this Agreement. If Former Aggregation Supplier as defined would be Supplier or ComEd, then no Former Aggregation Supplier is considered to exist.
- 2.17 "Full-Requirements Electricity Supply" means all services or charges necessary to provide the continuous supply of electricity to all Participating Customers, including, without limitation, Energy, capacity, losses, renewable portfolio standard (RPS) charges, imbalances, load factor adjustments, transmission costs, congestion charges, marginal losses, ancillary services, taxes applicable only to the Supplier, and any additional necessary services or charges.
- 2.18 "Full-Requirements Electricity Supply Services" means those portions of the Services described in Section 4.1 of this Agreement, including all subsections of Section 4.1.
- 2.19 "ICC" means the Illinois Commerce Commission.
- 2.20 "Independent System Operator" or "ISO" means that certain independent system operator for the Electric Utility established pursuant to the Public Utilities Act, 220 ILCS 5/16-626.
- 2.21 "Power Supply Bid" means the bidding process conducted by the Municipality.
- 2.22 "New Customers" means the customers defined in Section 4.3.9 of this Agreement.
- 2.23 "Opt-Out Notice" means the notices described in Section 4.2.1.1 of this Agreement and provided to Eligible Customers informing them of their ability to opt-out of the Program pursuant to the Requirements of Law.
- 2.24 "Opt-Out Period" means the time prior to the implementation of the Program during which Eligible Customers may choose not to participate in the Program pursuant to the Requirements of Law.
- 2.25 "Opt-Out Process" means the process defined in Section 4.2.1 of this Agreement.
- 2.26 "Participating Customers" means those Eligible Customers who do not opt out of the Program and are not Special Billing Customers, and New Customers. Participating customers may be served by Supplier or Tariffed Service pursuant to Attachment C.
- 2.27 "Plan of Governance" or "POG" means that certain Plan of Operation and Governance approved by The Municipality pursuant to the Aggregation Statute.
- 2.28 "Point of Delivery" means the point specified by the Electric Utility at which the Supplier must deliver the Full-Requirements Electricity Supply to the Electric Utility for distribution to Participating Customers.
- 2.29 "Price" means the price expressed in cents per kilowatt hour at which the Supplier will provide the Services as set forth in Exhibit C to this Agreement.
- 2.30 "Program" means the electricity aggregation program operated by the Municipality in accordance with the Aggregation Statute and authorized by the Aggregation Ordinance, to aggregate residential and small commercial retail electrical loads located within the corporate limits of the Municipality for the purpose of soliciting and entering into service agreements to facilitate for those loads the sale and purchase of Full-Requirements Electricity Supply and related Services.

- 2.31 "Program Implementation Services" means those portions of the Services described in Section 4.2 of this Agreement, including all subsections of Section 4.2.
- 2.32 "Renewable Energy Credits, (RECs)" means a market-based instrument that represents the legal property rights to the environmental attributes of renewable electricity generation sources such as wind, solar, biomass or hydroelectric compliant with EPA established guidelines.
- 2.33 "Requirements of Law" means the Aggregation Ordinance, the Aggregation Statute, the Illinois Public Utilities Act, the Illinois Consumer Fraud Act, the Plan of Governance, the rules, regulations, and final decisions of the ICC or Illinois Power Agency (including the ICC Final Order in Docket No. 11-0434 issued on April 4, 2012), the rules, regulations and tariffs applicable to the Electric Utility and the Independent System Operator, and all other applicable federal, state, and local laws, orders, rules, and regulations, all as may be hereinafter duly amended.
- 2.34 "Retail Electric Supplier" or "RES" means an "alternative retail electric supplier" as that term is defined in Section 16-102 of the Public Utilities Act, 220 ILCS 5/16-102.
- 2.35 "Services" means the Full-Requirements Electricity Supply Services, Program Implementation Services, Enrollment Services, Billing Services, and Compliance Services provided in Article 4 of this Agreement.
- 2.36 "Special Billing Customers" means the customers defined in Section 4.3.8 of this Agreement.
- 2.37 "Supplier" means MC Squared Energy Services, LLC and the lawful successor, transferee, designee, or assignee thereof.
- 2.38 "Tariffed Service" means the electricity supply service provided by Electric Utility as required by 220 ILCS 5/16-103. The magnitude of Tariffed Services are typically posted on PlugInIllinois.org and currently includes ComEd's electricity supply charge plus ComEd's transmission series charge, and including the ComEd's Purchased Electricity adjustment.
- 2.39 "Term" means the period of time defined in Section 5.1 of this Agreement.
- 2.40 "Municipality" means the Village of Buffalo Grove, Illinois.
- 2.41 "Withdrawing Customer" means a customer defined in Section 4.3.6 of this Agreement.

ARTICLE 3 PROGRAM RESPONSIBILITIES

- 3.1 Municipality Responsibilities.
- 3.1.1 Customer Information. The Municipality shall, with the assistance of the Supplier, pursuant to the Requirements of Law, obtain the Customer Information from ComEd and/or the previous supplier.
- 3.1.2 Notices and Customer Information from ComEd and/or the previous supplier. The Municipality shall promptly forward to Supplier the Customer Information received from ComEd and/or the previous supplier and each Party will promptly provide to the other Party any notices received by that Party from ComEd and/or the previous supplier concerning the accounts of Eligible or Participating Customers.
- 3.1.3 Submittals to ComEd. The Municipality shall, with the assistance of Supplier, submit to ComEd (a) the "Government Authority Aggregation Form", (b) a list of Eligible Customers

who are not Participating Customers because they have elected to opt out of the Program, (c) a list of all Participating Customers, and (d) such other forms as are or may become necessary to access interval data for billing or non-billing purposes to the extent that Supplier is authorized to access such data.

- 3.1.4 **No Municipality Obligations to Provide Services.** The Parties acknowledge and agree that the Municipality is not responsible to provide, and this Agreement shall not be construed to create any responsibility for the Municipality to provide, the Services to any person or entity, including without limitation the Supplier, the Electric Utility, the ISO, Eligible Customers, Special Billing Customers, New Customers or Participating Customers.
- 3.1.5 **No Municipality Financial Responsibility.** The Parties acknowledge and agree that this Agreement does not impose or create, and shall not be construed to create, any financial obligation of the Municipality to any other person or entity, including without limitation the Supplier, the Electric Utility, the ISO, Eligible Customers, Special Billing Customers, or Participating Customers.
- 3.2 **Supplier Obligations.**
 - 3.2.1 **Provision of Services.** The Supplier will provide all of the Services described in Article 4 of this Agreement throughout the Term, including but not limited to the provision of sufficient Full-Requirements Electricity Supply to allow the Electric Utility to deliver and distribute uninterrupted electric service to all Participating Customers. The Supplier acknowledges and agrees that the Municipality is not responsible to provide, and shall not be liable to the Supplier or any Eligible Customer for any failure to provide, any Services pursuant to this Agreement.
 - 3.2.2 **Compliance with the Requirements of Law.** Supplier shall comply with all Requirements of Law.
 - 3.2.3 **Supplier Press Releases.** The Supplier may issue press releases concerning the Program that are approved in advance by the Municipality prior to issuance.
 - 3.2.4 **All information provided by the Supplier to Municipality or any of its agents relating to this Agreement in any way shall be true and accurate in all respects at all times to the best of Supplier's knowledge and belief.**

ARTICLE 4 SUPPLIER SERVICES

- 4.1 **Full Requirements Electricity Supply.** The Supplier must supply the following Full-Requirements Electricity Supply Services as provided in this Section 4.1.
 - 4.1.1 **Scheduling, Transmission and Delivery of Full-Requirements Electricity Supply.**
 - 4.1.1.1 **Generally.** The Supplier shall take all actions necessary to arrange for the scheduling, transmission, and delivery of Full-Requirements Electricity Supply to the Electric Utility for distribution to all Participating Customers.
 - 4.1.1.2 **Scheduling.** Supplier shall schedule the Full-Requirements Electricity Supply for distribution as required by the ISO and the Electric Utility.
 - 4.1.1.3 **Distribution and Transmission Rights.** Supplier will arrange for necessary distribution and transmission rights necessary for the delivery of the Full-Requirements Electricity Supply to the Electric Utility hereunder.

4.1.1.4 Transmission and Delivery to Electric Utility.

4.1.1.4.1 Transmission and Delivery. Supplier will cause to be transmitted and delivered to the Electric Utility at the Delivery Point sufficient Energy to provide continuous Full-Requirements Electricity Supply to all Participating Customers. The Municipality acknowledges that the Electric Utility, and not the Supplier, is responsible for the distribution of the Full-Requirements Electricity Supply to the Participating Customers after delivery by the Supplier to the Delivery Point, and that Supplier does not take responsibility for the distribution of the Full-Requirements Electricity Supply to Participating Customers after the Supplier provides Full-Requirements Electricity Supply to the Point of Delivery.

4.1.1.4.2 Failure of Delivery. Supplier acknowledges and agrees that if the Supplier fails to comply with any requirement related to the Full-Requirements Electricity Supply to the Participating Customers pursuant to this Agreement, including without limitation if Supplier fails to schedule all or part of the Full-Requirements Electricity Supply for any Participating Customer, Supplier shall be solely responsible for any additional costs, charges, or fees incurred because of such failure, and shall not pass through any such additional costs, charges, or fees to Participating Customers.

4.1.2 Pricing. The Supplier shall receive the Price in full payment for all Services, and shall not be entitled to any additional costs, adjustments, charges, fees, or any other payments or compensation, except that the Supplier may not impose an early termination fee on Withdrawing Customers. The Municipality acknowledges that the Price does not include sales or other consumer-based taxes applicable to Participating Customers or other taxes that are not applicable to the Supplier.

4.2 Program Implementation Services. In order to maximize flexibility of program notices and terms, Municipality wishes to provide Program Implementation Services as described in further detail below. In order to support Municipality in providing Program Implementation Services, Supplier must provide the following support to Municipality in offering Program Implementation Services as provided in this Section 4.2:

4.2.1 Opt-Out Process. Supplier, at its sole costs and expense, shall, assist the Municipality, in administering the process by which Eligible Customers are provided with the opportunity to opt-out of the Program prior to its implementation (the "Opt-Out Process"), including, but not limited to, the following:

4.2.1.1 Opt-Out Notices. Supplier, at its own expense, will assist the Municipality in preparing and mailing form Opt-Out Notices to all Eligible Customers as required pursuant to the Requirements of Law. Opt-Out Notices to be sent by the Municipality through the Supplier must include all information required pursuant to the Requirements of Law, including without limitation: (i) the terms and conditions of participation in the Program, (ii) the cost to the Customer of Full-Requirements Electricity Supply under the Program, (iii) the methods by which Customers may opt out of the Program, and (iv) the length of the Opt-Out Period. The Opt-Out Notices must prominently include the toll-free telephone number described in Section 4.2.1.3. The form and content of the Opt-Out Notices shall be approved by the Municipality prior to mailing by Supplier. In addition to the Opt-Out Notices, the Supplier will provide Participating Customers with terms and conditions for the provision of Services to those Participating Customers, which terms and conditions shall comply with and accurately reflect all of the requirements of this Agreement

and the Requirements of Law and shall be substantially similar to the Illustrative form attached in Exhibit A.

- 4.2.1.2 Notices to Special Billing Customers and Utility-to-Utility Customers. The Municipality acknowledges that the Municipality may provide notices to Special Billing Customers concerning the Program, the Price, the rates charged to Special Billing Customers under their existing service, and the opportunity for Special Billing Customers to opt in to the Program as provided in Section 4.3.9 of this Agreement. Without regard to whether it is required under Applicable Law, municipality agrees to send pursuant to Section 4.2.1.1 notices to customers currently on Tariffed Service who will remain on Tariffed Service while participating in the Program. This notice shall inform the customer of the existence of the Program and inform the customer that the customer will stay on Tariffed Service as participants.
- 4.2.1.3 Toll Free Number and Website Content. In addition to receiving completed Opt-Out Notices from Eligible Customers by mail, the Supplier shall, at its own expense, provide, operate, and maintain a toll-free number for the use of Eligible Customers to opt out of the Program. The toll-free number must be operational during normal business hours. In addition, the Supplier will use reasonable commercial efforts to work with the Municipality to develop website content and FAQs appropriate for posting on the Municipality website. The Opt-Out Notices must prominently include the toll-free number and the Municipality website address and a mc² email address for email inquiries. Supplier will be required to support Spanish speaking residents and customers with disabilities.
- 4.2.1.4 Reporting. During the Opt-Out Period, Supplier is responsible to assist the Municipality for the receipt of all Opt-Out Notices. Supplier must assemble, track, and report to the Municipality concerning the delivery and receipt of all Opt-Out Notices to and from Eligible Customers, including without limitation providing the Municipality with complete information concerning all Eligible Customers who choose to opt-out of the Program.
- 4.2.2 Required Disclosures. Supplier shall provide Eligible Customers with all information required to be disclosed to Eligible Customers concerning Full-Requirements Electricity Supply and the Program pursuant to the Requirements of Law, including without limitation all information required to be included in the Opt-Out Notices.
- 4.2.3 Disclosure to Commission. The Municipality agrees to provide such assistance as is necessary for Supplier to provide to the ICC pursuant to 83 Ill. Admin. Code § 470.200(a) required information within three business days of the signing of this Agreement.
- 4.3 Enrollment Services. The Supplier must supply the following Enrollment Services as provided in this Section 4.3:
 - 4.3.1 Record of Participating Customers. Following the completion of the Opt-Out Period, the Supplier shall be responsible for compiling a complete list of all Participating Customers (including those on Tariffed Service) and those Eligible Customers who have opted out of the Program and shall ensure that no Eligible Customers who have opted out are enrolled in the Program.
 - 4.3.2 Enrollment. Upon completion of the Opt-Out Process and the identification of all Eligible Customers who have opted out of the Program, the Supplier shall, at its sole cost and expense, take all actions necessary to enroll Participating Customers in the Program pursuant to the Requirements of Law.

- 4.3.3 **Term of Enrollment.** Participating Customers who do not opt out of the Program shall be enrolled in the Program by the Supplier and shall remain enrolled in the Program until the end of the Term, unless the Agreement is terminated pursuant to its terms or the Participating Customer withdraws from the Program pursuant to Section 4.3.6 of this Agreement.
- 4.3.4 **Direct Access Service Request.** The Supplier shall submit a direct access service request to ComEd for each Participating Customer in compliance with the "standard switching" subsection of Rate RDS - Retail Delivery Service, in order to allow Full-Requirements Electricity Supply to commence following the Municipality's implementation schedule which is attached as Exhibit B.
- 4.3.5 **Payment of Switching Fees.** The Supplier shall reimburse Participating Customers for any switching fee imposed by the Electric Utility related to the enrollment of a Participating Customer in the Program within 30 days of receiving notice of such switching fee. The Supplier shall not be responsible to pay any switching fees imposed on Participating Customers who switch service from an alternative retail electric supplier.
- 4.3.6 **Withdrawal by a Participating Customer.** For Participating Customers who notify the Supplier after the completion of the Opt-Out Period that the Participating Customer desires to withdraw from the Program ("Withdrawing Customer"), the Supplier must, at the direction of the Participating Customer, drop the Participating Customer from the Supplier's Full-Requirements Electricity Supply on the next available meter read, which will result in restoring the Participating Customer to Tariffed Service. The Supplier will not assess an early termination fee but the Participating Customer will be responsible to pay for charges incurred for service prior to the termination.
- 4.3.7 **Customer Service Inquiries.** After completion of the Opt-Out Period, Supplier must maintain and operate a toll-free telephone number and internet email address for the purpose of receiving questions and comments from Participating Customers concerning the Full-Requirements Electricity Supply. The Supplier may inform Participating Customers that questions about the delivery and billing of the Full-Requirements Electricity Supply should be directed to ComEd. Supplier must promptly and courteously address customer service inquiries in a manner that meets or exceeds the ICC requirements for the operation of call centers.
- 4.3.8 **Special Billing Customers.** Subject to the Requirements of Law and due to the minimal and/or fixed nature of their existing billing rates, the following Eligible Customers shall not be automatically enrolled in the Program but may subsequently elect to enroll in the Program as New Customers pursuant to Section 4.3.9 of this Agreement.
- 4.3.8.1 Any Eligible Customer in the residential customer class, as described in Section 4.4.2 of this Agreement, that is taking service under the following ComEd rates:
- Rate BESH – Basic Electric Service Hourly Pricing
 - Rate RDS – Retail Delivery Service; and
- 4.3.8.2 Any Eligible Customer in the commercial customer class, as described in Section 4.4.2 of this Agreement, that is taking service under the following ComEd rates:
- Rate BESH – Basic Electric Service Hourly Pricing
 - Rate RDS – Retail Delivery Service.
- (collectively, the "Special Billing Customers").

- 4.3.9 New Customers. After the commencement of the Program and the enrollment of Participating Customers, the Supplier shall, at the request of a New Customer, as defined in this Section 4.3.9, immediately enroll the following customers in the Program and provide Full-Requirements Electricity Supply to those customers at the Price:
- 4.3.9.1 Any Eligible Customer within the Municipality that moves to a new location within the Municipality;
 - 4.3.9.2 Any Eligible Customer that moves into an existing location within the Municipality; and
 - 4.3.9.3 Any Eligible Customer that previously opted out of the Program during the Opt-Out Period; and
 - 4.3.9.4 Any Eligible Customer that was inadvertently omitted from the list of Participating Customers and not enrolled in the Program. (collectively, the "New Customers").
- 4.4 Billing Services. The Supplier must supply the following Billing Services as provided in this Section 4.4 for all customers served by the Supplier:
- 4.4.1 Billing Generally. Supplier shall confirm that billing to Eligible Customers will be provided by ComEd under a consolidated billing format pursuant to "Rider PORCB – Purchase of Receivables and Consolidated Billing," and pursuant to the Requirements of Law. The Municipality acknowledges and agrees that ComEd will bill Participating Customers for the Price of the Full-Requirements Electricity Supply as part of its billing for the distribution of such supply, and that the Supplier shall not be responsible for billing Participating Customers
- 4.4.2 Customer Classes. Eligible Customers shall be categorized within either the residential or commercial customer classes according to the applicable rates under which they received electricity supply from ComEd prior to participating in the Program.
- 4.4.2.1 Residential Customer Class. The residential customer class shall include Participating Customers taking service from ComEd under the following rates:
- Residential Single Family Without Electric Space Heat Delivery Class
 - Residential Multi Family Without Electric Space Heat Delivery Class
 - Residential Single Family With Electric Space Heat Delivery Class
 - Residential Multi Family With Electric Space Heat Delivery Class
- 4.4.2.2 Commercial Customer Class. The commercial customer class shall include those Participating Customers taking service from ComEd as described below:
- 15,000 annual kWhs usage or less small commercial customers as defined under the Requirements of Law including the ComEd Rate GAP Tariff
- 4.5 Compliance Assistance. When either Supplier or the Municipality has a compliance obligation under Requirements of Law, the other Party shall take commercially reasonable steps to assist the Party with the request.
- 4.6 Following the completion of the Opt-Out Period, the Supplier shall be responsible to compile a complete list of all Participating Customers in the Program. Supplier will update this list as new customers are added and deleted. Supplier will make this list available to the Municipality at any time the Municipality requests the list. Additionally, within 120 days of the end of this agreement, Supplier will make the Program's load data by rate class available to the Municipality. Load data shall include:
- Historical Usage Data
 - Capacity Peak Load Contribution (PLC) values and effective start and end dates.

- Network Service Peak Load Contribution (PLC) values and effective start and end dates
- Meter Bill Group Number
- Rate Code

- 4.7 Upon request of the Village, Supplier agrees to implement a second (supplemental) mailing at the Supplier's cost to new residents 12 months after the beginning of a 24-month term agreement, and a third mailing at 24 months, if a 36-month term is selected. Each of these mailings will be at the option of the Municipality. Supplier will be responsible for all costs associated with the mailing, including ComEd charges.
- 4.8 At each renewal of the program, Supplier will conduct an opt in mailing to those residents who have individually selected an electric supplier other than the Supplier, informing them of the pricing of the aggregation program.

ARTICLE 5 TERM

- 5.1 Term. This Agreement commences as of the Effective Date and is for a term of twelve (12) months of consecutive monthly billing periods starting from the initial meter read date designated by the Municipality in consultation with the Supplier in March 2020, and expires at the end of the last day of the 12th billing cycle for the Participating Customer(s) with the latest billing cycle (the "Term"). The Municipality and the Supplier may extend the Term for additional periods of time up to 3 years for each extension, by written agreement approved and executed by each Party (each an "Extended Term"). In the event that the Municipality discontinues its aggregation program, nothing in this Agreement shall be construed to prevent Supplier from following the procedure for customer renewal in the Customer Terms and Conditions (Exhibit A) for any Participating Member.
- 5.2 In the event this agreement is not renewed or terminated for any reason, including expiration according to its terms, the Municipality may choose another RES or Retail Electric Supplier and Supplier shall allow all Participating Customers to be switched to the selected RES, or all Participating Customers shall be switched by the Supplier to service with ComEd in accord with the standard switching rules and applicable notices or as otherwise required by any applicable law or regulation.

ARTICLE 6 REMEDIES AND TERMINATION

- 6.1 Municipality's General Remedies. In addition to every other right or remedy provided to the Municipality under this Agreement, if the Supplier fails to comply with any of the provisions of this Agreement (for reason other than a Force Majeure Event pursuant to Section 7.1 of this Agreement or a Regulatory Event pursuant to Section 7.2 of this Agreement), then the Municipality may give notice to the Supplier specifying that failure. The Supplier will have 15 calendar days after the date of that notice to take all necessary steps to comply fully with this Agreement, unless (a) this Agreement specifically provides for a shorter cure period, or (b) an imminent threat to the public health, safety, or welfare arises that requires a shorter cure period, in which case the notice must specify the cure period, or (c) compliance cannot reasonably be achieved within 15 calendar days but the Supplier promptly commences a cure and diligently pursues the cure to completion. If the Supplier fails to comply within that 15-day period, or the shorter period if an imminent threat, or if the Supplier fails to promptly commence a cure and diligently pursue the cure to completion, then the Municipality, subject to the limits of applicable federal or State of Illinois law, may take any one or more of the following actions:
- 6.1.1 Seek specific performance of any provision of this Agreement other than provision of Services or seek other equitable relief, and institute a lawsuit against the Supplier for those purposes.

- 6.1.2 Institute a lawsuit against the Supplier for breach of this Agreement and, except as provided in Section 6.3 of this Agreement, seek remedies and damages as the court may award.
- 6.1.3 In the case of noncompliance with a material provision of this Agreement, declare this Agreement to be terminated in accordance with the following:
 - 6.1.3.1 The Municipality will give written notice to the Supplier of the Municipality's intent to terminate this Agreement ("Termination Notice"). The notice will set forth with specificity the nature of the noncompliance. The Supplier will have 10 calendar days after receipt of the notice to object in writing to termination, to state its reasons for that objection, and to propose a remedy for the circumstances. If the Municipality has not received a response from the Supplier, or if the Municipality does not agree with the Supplier's response or any remedy proposed by the Supplier, then the Municipality will conduct a hearing on the proposed termination. The Municipality will serve notice of that hearing on the Supplier at least 10 business days prior to the hearing, specifying the time and place of the hearing and stating the Municipality's intent to terminate this Agreement.
 - 6.1.3.2 At the hearing, the Supplier will have the opportunity to state its position on the matter, present evidence, and question witnesses. Thereafter, the Municipality will determine whether or not this Agreement will be terminated. The hearing must be public and held on record.
 - 6.1.3.3 The decision of the Municipality must be in writing and delivered to the Supplier by certified mail.
- 6.2 Actions on Termination or Expiration of this Agreement. Services to Participating Members will be provided subsequent to a termination or expiration of this Agreement as set forth below:
 - 6.2.1 If this Agreement expires due to reaching the end of the Term (including any Extended Terms) and Municipality wishes to continue the Aggregation Program with a different RES, Supplier will cooperate with the Municipality.
 - 6.2.2 If this Agreement expires or terminates before the end of the Term (including any Extended Terms) for any reason other than Supplier's breach pursuant to Section 6.1.3, Participating Members may be renewed by Supplier pursuant to the Terms and Conditions set out in Exhibit A to this Agreement.
 - 6.2.3 If this agreement is terminated before the expiration of the Term (including any Extended Terms) due to breach by Supplier and pursuant to Section 6.1.3 of this Agreement, Supplier will return all Participating Members to ComEd. In such event, Supplier shall not be responsible to any Participating Member for any damages or penalties resulting from the return to Tariffed Service, including claims relating to the Tariffed Service price being higher than the Price herein.
- 6.3 Limitation of Liability. Except for the Supplier's failure to provide Full-Requirements Electricity Supply to Participating Customers not on Tariffed Service or the disclosure of Customer Information in violation of the Requirements of Law, or as otherwise specifically provided herein, in no event will either Party be liable to the other Party under this Agreement for incidental, indirect, special, or consequential damages connected with or resulting from performance or non-performance of this Agreement, irrespective of whether such claims are based upon breach of warranty, tort (including negligence of any degree), strict liability, contract, operation of law or otherwise.
- 6.4 Termination by Municipality. Notwithstanding the preceding, the Municipality may terminate this Agreement with not less than ninety (90) days advance notice ("Advance Notice Period"). After

expiration of the Advance Notice Period, neither Supplier nor Municipality shall have obligations to each other except: (a) such obligations as survive termination pursuant to the terms of this Agreement, (b) obligations under Exhibit C in the event of early termination. Nothing in this Section 6.4 requires termination of any contracts or agreements between Supplier and Eligible Customers.

ARTICLE 7
FORCE MAJEURE EVENTS;
REGULATORY EVENTS AND ADDITIONAL CHARGES, TAXES OR LEVIES

- 7.1 **Force Majeure Events.** The Supplier shall not be held in default under, or in noncompliance with, the provisions of the Agreement, nor suffer any enforcement or penalty relating to noncompliance or default (including termination, cancellation or revocation of the Franchise), where such noncompliance or alleged defaults occurred or were caused by a "Force Majeure Event," defined as a strike, riot, war, earthquake, flood, tidal wave, unusually severe rain or snow storm, hurricane, tornado or other catastrophic act of nature, labor disputes, or other event that is reasonably beyond the Supplier's ability to anticipate or control. Non-compliance or default attributable to a Force Majeure Event shall be corrected within a reasonable amount of time after the Force Majeure Event has ceased.
- 7.2 **Regulatory Event.** A "Regulatory Event" shall mean any time that any branch, agency, instrumentality, or court of the federal, regional (interstate), state, regional (inter-municipality), or local government takes an action that: (1) alters the market rules under which Supplier operates, including the magnitude or allocation of costs to Supplier, and (2) is applicable to similarly situated RES. For the purposes of this Agreement, "Regulatory Event" shall not include mere changes in market prices for any component of Full-Requirements Electric Supply Services, but would include changes in market prices due to changes in regulation of such components. For the avoidance of doubt, the following shall constitute a "Regulatory Event":
- a. Illegality. It becomes unlawful for a Party to perform any obligation under this Agreement due to the adoption of, or change in the interpretation of any applicable law by any judicial or government authority with competent jurisdiction.
 - b. Adverse Government Action. A regulatory, legislative or judicial body (A) requires a material change to the terms of this Agreement that materially and adversely affects a Party, (B) takes action that adversely and materially impacts a Party's ability to perform or requires a delay in the performance of this Agreement that either Party determines to be unreasonable, or (C) orders a change or modification that affects the Program such that either Party's obligations hereunder are materially changed, and the change is not deemed a Force Majeure Event.
 - c. New Taxes/Legislative or Regulatory Charges/Surcharges. Any new charges/surcharges, tax or increases in such tax, or an application of such tax to a new or different class of parties, which is enacted or levied on the Supplier, not recoverable by Supplier from Participating Customers pursuant to Section 7.3 below, and effective after the Execution Date, except federal and state income taxes, employee taxes or other taxes assessed against the business of the Supplier or the delivery of services under this Agreement.
- 7.3 **Occurrence of Regulatory Event.** In the occurrence of a Regulatory Event that results in the imposition of a generally applicable additional charge, tax, or levy upon Supplier, and similarly situated RES, then Supplier will adjust the Price to reflect such additional charge, tax or levy by the following procedure:
- a. The Supplier shall provide written notice to the Municipality within 15 days after the occurrence of such action or inaction, of: (i) the nature of the action or inaction; (ii) the adjustment of the Price for the applicable Term and (iii) the date on which the price adjustment will become effective.

- b. Within 15 days after receipt of the notice described in Section 7.3(a), the Municipality shall have the right to request a meeting with the Supplier to review the action or inaction, and the price adjustment, identified by the Supplier. The Supplier and the Municipality shall meet within five business days after delivery of such request to the Supplier, and shall cooperate in good faith to resolve any dispute regarding the price adjustment. Provided that nothing herein shall prevent the price adjustment from becoming effective on Participating Customers bills on the date noticed pursuant to 7.3(a) above.
- c. The Supplier shall continue to provide the Services during any such negotiations, unless prohibited by law or regulation. This Section 7.3 shall not apply to any fine or penalty assessed against the Supplier as a result of any failure by the Supplier to comply with applicable laws and regulations.

ARTICLE 8

INDEMNIFICATION AND INSURANCE

- 8.1 **Indemnification.** The Supplier shall indemnify and hold harmless the Municipality, its officers, employees, agents, and attorneys, from and against any third-party injuries, claims, demands, judgments, damages, losses and expenses, including reasonable attorney's fees and costs of suit or defense, arising from the Supplier's provision of the Services, except to the extent caused by the sole negligence of the Municipality. This duty shall survive for all claims made or actions filed within one (1) year following either the expiration or earlier termination of this Agreement. The Municipality shall give the Supplier timely written notice of its obligation to indemnify and defend the Municipality after the Municipality's receipt of a claim or action pursuant to this Section. For purposes of this Section, the word "timely" shall mean within a time period that does not cause prejudice to the respective positions of the Supplier and/or the Municipality. Nothing herein shall be construed to limit the Supplier's duty to indemnify the Municipality by reference to the limits of insurance coverage described in this Agreement. Notwithstanding anything in this Section to the contrary, under no circumstance will Supplier be liable to indemnify beyond \$1,000,000 per occurrence for bodily injury or property damage or \$1,000,000 for other claims.
- 8.2 **Insurance.** Contemporaneous with the Supplier's execution of this Agreement, the Supplier shall provide certificates of insurance, all with coverage and limits as set forth in Exhibit D to this Agreement. For good cause shown, the Municipality Village Manager, or his or 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 Municipality Village Manager, or his or her designee may impose in the exercise of his sole discretion. Such certificates and policies shall be in a form acceptable to the Municipality. Such insurance policies shall provide that no change, modification in, or cancellation of, any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the Municipality. The Supplier shall, at all times during the term of this Agreement, maintain and keep in force, at the Supplier's expense, the insurance coverage provided above.

ARTICLE 9

CONFIDENTIAL INFORMATION

- 9.1 **Confidential and Proprietary Information.** Notwithstanding anything to the contrary set forth herein, the Parties are not required to disclose information which they reasonably deem to be proprietary or confidential in nature. The Parties agree that any information disclosed by a Party and designated as proprietary and confidential shall only be disclosed to those officials, employees, representatives, and agents of the other Party that have a need to know in order to administer and enforce this Agreement. For purposes of this Section, the terms "proprietary or confidential" include, but are not limited to, information relating to a Party's corporate structure and affiliates, marketing plans, financial information unrelated to the calculation of the Price or rates pursuant to the Requirements of Law, or other information that is reasonably determined by a Party to be competitively sensitive.

A Party may make proprietary or confidential information available for inspection but not copying or removal by the other Party's representatives. Compliance by the Municipality with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. (hereinafter the "Illinois FOIA"), including compliance with an opinion or directive from the Illinois Public Access Counselor or the Illinois Attorney General under the Illinois FOIA, or with a decision or order of a court with jurisdiction over the Municipality, shall not be a violation of this Section.

- 9.2 **Ownership of Data and Documents.** All data and information, regardless of its format, developed or obtained under this Agreement (hereinafter the "Data"), other than the Supplier's confidential information, will be and remain the sole property of the Municipality. The Supplier must promptly deliver all Data to the Municipality at the Municipality's request. The Supplier is responsible for the care and protection of the Data until that delivery. The Supplier may retain one copy of the Data for the Supplier's records subject to the Supplier's continued compliance with the provisions of this Agreement. However, nothing in this Section shall prevent Supplier from retaining copies of such documentation and data as is needed to fulfill any Requirement of Law regarding record retention.
- 9.3 **Limitations on Customer Information.** Both Parties acknowledge and agree that the Customer Information is subject to, and must be maintained in compliance with, the limitations on disclosure of the Customer Information established by the Requirements of Law, including without limitation the Aggregation Statute, Section 16-122 of the Public Utilities Act, 220 ILCS 5/16-102, Section 2HH of the Consumer Fraud and Deceptive Business Practices Act, 815 ILCS 505/2HH, the ICC Order in Case No. 11-0434 issued April 4, 2012, and the provisions of ComEd's Tariff Rate GAP, and Parts 412 and 470 of the ICC's Rules. The Municipality shall warrant to ComEd that customer-specific information provided to the Municipality in accordance with the provisions of ComEd's Tariff Rate GAP shall be treated as confidential. To protect the confidentiality of Customer Information:
- 9.3.1 Supplier access to Customer Information is limited those authorized representatives of Supplier, or any third party, who have a need to know the information for purposes of this Agreement.
- 9.3.2 Supplier warrants that it will not disclose, use, sell, or provide Customer Information to any person, firm or entity for any purpose outside of the aggregation program, unless agreed to by the Municipality.
- 9.3.3 Supplier and Municipality acknowledge that Customer Information remains the property of the Municipality and that material breaches of confidentiality will prohibit Supplier from placing any new bids to the Municipality's subsequent Request(s) for Qualifications for a period of one year after termination of this Agreement.
- 9.3.4 Supplier will comply with record retention and destruction Requirements of Law including but not limited to those in ComEd Rate GAP and Part 470 of the ICC's Rules.
- 9.4 **Proprietary Rights, Survival.** Each Party acknowledges the proprietary rights of the other Party in and to the Confidential Information. The obligations under this Article Nine shall survive the conclusion or termination of this Agreement for two (2) years.

ARTICLE 10 MISCELLANEOUS

- 10.1 **Notices.** Any notices, requests or demands regarding the services provided under this Agreement and the Attachments shall be deemed to be properly given or made (i) if by hand delivery, on the day and at the time on which delivered to the intended recipient at its address set forth in this Agreement; (ii) if sent by U.S. Postal Service mail certified or registered mail, postage prepaid, return receipt requested, addressed to the intended recipient at its address shown below; or (iii) if by Federal

Express or other reputable express mail service, on the next Business Day after delivery to such express service, addressed to the intended recipient at its address set forth in this Agreement. The address of a Party to which notices or other communications shall be mailed may be changed from time to time by giving written notice to the other Party.

To Municipality:

Village of Buffalo Grove
50 Raupp Blvd
Buffalo Grove, IL 60089
Attention: Village President

To Supplier:

Charles C. Sutton
President
MC Squared Energy Services, LLC
175 W. Jackson Blvd., Suite 240
Chicago, IL 60604
Fax: (877) 281-1279

With a copy to:

Village of Buffalo Grove
50 Raupp Blvd
Buffalo Grove, IL 60089
Attention: Village Attorney

With a copy to:

Jeremiah McGair
Senior Counsel
Wolverine
175 W. Jackson Blvd. Suite 200
Chicago, IL 60604
Fax: (312) 884-3944

- 10.2 Mutual Representations and Warranties. Each Party represents and warrants to the other Party, as of the date of this Agreement, that:
- a. It is duly organized and validly existing under the laws of the jurisdiction of its organization or incorporation; and if relevant under such laws, in good standing;
 - b. It has the corporate, governmental and/or other legal capacity, authority and power to execute, deliver and enter into this Agreement and any other related documents, and perform its obligations under this Agreement, and has taken all necessary actions and made all necessary determinations and findings to authorize such execution, delivery and performance;
 - c. The execution, delivery and performance of this Agreement does not violate or conflict with any law applicable to it, any provision of its constitutional documents, any order or judgment of any court or other agency of government applicable to it or any of its assets or any contractual restriction binding on or affecting it or any of its assets; and
 - d. It has reviewed and understands this Agreement; and
 - e. It, to the extent applicable, shall comply with all the Requirements of Law.
- 10.3 Supplier agrees that all information presented in its Response to Qualifications for Municipal Aggregated Electricity Supply For Member Communities of the Northern Illinois Municipal Electric Collaborative are accurate and there have been no material changes to that information. Any exceptions are noted on attached Exhibit and made part of this agreement.
- 10.4 Entire Agreement. This Agreement and the response to qualifications referenced in 10.3, including all Attachments hereto, contain all of the terms and conditions of this Agreement reached by the Parties, and supersede all prior oral or written agreements with respect to this Agreement. This Agreement may not be modified, amended, altered or supplemented, except by written agreement signed by both Parties hereto. No waiver of any term, provision, or conditions of this Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be, or shall constitute a waiver of any other provision hereof, whether or not similar, nor shall such waiver constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the Party making the waiver.

- 10.5 Exhibits. Exhibits A through D attached to this Agreement are, by this reference, incorporated into and made part of this Agreement.
- 10.6 Waivers. The failure of either Party to insist upon strict performance of such requirements or provisions or to exercise any right under this Agreement shall not be construed as a waiver or relinquishment of such requirements, provisions or rights.
- 10.7 Applicable Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois without regard for the conflicts of law provisions thereof.
- 10.8 Controlling Provisions. In the event of any inconsistency between the terms herein and the terms of the Exhibits hereto, the provisions of the Exhibits shall control. For avoidance of doubt, the obligations of the Supplier and Participating Customers including without limitation, renewal terms with the Participating Customers, as set forth in the attached Exhibit A, Terms and Conditions shall govern the relationship between mc² and Participating Customers upon termination of this Agreement.
- 10.9 Severability. Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions or affecting the validity or enforceability of such provision in any other jurisdiction. The non-enforcement of any provision by either Party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or the remainder of this Agreement.
- 10.10 Venue. Except as to any matter within the jurisdiction of the ICC, all judicial actions relating to any interpretation, enforcement, dispute resolution or any other aspect of this Agreement shall be brought in the Circuit Court of the State of Illinois, Cook County, Illinois. Any matter brought pursuant to the jurisdiction of the federal court shall be brought in the United States District Court of the Northern District of Illinois.
- 10.11 No Third-Party Beneficiaries. Nothing in this Agreement is intended to confer third-party beneficiary status on any person, individual, corporation or member of the public to enforce the terms of this Agreement.
- 10.12 No Waiver of Rights. Nothing in this Agreement shall be construed as a waiver of any rights, substantive or procedural, that the Municipality may have under Federal or state law unless such waiver is expressly stated herein.
- 10.13 Validity of Agreement. The Parties acknowledge and agree in good faith on the validity of the provisions, terms and conditions of this Agreement, in their entirety, and that the Parties have the power and authority to enter into the provisions, terms, and conditions of this Agreement.
- 10.14 Authority to Sign Agreement. Each Party warrants to the other Party that it is authorized to execute, deliver and perform this Agreement. The individual signing this Agreement on behalf of each Party warrants to the other Party that he/she is authorized to execute this Agreement in the name of the Party for which he/she is signing.
- 10.15 Binding Effect. This Agreement shall inure to the benefit of, and be binding upon, the Municipality and the Supplier and their respective successors, grantees, lessees, and assigns throughout the Term of this Agreement.
- 10.16 Non-Assignability. This Agreement shall not be transferred or assigned by the Supplier without the express written authorization of the Municipality, which consent shall not be unreasonably withheld, provided, however, that upon advance written notice to the Municipality, Supplier may assign this Agreement to Supplier's affiliate without the express authorization of the Municipality. For the

purposes of this Section 10.16, "affiliate" shall mean any entity that shares a common parent entity, whether that common parent is the common parent is a direct parent or indirect parent.

- 10.17 Counterparts. This Agreement may be executed in one or more counterparts (delivery of which may occur by facsimile or electronic email), each of which shall be deemed an original, but all of which shall together constitute one instrument.
- 10.18 Waiver of 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 Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq., as amended.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement to be effective on the date first written above.

Supplier: MC Squared Energy Services, LLC

Municipality: Village of Buffalo Grove

Signed: _____

Signed: _____

Printed/Typed Name: Charles C. Sutton

Printed/Typed Name: Beverly Sussman

Title: President

Title: Village President

Date: 1-10-2020

Date: January 7, 2020

Attest: _____

Attest: _____

EXHIBIT A – ILLUSTRATIVE GENERAL STANDARD T&Cs AND UDS

VILLAGE OF BUFFALO GROVE
CUSTOMER ELECTRIC SUPPLY AGREEMENT
TERMS AND CONDITIONS OF SERVICE

The following Terms and Conditions of Service (Agreement) apply to the provision of electric supply to Customer (or "you") by MC Squared Energy Services, LLC d/b/a mc² – Where Energy Comes From (mc²).

Supply Agreement Disclosures	
Legal name	MC Squared Energy Services, LLC (mc ²)
Business address	175 West Jackson Blvd, Suite 240 Chicago, IL 60604
Service charges for term	Variable rate including ComEd Purchased Electricity Charges, Transmission Charges and ComEd Purchased Electricity Adjustment for Twelve (12) months.
Fixed monthly charge (if any)	\$0.00
Fixed monthly charge terms (if any)	N/A
Contract and renewal terms	Contract Term – Twelve (12) months Renewal Terms - Unless this Agreement and/or the PSA is terminated prior to the end of the term of this Agreement and in the event the PSA is not renewed or extended by the Village of Buffalo Grove, you will be restored to ComEd bundled service at the end of the term of this Agreement. If the PSA is renewed or extended by the Village of Buffalo Grove, you will receive a notice with the proposed specific rate, terms and conditions and the opportunity to opt-out of the Village's Aggregation Program.
Termination fee (if any)	\$0.00
Deposit/prepayment (if any)	\$0.00
Switching fees (if any)	\$0.00
Guarantee(s) of Customer Savings (if any)	N/A
Rescission	You may rescind this contract by notifying mc ² or the utility within ten (10) calendar days after the utility processes your enrolment. To rescind this agreement, contact mc ² at BuffaloGrove@mc2energyservices.com or call 1-855-575-9232; or contact ComEd at 1-800-334-7661.
Supplier disclosure	mc ² is an independent seller of electric power and energy service certified by the Illinois Commerce Commission. mc ² is not representing, endorsed by, or acting on behalf of a utility or a utility program, a consumer group or consumer group program. This Municipal Aggregation Program is endorsed by the Village of Buffalo Grove.
Utility Responsibility	The electric utility remains responsible for the delivery of electric power and energy to a customer's premises and will continue to respond to any service calls and emergencies. You will receive written notification from the electric utility confirming a switch of your electricity supplier.
Contact information (Toll free phone numbers)	MC Squared Energy 1-855-575-9232 Utility ComEd 1-800-334-7661 ICC Consumer Services Division 1-800-524-0795

Scope of mc² Service

You appoint mc² as your exclusive Alternative Retail Energy Supplier (ARES). mc² agrees to sell and you agree to buy all of your electric power and energy service subject to the terms in this Agreement. You authorize mc² to obtain all data necessary so that mc² can enroll your account(s) and you authorize us to take such actions as necessary and reasonable to perform this Agreement, including accessing and using account information and meter usage data (including interval usage data) from the Utility (ComEd), enrolling account(s), procuring supply, scheduling and causing electricity to be delivered to each account.

Price

For delivery of power to ComEd's distribution facilities on behalf of your Utility account(s), you agree to pay the variable price per kWh, calculated pursuant to that certain Power Supply Agreement ("PSA") between the Village of Buffalo Grove and mc² dated January 6, 2020. The PSA price through your March 2021. ComEd meter read date under this Agreement is equal to the monthly ComEd Purchased Electricity Charges, Transmission Charges and ComEd Purchased Electricity Adjustment per kWh. In addition to mc² electricity supply charges, ComEd distribution charges and related taxes will be itemized separately by ComEd in your bill and are not included in the price under this Agreement. You are responsible to pay ComEd for these charges.

Term

mc² will commence service on the next available meter read date and continue through the number of monthly billing cycles set forth in the above Supply Agreement Disclosure of this Agreement. The start date for the Initial Term will be subject to receiving an accepted Delivery Access Service Request (DASR) from the Utility for Customer's Utility account. The Initial Term and any Renewal Term are collectively referred to herein as the "Term".

Billing and Payment

The cost of your power and energy from mc² will be included on your Utility bill for each billing cycle and will be based on Utility meter reads or estimates from the Utility. You agree that the Utility may provide us with your payment information and that you accept the Utility's measurements for the purpose of determining the amount you owe mc² for power and energy under this Agreement. You must remit payment to the Utility under their terms and at the address provided by the Utility.

Renewal

Unless this Agreement and/or the PSA is terminated prior to the end of the term of this Agreement and in the event the PSA is not renewed or extended by the Village of Buffalo Grove, you will be restored to ComEd bundled service at the end of the term of this Agreement. If the PSA is renewed or extended by the Village, you will receive a notice with the proposed specific rate, terms and conditions and the opportunity to opt-out of the Village's Aggregation Program.

CANCELLATIONS MAY BE SENT ELECTRONICALLY TO: BuffaloGrove@mc2energyservices.com

OR MAY BE MAILED TO:

MC Squared Energy Services, LLC - mc²

175 West Jackson Blvd., Suite 240

Chicago, IL 60604

Fax: (877) 281-1279

OR CAN BE CALLED IN TO: 1-855-575-9232

Termination

In addition to any other remedies mc² may have, this Agreement may be terminated by mc² upon 30-day notice to customer if we return your service to ComEd per the PSA, you move outside the Village of Buffalo Grove area, you cease to be a ComEd customer or become ineligible for ComEd's Consolidated Billing. You may terminate this Agreement within 10 days after you receive your first bill under this Agreement from ComEd by notifying us at 1-855-575-9232. There is NO Termination Fee if you terminate the MC Squared Agreement prior to the end of the applicable term. If you terminate your agreement early, you will be obligated to pay for services rendered under the contract until service is terminated.

Adverse Material Change

This Agreement may be revised at any time by mc² in the event of the occurrence of an event beyond mc² reasonable control that materially alters the obligations of mc² in performance of this Agreement. In such circumstances, mc² will notify you and offer you a revised price and terms. If you do not accept the revised price and terms within 30 days, mc² may terminate this Agreement.

Community Solar

Definitions: The following definitions from external sources are incorporated by reference.

- "Community Solar," or "CS," is a type of net metering that is available to customers pursuant to Section 16-107.5(f) of the Public Utilities Act [220 ILCS 5] and ComEd Rider POGCS [ILL C.C. No. 10, Sheet 344].
- "Subscriber" and "Subscription" are defined in Section 1-10 of the Illinois Power Agency Act [20 ILCS 3855]; "Subscriber" shall also incorporate the definition of "CS Subscriber" from ComEd Rider POGCS.
- "CS Beneficiary" is defined in ComEd Rider POGCS.
- "Energy Supply Rate" is defined below, and is intended to reflect an estimate of mc² costs to serve the Customer net of capacity, transmission, and other costs.

Community Solar Arranged By Customer Independent Of Supplier. To the extent that Customer is granted Subscriber or Beneficiary status by their utility with a CS project that Supplier did not arrange, the credit from Supplier to Customer pursuant to

Section 16-107.5(f)(2) of the Public Utilities Act (e.g., the Energy Supply Rate) shall be no higher than \$0.02/kWh, unless otherwise specified in the Confirmation attached hereto. Customer need not take further action with mc² to effectuate such a subscription or other interest.

Customer acknowledges that mc² will provide credits to the customer based on information provided by the utility to the Regional Transmission Organization/RTO and/or mc². Customer agrees to indemnify and hold harmless mc² for any errors made by the utility or Regional Transmission Organization/RTO in providing or communicating relevant credits and information to mc².

Notices

Except as otherwise set forth in this Agreement or required by applicable law, notices to be provided under this Agreement shall be by U.S. Mail to the mailing address provided or electronic to the email address if provided.

Limitations of Liabilities

LIABILITIES NOT EXCUSED BY REASON OF FORCE MAJEURE OR OTHERWISE SHALL BE LIMITED TO DIRECT AND ACTUAL DAMAGES AS THE SOLE AND EXCLUSIVE REMEDY AND ALL OTHER REMEDIES OR DAMAGES EXPRESSLY WAIVED. NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, SPECIAL, OR INDIRECT DAMAGES. MC2S LIMITATIONS APPLY WITHOUT REGARD TO THE CAUSE OF ANY LIABILITY OR DAMAGE.

Miscellaneous Provisions Waiver

A waiver by either Party of any breach of the Agreement, or failure of either Party to enforce any of the terms and provisions of the Agreement, will not in any way affect, limit or waive that Party's right to subsequently enforce and compel strict compliance with the same or other terms or provisions of the Agreement.

Assignment

Neither Party may assign the Agreement, in whole nor in part, without the other Party's prior written consent, but neither party may unreasonably withhold consent. However, mc² may assign the Agreement to another ARES without Customer's prior consent but that ARES shall agree in writing to be bound by this Agreement.

Force Majeure

If either Party is unable to perform its obligations, in whole or in part, due to an event of Force Majeure as defined herein, then the obligations of the affected Party (other than the obligations to pay any amounts due prior to the Force Majeure event) shall be suspended to the extent made necessary by such event. The term Force Majeure shall mean any act or event that is beyond the claiming Party's control (and which is not reasonably anticipated and prevented through the use of reasonable measures) including, without limitation, the failure of the Utility to receive, transport or deliver or otherwise perform, unless due to the failure of the Party claiming Force Majeure to perform such Party's obligations hereunder, and an event of Force Majeure of mc² suppliers. The Party suffering the event of Force Majeure shall give written notice of such event of Force Majeure in reasonably full particulars to the other Party, as soon as reasonably possible. Each Party shall make reasonable efforts to remedy Force Majeure as soon as possible. Force Majeure shall not include (i) the opportunity for mc² to sell the electricity to be sold under this Agreement to another party at a higher price than that set forth in the Agreement, (ii) the opportunity for Customer to purchase the electricity (or its Accounts from another party) at a lower price than that set forth in the Agreement, or (iii) the inability of either Party to pay its bills under the Agreement or any other of its bills.

Entire Agreement Amendments

This Agreement constitutes the entire understanding between the Parties, and supersedes and replaces any and all previous understandings, oral or written, in any matter relating to this Agreement. This Agreement may be amended only upon mutual agreement of the Parties and will only be effective if the amendment is in writing and executed by the Parties.

Emergency, Outage and Wire Service

In the event of an emergency, outage or service need, Customer must call the Utility at the emergency number indicated on the Utility invoice: 1-800-EDISON1 (1-800-334-7661).

Customer Care

Customer may contact mc² for Customer Care if Customer has specific comments or questions by calling mc²'s toll-free telephone number at 1-855-575-9232 between the hours of 8AM and 5PM Central Prevailing Time (CPT), faxing mc² at (877) 281-1279, emailing mc² at BuffaloGrove@mc2energyservices.com or mailing to the business address. The Illinois Commerce Commission can also be reached at 1-800-524-0795, TTY at (800) 858-9277 and their website address is <http://www.icc.illinois.gov/>.

Dispute Resolution

In the event of a dispute between you and mc², you and mc² both agree to (1) raise any claim that could be brought at the Illinois Commerce Commission ("Commission") at the Commission, and (2) in the event of a dispute at the Commission, agree to voluntary binding arbitration pursuant to the Commission's Rules.

UNIFORM DISCLOSURE STATEMENT

Name: MC Squared Energy Services, LLC (mc²)
 Address: 175 West Jackson Blvd, Suite 240 Chicago, IL 60604
 Phone: 1-877-622-7697

Rates and Product Information	
Price (in cents/kWh) and number of months this price stays in effect:	Variable - ComEd Purchased Electricity Charges, Transmission Charges and ComEd Purchased Electricity Adjustment. 12 months
Other monthly charges:	None
Total Price (in cents/kWh) with other monthly charges:	N/A
Length of contract:	Twelve (12) months
Price after the initial price:	N/A
Early Termination Fees and Contract Renewal	
Early Termination Fee:	\$0.00
Contract Renewal:	No Automatic Renewal
Right to Rescind and Cancel	
Rescission:	You have a right to rescind (stop) your enrollment within 10 days after your utility has received your order to switch suppliers. You may call us at 1-855-575-9232 or your utility at (800) 334-7661 to accomplish this.
Cancellation:	You also have the right to terminate the contract without any termination fee or penalty if you contact us at 1-855-575-9232 within 10 business days after the date of your first bill with charges from MC Squared Energy Services (mc ²).

This is a sales solicitation and the seller is MC Squared Energy Services (mc²), an independent retail electricity supplier. If you enter in a contract with the seller, you will be changing your retail electric supplier. The seller is not endorsed by, representing, or acting on behalf of, a utility or utility program, a governmental body or a governmental program, or a consumer group or a consumer group program.

If you have any concerns or questions about this sales solicitation, you may contact the Illinois Commerce Commission's Consumer Services Division at (800) 524-0795. For information about the electric supply price of your electric utility and offers from other retail electric suppliers, please visit PlugInIllinois.org.

EXHIBIT B**Buffalo Grove Opt Out Mailing Schedule March 2020 (ESTIMATED)****Meter Cycles 2 to 7**

Date	Buffalo Grove Activity Opt Out Schedule
1/6/20	Assumed date Village signs Power Supply Agreement
1/7/20	Village sends MC ² all information necessary to create individual letterheads and outer envelopes, so mailing is from Village
1/7/20	MC ² receives updated Address lists and Account numbers from Village
1/7/20	MC ² orders letterheads and outer envelopes from mailing house
1/7/20	MC ² send draft mailing packets to Village for approval
1/11/20	Village approves the final mailing material; mc ² sends to mailing house for print
1/21/19	21 days Opt Out Notice Mailing Drop
2/11/20	Opt Out Due Date
2/12/20	MC ² processes account numbers for enrollment
2/14/20	DASR dates (Enrollments for meter cycles 2)
3/4/20	First meter cycle start for the new price (March meter cycle 2)

EXHIBIT C

PRICE

Eligible Customers as defined in Section 2.11 includes all residential and small commercial Aggregation customers within the Municipality excluding customers served by other alternative retail electric suppliers (ARES) including pending "with RES" status, and customers served under ComEd's Hourly Tariffed supply service (Rate RRTP); and participants enrolled in a net metering program through ComEd or an ARES other than the Supplier.

Eligible Customers in the initial and subsequent opt-out cycles will be placed on Supplier service or Tariffed Service as defined in Section 2.35 of the Agreement (i.e. ComEd default tariff supply service) based on Supplier's criteria including the customer's usage patterns and wholesale market conditions. Eligible Customers will be assessed the same Customer Class Price and will continue to receive monthly invoice statements from ComEd without regard to whether they are served by Supplier or on Tariffed Service.

Eligible Customer Class Price: Variable rate equal to the ComEd published tariff supply service costs including the Purchased Electricity Charges (PEC), Transmission Service Charges (TSC) and the Purchased Electricity Adjustment (PEA) for each applicable month for the Term of the Agreement.

Termination Fee for Withdrawing Customers:

No Early Termination Fee - \$0 per utility account.

Delivery Term:

March 2020 –
March 2021

Percent of RECs:	50%
Civic Contribution:	\$40,000/annual

Supplier will provide a \$40,000 Annual (\$3,334 monthly) civic contribution to the Village per the term. The civic contribution will be payable in equal monthly installment payments to the Village within 30 days after the last meter read cycle of each delivery month (i.e. February 2020 payment will be paid in April 2020).

Special Services:

Supplier will acquire and retire on behalf of the Village of Buffalo Grove, 50% Wind generated Renewable Energy Certificates (RECs) from a location to be determined by Supplier within the Midwest Renewable Energy Tracking System (MRETS) or the PJM Generation Attribute Tracking System (GATS). The RECs to be retired will be equal to an amount based on the

historical twelve months of electricity usage for the Eligible Customers excluding accounts on ComEd hourly tariff supply service and accounts with another alternative electric supplier, represented on the provided ComEd "Usage Data" file. Supplier will assist the Village of Buffalo Grove with all of the documentation required to become an EPA Green Power Partner Community.

Early Termination

In the event Municipality terminates pursuant to Section 6.4 of the Agreement, Supplier's obligations to provide civic contributions or RECs will be calculated by multiplying Supplier's obligation for Term by the number of full billing cycles during Term (or, as appropriate, Extended Term) before expiration of Advance Notice Period and divide that product by the number of full billing cycles in Term (or, as appropriate, Extended Term). The Parties shall subtract from such total the payments or REC retirements already undertaken by Supplier at the expiration of Advance Notice Period.

Supplier:
MC Squared Energy Services, LLC

Municipality:
Village of Buffalo Grove

Signed:

Signed:

Printed/Typed Name:

Printed/Typed Name:

Charles C. Sutton

Beverly Sussman

Title:
President

Title:
Village President

Date: 1-10-2020

Date: January 6, 2020

Attest:
Signed

Attest:
Signed

ANN DE BORTOLI
Printed/Typed Name:

Janet M. Sirabian
Printed/Typed Name:

DIRECTOR SALES & MARKETING
Title:

Village Clerk
Title:

EXHIBIT D

INSURANCE COVERAGES**A. Worker's Compensation and Employer's Liability with limits not less than:**

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

\$500,000 injury-per occurrence

\$500,000 disease-per employee

\$500,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive General Liability**a. with coverage written on an "occurrence" basis with limits no less than:**

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit Coverage

is to be written on an "occurrence" basis.

Coverage shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Agreement)
- \$200,000 Deductible

b. coverage written on a "claims made" basis with limits no less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit Coverage

is to be written on a "claims made" bases.

Coverage shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Agreement)
- \$200,000 Deductible

c. with coverage for motor vehicle liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.

C. Umbrella Policy. The required coverage may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

D. Owner as Additional Insured. Municipality shall be named as an Additional Insured the Comprehensive General Liability policy identified in Section B of this Exhibit D.

RESOLUTION NO. 2020- _____**A RESOLUTION APPROVING AN EXTENSION TO THE MASTER POWER SUPPLY AGREEMENT WITH MC SQUARED ENERGY SERVICES, LLC**

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

WHEREAS, this Contract was approved by the Village Board and signed in January of 2020.

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 Village President and Board of Trustees do hereby authorize the Village President to sign an extension to the Master Power Supply Agreement with MC Squared Energy Services, LLC.

Section 2. This Resolution shall be in full force and in effect from and after its passage and approval.

YES: _____

NAYS: _____

ABSENT: _____

PASSED: _____, 2020

APPROVED: _____, 2020

Approved:

Village President

ATTEST:

Village Clerk



Resolution No. R-2020-58 : Resolution Ceding the 2020 Unused Private Activity Bond Volume Cap

Recommendation of Action

Staff recommends approval.

SUMMARY: Buffalo Grove is the host of the Lake County Partners Private Activity Bond Clearinghouse. The resolution is required annually so that unused funds can be transferred over to the next year and used in the future.

ATTACHMENTS:

- Buffalo Grove Resolution Ceding 2020 PABC with Exhibit (PDF)

Trustee Liaison
Weidenfeld

Staff Contact
Nicole Woods, Community Development

Monday, December 7, 2020

RESOLUTION NO. 2020-

A RESOLUTION CEDING THE 2020 UNUSED PRIVATE ACTIVITY BOND VOLUME CAP OF THE VILLAGE OF BUFFALO GROVE (INCLUDING VOLUME CAP TRANSFERRED FROM OTHER LAKE COUNTY HOME RULE UNITS) TO LAKE COUNTY.

WHEREAS, the Village of Buffalo Grove, Cook and Lake Counties, Illinois (the "Village") is a municipality and a home rule unit of government duly organized and validly existing under Section 6(a) of Article VII of the 1970 Constitution and laws of the State of Illinois; and

WHEREAS, in order to facilitate economic development both in the Village of Buffalo Grove and in Lake County, Illinois, the Village has received Volume Cap from the Lake County Home Rule Municipalities in the amounts identified in Exhibit A to consolidate management under control of a single Home Rule entity in cooperation with Lake County Partners Private Activity Bond Clearinghouse (the "PABC"); and

WHEREAS, tax exempt private activity bonds provide for opportunities to increase business and commerce and relieve conditions of unemployment; and

WHEREAS, the PABC has \$35,907,385 of calendar year 2020 unused Volume Cap available from Lake County Home Rule Units; and

WHEREAS, the PABC has recommended that it is in the best interest of the Village of Buffalo Grove to transfer \$35,907,385 of unused Volume Cap to Lake County, Illinois and thereby permit Lake County to issue tax-exempt private activity bonds to finance multi-family projects; and

WHEREAS, it is in the best interest of the Village, Lake County Home Rule Municipalities, and Lake County Partners to collect the anticipated 1.0% Volume Cap fee as soon as possible; and

WHEREAS, the Village will report this transfer of \$35,907,385 of unused Volume Cap to Lake County, Illinois to the State of Illinois Bureau of the Budget as soon as reasonably possible; and

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE BOARD OF THE VILLAGE OF BUFFALO GROVE:

- Section 1. That the Village of Buffalo Grove hereby transfers \$35,907,385 of unused Volume Cap to Lake County, Illinois.
- Section 2. The PABC and the Village shall both retain a copy of this Resolution in their records for a minimum of 30 years. Notice of this Resolution together with a copy of this Resolution shall be given in writing by the Village after passage and approval hereof.
- Section 3. That the officials of the Village are hereby authorized, empowered, and directed to take all necessary or advisable actions concerning the execution and implementation of this Resolution.
- Section 4. That this Resolution shall be in full force and effect from and after its passage and approval according to law.

Passed and approved this ____ day of _____, 2020.

AYES: _____

NAYES: _____

ABSENT: _____

ADOPTED: _____, 2020.

APPROVED: _____, 2020.

ATTEST:

Village President

Village Clerk

Collected / Allocated 2020 PABC Volume Cap	2020 Estimate (from Illinois Guidelines)	2020 Per Capita - \$105.00	Actual Collected	Date Received	Comments / Resolution Number
Bannockburn	1,602	\$168,210	\$168,210	2/12/2020	2020-R-06
Buffalo Grove	40,853	\$4,289,565	\$4,289,565	3/5/20 (by mail)	2020-09
Deerfield	18,779	\$1,971,795	\$1,971,795	10/13/2020	R-20-7
Gurnee	30,576	\$3,210,480	\$3,210,480	2/4/2020	2020-02
Highland Park	29,622	\$3,110,310	\$3,110,310	3/5/2020	R25-2020
Highwood	5,272	\$553,560			
Lake Barrington	4,879	\$512,295	\$512,295	4/6/2020	2020-R-03
Lake Bluff	5,617	\$589,785	\$589,785	2/14/2020	2020-7
Lake Forest	19,544	\$2,052,120	\$2,052,120	4/25/2020	2020-09
Lincolnshire	7,925	\$832,125	\$832,135	4/3/2020	2020-806
Mundelein	31,234	\$3,279,570	\$3,279,570	6/17/2020	20-04-24
North Chicago	29,770	\$3,125,850	\$3,125,850	3/6/2020	2020-04
Park City	7,457	\$782,985	\$782,985	4/15/2020	2020-R-02
Riverwoods	3,595	\$377,475			
Round Lake Beach	27,325	\$2,869,125	\$2,869,125	6/10/2020	20-02-02
Vernon Hills	26,641	\$2,797,305			
Waukegan	86,792	\$9,113,160	\$9,113,160	3/3/2020	20-R-09
Total 2020 Volume Cap Collected		\$39,635,715	\$35,907,385		



Ordinance No. O-2020-94 : Ordinance Providing for Compensation of the Village Manager

Recommendation of Action

N/A

Consistent with Village Board direction, the attached ordinance establishes additional compensation for the Village Manager. Proper notice has been given in accordance with 5 ILCS 120/7.3, having been published and available on the Village's web site on November 30, 2020.

The Village Board approved the Village Manager's 2017 Employment Agreement on March 20, 2017, providing for terms and conditions of his employment including compensation. The agreement was subsequently amended on April 15, 2019. The attached ordinance provides for 24 hours of additional personal days based on satisfactory achievement of goals in his 2019 performance evaluation.

ATTACHMENTS:

- Ordinance Establishing Additional Compensation 2019 - Rev 11-20 (DOC)

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Monday, December 7, 2020

11/23/2021

ORDINANCE NO. 2020-_____

**AN ORDINANCE ESTABLISHING VILLAGE MANAGER
PERFORMANCE BENEFIT**

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

WHEREAS, the Corporate Authorities of the Village of Buffalo Grove by Ordinance No. 2017-011 approved an Employment Agreement dated March 20, 2017 between the Village of Buffalo Grove and Dane C. Bragg; and

WHEREAS, said 2017 Employment Agreement was subsequently amended by Ordinance 2019-023, approved by the Corporate Authorities on April 15, 2019; and

WHEREAS, said amended Employment Agreement further establishes the terms of additional compensation and benefits. The Village Board wishes to provide compensation or benefits in addition to those enumerated in Section 4.D of the Agreement.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT and BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, LAKE and COOK COUNTIES, ILLINOIS, as follows:

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

Section 2. In support of his admirable performance for the year 2019, Dane C. Bragg, as Village Manager of the Village of Buffalo Grove, shall be awarded three (3) personal days in calendar year 2021 in accordance with Section 12.01.C of the Personnel Manual.

Section 4. The remaining terms and conditions of the Village Manager Employment Agreement shall remain in full force and effect.

Section 5. This ordinance shall be effective upon its passage and approval. This ordinance shall not be codified.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2020.

APPROVED: _____, 2020.

APPROVED:

Village President

ATTEST:

Village Clerk

Attachment: Ordinance Establishing Additional Compensation 2019 - Rev 11-20 (O-2020-94 : Ordinance Compensation Village Manager)



Ordinance No. O-2020-95 : Agreement with Metropolitan Alliance of Police

Recommendation of Action

Staff recommends approval.

The attached agreement is a one year agreement with MAP beginning January 1, 2021 and ending December 31, 2021. There are no changes to the contract. MAP and the Village have agreed on wages, based on the wage formula in the contract, of 2%. As a reminder the Fire Union received a 2% increase on May 1, 2020 and the proposed budget contemplates a general wage increase for non union employees of 1.75%. MAP has approved and signed the agreement (attached). Also attached is a clean version of the contract.

ATTACHMENTS:

- 11.20.2020 FINAL - 2021 one year extension CBA re VBG and MAP (DOCX)
- Buffalo Grove Contract Extension 2020-21 (PDF)
- 2020 MAP Ordinance (DOC)

Trustee Liaison
Ottenheimer

Staff Contact
Jenny Maltas,

Monday, December 7, 2020

AGREEMENT BETWEEN

THE VILLAGE OF BUFFALO GROVE

AND

**THE METROPOLITAN ALLIANCE OF
POLICE BUFFALO GROVE
POLICE PATROL OFFICER
CHAPTER # 672**

January 1, 2021 - December 31, 2021

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AGREEMENT

This Agreement is made and entered into by and between the Village of Buffalo Grove, Illinois (hereinafter referred to as the "Village"), and the Metropolitan Alliance of Police Buffalo Grove Patrol Officers Chapter #672, (hereinafter referred to as the "Union").

It is the intent and purpose of this Agreement to set forth the parties' entire Agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the term of this Agreement for employees covered by this Agreement; to prevent interruptions of work and interference with the operations of the Village; to encourage and improve efficiency and productivity; and to provide procedures for the prompt and peaceful adjustment of grievances, as provided herein.

Now, therefore, the parties agree as follows:

ARTICLE I

Section 1.1 Recognition

The Village recognizes the Union as the sole and exclusive bargaining representative for all sworn police officers employed full time by the Village of Buffalo Grove in the classifications below the rank of Sergeant, but excluding the ranks of Sergeant and above along with all managerial, supervisory, confidential, part time or temporary employees, civilian employees, and other employees of the Department and the Village.

Section 1.2 Non-Discrimination

In accordance with applicable law, neither the Village nor the Union shall discriminate against any employee covered by this Agreement because of race, sex, age, religion, creed, color, national origin, sexual orientation, Union membership or non-membership or political affiliation. Any formal dispute concerning the interpretation and application of this paragraph shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement.

Section 1.3 Gender

In this Agreement the words "he," "his," and "him," shall connote both masculine and feminine genders.

Section 1.4 Chief

References in this Agreement to "Chief" include the Police Chief and his designee(s). The Chief will give the Union notice of any person serving as a "designee" and for what purposes that person will serve as a designee.

ARTICLE II

Section 2.1 Bulletin Board/Posting of Materials

The Village will allow the Union to place a bulletin board in the police station for the posting of official Union notices of a non-partisan, non-offensive (based on legally protected category), and non-derogatory nature. A copy of all postings will be provided to the Chief in advance to ensure compliance with this provision.

ARTICLE III

Section 3.1 Management Rights

Except as specifically limited by the express provisions of this Agreement, the Village retains all traditional rights to manage and direct the affairs of the Village in all of its various aspects, and to manage and direct its employees to make and implement decisions with respect to the operation and the management of its operations, in all respects, including all rights and authority possessed or exercised by the Village prior to the execution of this Agreement. These rights and authority include, but are not limited to, the following: to plan, direct, control and determine all the operations and services of the Village; to determine the Village's budget and budgetary priorities; to levy taxes; to supervise and direct the working forces; to establish the qualifications for employment, and to employ personnel; to schedule and assign work; to establish work and productivity standards and, from time to time, to change these standards; to assign overtime; to determine the methods, means, organization and number of personnel by which operations are conducted; to make, alter and enforce reasonable rules, regulations, orders and policies (provided that only rules, regulations, orders and policies that are mandatory subjects of bargaining shall be subject to the grievance and arbitration procedure); to enforce and alter those provisions covered under the Village of Buffalo Grove Personnel Rules, to enforce and alter those provisions covered under the Village of Buffalo Grove Personnel Rules; to evaluate employees; to discipline, suspend, and discharge employees for just cause in accordance with applicable Rules, Regulations, and Laws; to change or eliminate existing methods, equipment or facilities; and to carry out the mission of the Village; provided, however, that the exercise of any of the above rights shall not conflict with any of the expressed, written provisions of this Agreement.

Section 3.2 Contracting Out

If subcontracting is a factor in the decision not to hire additional Village employees and/or a decision to lay off any existing employees as sworn police officers, the Village will give the Union at least ninety (90) days' advance notice of the effective date of the decision. The Village will bargain over the impact and effects of the issue with the Union as required by law.

Section 3.3 Precedence of Agreement

If there is a conflict between a specific provision of this Agreement and a specific provision of a Village ordinance or a written rule, regulation, directive, policy, or procedure which may be in effect from time to time, the specific provision(s) of this Agreement will take precedence during the term of this Agreement. The only exception is if required by law.

ARTICLE IV

Section 4.1 Safety Committee

The Village and the Union recognize the importance of maintaining a Village-wide Safety Committee where the Union is able to address safety issues within the Department and to promote the safety, welfare and physical well-being of all Police Department personnel.

Section 4.2 General Orders/Guidelines Task Force Committee

Effective with this Agreement, The Police Chief may establish a General Order (GO) Task Force. The purpose of this Task Force will be to complete the review of the current GO manual.

The GO Task Force also has the responsibility to make any recommendations to the Police Chief for changes in the GO manuals as necessary but is only in the form of recommendations and may or may not be accepted by the Police Chief. Once this is complete, the task force will remain idle until such time the Police Chief deems it necessary to activate them for the purpose of a particular GO review. At no time will the GO Task Force be charged with the review or consideration of GO's that involve mandatory subjects of bargaining.

Section 4.3 Labor-Management Committee

The Village and Union recognize the need to communicate on a regular basis throughout the term of this Agreement. In order to facilitate an open and candid exchange of information, a Labor-Management Committee will be the forum for these communications. The purpose of the Committee is to establish a regular pattern of meetings to discuss issues of mutual concern.

The Labor-Management Committee may be comprised of the following:

For the Village — Police Chief, Deputy Chief, Commanders, Village Manager, and Director of Human Resources.

For the Union — Union President, Vice President, Sergeant at Arms, and three Shift Stewards (or other Union designees).

The Committee shall meet at least four (4) times in a calendar year unless the parties mutually agree to meet more or less. If any Labor-Management Committee meeting is scheduled during work hours of an employee, such designated committee members shall be released from duty to attend such meeting without loss of pay.

Section 4.4 Promulgation of New or Revised Rules

The Police Department agrees to notify the Union in advance of promulgating or implementing any new or revised rules and regulations or Board of Fire and Police Commissioners rules and regulations which constitute mandatory subjects of bargaining within the meaning of the Illinois Public Relations Act. Such notice shall be afforded sufficiently in advance of the purpose and effective date of the proposed change to allow the Union a fair opportunity to review and bargain over the impacts and effects of the proposed change. If not objected to within thirty (30)

days of the Union having written notice of changes to rules or regulations, those particular changes will be deemed to be reasonable.

Section 4.5 Return to Work After Illness/Injury

All employees returning to work after injury or illness situations, whether they are duty or non-duty related for a period of three (3) or more consecutive shifts, must present a Duty Status Report from his/her physician before returning to work. It is the responsibility of the employee to deliver the Duty Status Report directly to the treating physician. If an employee is hospitalized, the employee (or designee if incapacitated) should notify the Chief of Police immediately.

Any employee who receives a prescription for a controlled substance must report this fact to their supervisor and the Chief of Police if used or under the influence of the prescription during working time.

If there is any question concerning a police officer's fitness for duty, or fitness to return to duty following a layoff, illness or injury, the Village may require, at the Village's expense, that a police officer be examined by a qualified physician and/or other appropriate medical professional selected by the Village to determine if the officer can safely perform all of his/her essential job functions (either with or without a reasonable accommodation, if disabled). The foregoing requirement shall be in addition to any requirement, pursuant to the terms of this Agreement that a police officer provides a written statement from his own doctor upon returning to work from sick or injury leave. If the Village's examining physician/medical professional determines that a police officer is not fit for duty after receiving the result of any examination or test, the Village may direct appropriate remedial action and/or place the officer on sick leave, or unpaid leave if the officer does not have any unused sick leave time, or paid administrative leave if appropriate.

If the officer disagrees with the Village's examining physician/medical professional's determination, that officer may, at his own expense, provide the opinion of a physician/medical professional of his/her choosing. Should the employee's physician/medical professional disagree with the Village's physician/medical professional, and the Village refuses to adopt the findings made by the employee's physician/medical professional, the Union and Village will jointly select a physician whose decision will be determinative of the matter. If the employee is returned to duty based upon the employee's, and/or jointly selected, physician/medical professional, the employee will be made whole for any and all time on leave that was unpaid.

Section 4.6 Drug and Alcohol Testing Policy

The Parties agree to establish a committee comprised of an equal number of bargaining unit members and management for the purpose of attempting to simplify the language of the existing drug/alcohol policy applicable to all Village employees. The parties intend that the concepts in the existing policy will remain in effect but nothing in this Section will require either party to agree to any proposal or concession relative to this Policy. Until and unless a revised policy is agreed upon by this committee and ratified by authorized representatives of both parties, the Village's existing Drug and Alcohol policy will remain in effect.

Section 4.7 Performance Evaluation Plan

The Village and Union recognize that the Performance Evaluation Plan is a vehicle intended to measure and evaluate on-the-job performance. For the purpose of annual evaluations, each employee will be required to provide an annual milestone/recap statement of his individual performance forty-five (45) days prior to the April evaluation period (with issuance of the evaluation during June). The employee shall receive a final copy of the evaluation no more than 45 days after the evaluation is issued in June.

If an employee has a disagreement with his/her evaluation, the first step of review will be at the level of the employee's immediate supervisor. If the immediate supervisor cannot resolve the disagreement, the next step will be to have the employee's Unit Supervisor (e.g., Lieutenant or Commander) review the evaluation. If at that step the employee's disagreement is not resolved the employee may then appeal to the Police Chief in conjunction with the Director of Human Resources. If the employee's disagreement is not resolved at this level, the employee may then meet with the Village Manager as a final step of appeal. The findings of the Village Manager will be deemed the final resolution and his findings may not be grieved. All final resolutions, no matter at what level will be in writing.

For the first and second step of this process the time frame allotment will be fifteen (15) days for the appropriate level or response. For the remaining steps the time frame will be twenty (20) days for the appropriate response. Days are counted as business days, Monday — Friday.

All goals and objectives given by a supervisor will be realistic, attainable, and discussed with the employee. Goals that are mandated by the department will be supported or funded by the department.

If the Village changes the tool used to measure or evaluate performance, the Village will: (a) provide the Union with thirty (30) days' prior notice before implementation, and (b) when required by law, provide the Union an opportunity to bargain over the impacts and effects of the change(s) prior to implementation.

The Union agrees that its membership is committed to excellence in carrying out the duties and mission of the police department and the Union executive board agrees it has a duty to address substandard performance among its members.

Finally, the parties agree to meet and discuss in good faith the concept and parameters of a "pay for performance" evaluation program in the event such a program is adopted and implemented for non-represented employees of the Village. Nothing in this final paragraph of Section 4.7 will require either party to agree to any concession or improvement relative to this issue.

Section 4.8 Secondary Employment

Employees may engage in Extra-Duty or other secondary employment which has been authorized by the Chief. The Chief may deny or cancel permission for an employee's Extra Duty Assignment; but, such denial or cancellation will not be arbitrary or capricious. On an annual basis, employees who perform outside employment pursuant to this Section must submit and comply with the terms of the Department's Secondary Employment Approval and Notification Form and

the Village's Secondary Employment Indemnity Agreement (where applicable for Extra Duty Assignments), as set forth in Appendix B.

Employees who are employed by another municipal police department, municipal law enforcement agency or other public or private employer, where personnel function as a police officer or have law enforcement responsibilities as part of their secondary employment, are considered to be involved in "Extra Duty" secondary employment activities. Those employees also agree that: (a) scheduled Extra Duty time will be submitted for approval by the Chief monthly on the first duty day of each month (changes that occur after that will be submitted through Chief); (b) the employee's schedule is subject to approval of the Chief to ensure that it does not interfere with the operations of the Village or the Department; (c) employees will comply with the applicable rules and policies governing consecutive hours worked; and (d) employee must have a minimum of eight (8) consecutive hours of documented time off prior to reporting for any shift assignment, overtime or any other special duty for the Department.

Section 4.9 Safe Driving Incentive

Any member who is not involved in an on-duty, chargeable traffic crash for a twenty four (24) month consecutive period shall be granted eight (8) hours of compensatory time added to their bank annually.

Section 4.10 Officer Involved Shootings

1. The Union agrees its members shall be required to abide by the Employer's General Order regarding "Deadly Force Incident Procedure, including the section requiring each officer who is involved in an officer involved shooting to submit to drug and alcohol testing, so long as such testing is required by Public Act 100-389 or any similar State law.

2. For the purpose of clarity, the parties agree an officer "involved in" an officer involved shooting is defined to mean any officer who discharged a firearm thereby causing injury or death to a person or persons. If multiple officers discharged their firearms, and it is unclear whose bullet struck the person or persons, then all officers who discharged their firearm in the direction of the subject shall be required to submit to drug and alcohol testing.

3. The parties agree the term "involved in" an officer involved shooting does not include officers who did not discharge their weapon, even if they were providing other forms of support and assistance during the call. Nor does the term "involved in" include officers who discharge their weapons when it is undeniably clear their projectiles did not actually strike any person or persons.

4. The parties agree the provisions of the Collective Bargaining Agreement regarding drug testing and standards for discipline shall regulate the drug testing procedures and the consequences for any positive drug test results.

5. The parties agree any drug or alcohol test required pursuant to this Agreement shall be considered a compelled, non-voluntary drug or alcohol test under threat of disciplinary action. Such testing normally will be done by urinalysis. However, blood tests shall only be administered at the directive of the Department with either a warrant or with consent of the officer. This does

not limit the Employer's right to obtain test results via other available legal processes. The samples, testing, and results shall only be used for internal administrative purposes.

6. The Employer will not share any test samples or results of testing with any entity or person except if required by law.

7. Investigations regarding an OIS will be conducted in accordance with Buffalo Grove Police General Order W-01 (issued and effective December 1, 2018)(attached hereto as Appendix A). In the event of a conflict between the General Order and the CBA, the CBA will prevail.

8. Officers will only answer "public safety questions" under threat of "disciplinary action up to and including termination", as in the past.

ARTICLE V

Section 5.1 No Smoking

Employees covered under this Agreement shall restrict their smoking to the designated smoking areas and refrain from smoking in Village vehicles, in accordance with state law, Village ordinance, and all applicable General Orders.

Section 5.2 Residency

There will be no residency requirements for employees covered under this Agreement during the term of this Agreement.

ARTICLE VI

Section 6.1 Salaries

Police Patrol Officer Effective January 1, 2021 through December 31, 2021:

2021	Buffalo Grove Pay Step Plan		
Starting	294	\$	74,172.80
1	305	\$	78,355.68
2	316	\$	82,775.68
3	327	\$	87,443.20
4	338	\$	92,372.80
5	349	\$	97,585.28
6	360	\$	103,088.96
7	372	\$	109,445.44

For purposes of establishing raises for this Agreement only, the following formula will be used to determine wage increases: effective January 1, 2021, the parties agree to place the maximum base pay for police officers at the one-half percent ($1\frac{1}{2}\%$) step (per the Village's

established step plan) above the third highest paid agreed upon comparable community prior to the Village's position being included, for future comparable studies. For purposes of determining the salaries of job titles within the bargaining unit, for the duration of this Agreement, longevity pay (based on officers with at least fifteen (15) years of completed service) and applicable stipends shall be added to the base salaries of all comparables, as well as those of the Village. Only stipends that are given to all officers with at least fifteen (15) years of experience shall be applied in the formula.

For the purpose of determining the general wage increase of comparable communities who have not yet resolved their January 1 to December 31 that impact the year both parties are bargaining wages, the parties shall calculate and apply the average of the actual general wage increase and above referenced stipends granted by the comparable communities from January 1 to December 31. This same process will be used for communities who have not resolved wages for years prior to the year parties are bargaining.

The parties agree the following communities (listed in alphabetical order; not the order to be used in the formula) will be used in the formula referenced in this Section:

1. Elk Grove Village
2. Glenview
3. Gurnee
4. Highland Park
5. Hoffman Estates
6. Morton Grove
7. Mt. Prospect
8. Mundelein
9. Niles
10. Northbrook
11. Park Ridge
12. Rolling Meadows
13. Wheeling
14. Wilmette

It is understood and agreed to by the parties that the general wage increase during the term of this Agreement shall be two percent (2.0%) based on the formula set forth above in this Section 6.1.

Section 6.2 Specialty Pay

In addition to the annual wages, employees who are serving in the following specialties shall receive specialty pay in the prescribed amounts listed below:

Evidence Technician	Evidence Technicians shall receive an additional eight and a half (8.5) hours of pay on a quarterly basis for a total of thirty-four (34) hours annually.
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Field Training Officers	Officers assigned to perform FTO duties shall be paid \$5.00 per hour for all time that duty is performed in addition to their regular salary.
Officer-In-Charge	Officers assigned to Watch Commander or Field Supervisor duties shall be paid \$1.50 per hour for all time that duty is performed in addition to their regular salary. This responsibility shall first be offered to those officers assigned as corporals prior to being offered to other officers.
Canine Handler	To compensate for at home grooming, feeding, and training of the canine, the handler will be credited for working thirty (30) minutes of canine care time for each full duty day. On the Canine Handler's days off, or approved leave request, the handler will be compensated one (1) hour for each day to properly train, feed, and groom the canine, unless the canine is boarded. This compensation (on day off) shall be at time and one-half and be paid in the form of overtime or compensatory time, at the discretion of the Department. Canine Handlers will be allowed to accrue four hundred eighty (480) hours of compensatory time.
Night Officers	Officers assigned to the night shift shall receive an additional eight and a half (8.5) hours of pay on a quarterly basis for a total of thirty-four (34) hours per year. Officers will be paid an additional \$1.00 per hour worked on the night shift.
Investigators	Officers assigned as Investigators shall receive an additional eight (8) hours of pay on a quarterly basis for a total of thirty-two (32) hours per year.
NIPAS Assignment	Officers assigned to the Mobile Field Force & EST will be allowed to accrue four hundred eighty (480) hours of compensatory time.
Traffic Division	Officers assigned to the Traffic Division (including the full time Truck Enforcement officer) shall receive an additional eight (8) hours of pay on a quarterly basis for a total of thirty-two (32) hours per year. All officers shall attain/maintain the appropriate certification(s) throughout the quarter to be eligible for this stipend.

Section 6.3 Hours of Work and Overtime

- A. Overtime hours shall be paid at one and one-half (1.5) times the employee's regular straight time hourly rate of pay. An employee's regular straight time hourly rate of pay for overtime pay purposes shall be computed as follows: $(\text{Annual Rate} / 2080 \times 1.5)$

- B. Employees will be compensated at the one and one half (1.5) time rate when required to work any time outside of their regularly scheduled shift unless otherwise stated in this Agreement.
- C. Hire backs for any actual contractually designated Holiday on list indicated at Section 7.1 (not observed) shall be paid at two (2) times the employee's regular straight-time hourly rate of pay.
- D. In addition to the provisions described above, employees shall be paid one and one-half (1.5) the employee's regular straight time hourly rate of pay for regularly scheduled hours of work which are actually worked in excess of one hundred and seventy-one (171) hours in the employee's normal twenty eight (28) day work cycle (or in excess of the applicable hours ceiling under the Fair Labor Standards Act should the Village designate different FLSA employee work cycles in accordance with the Fair Labor Standards Act).
- E. In lieu of overtime payment(s), employees may elect to be granted compensatory time off. Such compensatory time may be accumulated to a maximum of one hundred twenty (120) hours. Once an employee reaches the maximum amount of compensatory time, all overtime will be paid at the one and one half (1.5) time rate. Employees may submit requests for compensatory time off at their discretion.
- F. Hours worked for purposes of calculating eligibility for overtime includes actual hours worked, sick time, vacation time, compensatory time, personal holidays, and all other paid benefit time.
- G. Compensatory time banks will not be allowed to have a deficit balance.
- H. Compensation shall not be paid or earned (or compensatory time accrued) more than once for the same hours under any provision of this Agreement. The intent of this paragraph is not to prevent an officer from working overtime while on scheduled vacation or other approved benefit time off. As an example, however, an on-duty officer may not utilize benefit time during the shift to qualify as off-duty for purposes of collecting court time. At the same time, if an employee works he will not lose any benefit time that he was approved to use during those hours worked.

Section 6.4 Training Overtime

- A. Employees attending shift or proficiency training during the employee's off duty hours will be credited with no less than three (3) hours of overtime, unless their activities are an actual extension of their tour of duty.
- B. Employees attending a full day of training (*e.g.*, NEMRT, NIPAS) will have their schedule adjusted and will be placed on a training day for this purpose. The employee normally will receive an alternate full day off on a day that is selected by the employee with approval of the supervisor (which approval will not be unreasonably withheld) on a day that falls prior to the end of the next pay period.

- C. If the alternate day cannot be scheduled pursuant to Section 6.4(B) above, the employee will receive overtime compensation for the training time up to a maximum of eight (8) hours.

Section 6.5 Longevity

Employees shall be eligible for 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 and are subject to deductions:

<u>Years of Service</u>	<u>Award</u>
5 through 9	\$400
10 through 14	\$600
15 through 19	\$800
20 or more	\$1,000

Section 6.6 Call Backs & Court Time

In order to allow for an equitable distribution of call backs amongst the members, a call back list shall be maintained by each patrol shift. At the beginning of each year, all members on the shift shall be placed on a list in order of Department seniority. When the Department has at least twenty four (24) hours' notice of the need to fill a position, members shall be contacted in the order of the list, once a member accepts a call back, they shall rotate to the bottom of the call back list. The call back list shall be exclusive of court time requirements. All call backs shall be paid at the applicable overtime rate for a minimum of two (2) hours.

Any officer who is required to attend court off duty shall be compensated a minimum of three (3) hours at the overtime rate. When there is less than twenty four (24) hours' notice to the Department of the need to fill a position, whenever practicable, shift overtime will be scheduled on a voluntary basis, offered first to those working (on a seniority basis) when the overtime vacancy occurs. If the shift overtime is not filled it shall be offered then to those employees (currently off duty) on a seniority basis. If forced shift overtime becomes necessary, an employee (on inverse seniority basis) who is working shall be ordered to stay to fill the vacancy for all or part of the shift as deemed appropriate by the Chief (or designee).

Section 6.7 Health, Dental, Vision & Life Benefits

The Village shall grant employees covered by this Agreement, except as specifically and expressly limited by this Agreement:

Health Insurance Benefits:

1. Eligible employees who elect Health Insurance coverage for the Employee (and/or any eligible dependents) will continue to pay a premium contribution amount equal to fifteen percent (15%) of the premium costs for that class of coverage.
2. There will not be any financial contribution required for eligible employees to participate in the dental or vision component of the group health insurance program.

3. The Village will maintain the structure of the plans that were in effect as of January 1, 2018 (with no PPO B plan as agreed).
4. All employee premium contributions will automatically be taken out of an employee's check on a pre-tax basis via Section 125 of the Internal Revenue Code. This means that employees will not pay taxes on the premium contributions.
5. Nothing set forth herein shall prohibit the right of the Village to obtain other hospitalization and major medical benefits or change such benefits under a different program or with a different insurance company (including self-insurance), provided the basic level of coverage and benefits are substantially similar. The Village will notify the Union, in writing, of any proposed changes in the basic level of coverage and/or benefits. Subject to the terms of this Agreement, and only if the plan is substantially similar to the benefits currently received, the Village may include covered members in the same plan as other Village employees.

Dental Insurance Benefits:

Employees may elect to participate in any dental insurance program for themselves and their dependents which the Village of Buffalo Grove has provided to Village employees generally.

The Village shall be responsible for one hundred percent (100%) of the costs of such dental insurance for the employee and any eligible dependents who are covered.

Vision Insurance:

Employees may elect to participate in any vision insurance program for themselves and their dependents which the Village of Buffalo Grove has provided to Village employees generally. The Village shall be responsible for one hundred percent (100%) of the costs of such vision insurance for both employee and any eligible dependents who are covered.

Terms of Policies to Govern:

The extent of coverage under the insurance policies referred to in this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in said policy and shall not be subject to the grievance procedure set forth in this Agreement.

Group Term Life Insurance - No Employee Contribution as of 2019

The Village will provide group Term life insurance to the employee at no cost to the employee with a benefit equal to the employee's annual base salary (per 6.1).

Section 6.8 Attendance at Grievance Meetings

Members will be granted leave to attend meetings, hearings, arbitrations, or matters pending before a tribunal when that tribunal compels a member's attendance. Such leave will be granted without loss of pay or benefits. Employees subpoenaed by management to attend a

grievance meeting or arbitration hearing will be compensated at their applicable rate if the hearing is scheduled during the employee's off-duty hours. On-duty personnel who are not serving as a Union representative or technical assistant will only be given leave for the period of time necessary for them to travel and testify on the day in question. The Union will not abuse this right.

Section 6.9 Uniform Allowance/Maintenance

Officers covered by this agreement shall receive a uniform allowance (which includes the costs of maintenance and cleaning) of One Thousand Dollars (\$1,000) (pre-tax) annually. The allowance is provided for the replacement or repair of uniform clothing and personal equipment used in the course of their duties. No uniform allowance will be paid until the completion of one year of service. All uniform allowance payouts will be on the first pay period of the next fiscal year. (For example, an officer hired in May 2020 will receive his/her first uniform allowance payment in January 2022.) Any members hired after the first pay period in January 2021 will not receive the 2022 stipend, but all other members will receive the stipend upon ratification, if they have not already received it.

ARTICLE VII

Section 7.1 Holidays

The Village shall observe the following holidays annually:

New Year's Day	Martin Luther King, Jr. Day	President's Day
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas		

All members assigned to patrol or traffic shall be paid the regular hourly rate of pay for eight (8) hours for each observed holiday. All other employees who are not assigned to patrol or traffic shall receive their normal compensation for time off work on Village observed holidays if the employee normally would be scheduled to work on that observed holiday. All members assigned to patrol or traffic who work on the observed holiday shall be compensated at their normal rate. Employees called in to work on an actual holiday, when not scheduled to do so, will be paid pursuant to Section 6.3C.

Without any loss of pay, members assigned to investigations will not normally be scheduled to work on holidays. If the investigator is required to work on a holiday, the investigator will receive pay pursuant to Section 6.3C. Employees shall receive one (1) floating holiday per calendar year, said day to be scheduled so long as the selection of that shift does not drop below the staffing levels designated by management.

Section 7.2 Sick Leave

Employees covered by this Agreement shall be allowed sick leave on the basis of the following:

- a. Employees shall earn ten (10) days of sick leave with pay credit annually. This is equivalent to eighty (80) hours annually.
- b. Employees shall accrue sick leave at a rate of five sixths (5/6) of a day for each full month of employment.
- c. Sick leave shall be credited in advance to the employee at the beginning of each calendar year, effective with the second calendar year of employment.
- d. Sick leave shall not be accrued while on a discretionary personal leave of absence (not required by law) without pay in excess of thirty (30) calendar days.

Section 7.3 When Taken

Sick leave with pay will be granted for absence from duty because of actual personal illness, non-compensable bodily injury or disease, exposure to contagious disease, to care for an ill or injured member of the employee's immediate family, the birth of a new-born child, or to keep a doctor's or dentist's appointment. Sick leave shall not be granted in cases where regular or disability retirement has been approved.

For the purposes of this Agreement, immediate family members shall include, husband, wife, civil union partner, son, son-in-law, daughter, daughter-in-law, foster child, mother, mother-in-law, step mother, father, father-in-law, step father, brother, brother-in-law, sister, sister-in-law, step children and grandparents of the employee or his/her spouse/civil union partner.

When an employee finds it necessary to be absent for any of the reasons specified herein, he shall report that he is using sick time to a supervisor. The employee is not required to give any personal health information at this time. An employee is required to give such notification one (1) hour in advance of his scheduled starting time. An employee is responsible for making a daily report (based on duty day) thereafter for the duration of the illness or injury. A medical certificate may be required by the Department head for any absence lasting three (3) or more consecutive shifts.

Section 7.4 Accrual

Employees may accumulate sick leave credit to a maximum of two thousand eighty (2,080) hours.

Section 7.5 Accrued Sick Leave

Retiring employees are eligible to establish an employer sponsored Retiree Health Savings (RHS) Plan. Employees will be eligible to apply their accrued sick leave based on the following table:

Years of Service and Age at Retirement Percent of two-thousand eighty (2,080) Hours:

20 years of service	And 41 years of age at retirement	27.5%
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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 Retiree Health Savings (RHS) Plan will be administered by the ICMA 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 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 ICMA Retirement Corporation. The documents collectively comprise the Vantagecare Retiree Health Savings Plan. It is the intent of the Village to establish a separate plan for the members of the Union.

The Village and Union will review and determine funding levels and formulas in compliance with rules appropriate to the legal basis used to establish the plan and as set forth from time to time in the Village's Personnel Rules and as permitted under applicable tax rules or statutes as adopted and/or amended. Employees who elect to participate in individual contribution programs may be subjected to all applicable rules, including irrevocability of those contributions.

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 Dollar hourly 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. That hourly rate value shall be distributed to all Village employees after it is calculated for the current year.

On an annual basis (January 1st through December 31st), employees will convert up to sixteen (16) hours of unused sick time for deposit into their Plan account; providing that they have completed one (1) year of work with no absences. Eight (8) hours will be converted if only one (1) sick day is used.

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 police department due to disability or death will receive the value of their accrued sick leave under this plan as part of the RHS benefit.

Section 7.6 Light Duty

An employee who is eligible for injury or illness leave may be required and/or may volunteer to work for an available, temporary light duty assignment that is consistent with employee's medical restrictions. As a general rule, light duty work assignments will not exceed sixty (60) calendar days except when work is available and constitutes a reasonable accommodation for an employee with a disability. The actual length and type of light duty work will be determined by the Police Chief in accordance with the business needs of the Village. Light duty assignments may be terminated based upon a lack of performance in relation to the assigned job or for other reasons deemed appropriate by the Chief.

These issues will be addressed on a case-by-case basis. Employees will only be required to perform meaningful work, and will always be subject to the Police Department chain of command. A police officer will not be subject to discipline by a person outside of the sworn Police Department chain of command. Should an employee disagree with the directives given by a civilian, the employee may seek direction from his police supervisor who will resolve the dispute. The Village will not assign an employee to work light duty when there is not a legitimate business need to have such work performed.

Section 7.7 Vacation

A. Employees covered by the Agreement shall receive vacation leave credit according to the following schedule:

1. 1st partial year and first full calendar year of service:

After 1 month	8 hours
After 2 months	16 hours
After 3 months	20 hrs.
After 4 months	28 hrs.
After 5 months	36 hrs.
After 6 months	40 hrs.
After 7 months	48 hrs.
After 8 months	56 hrs.
After 9 months	60 hrs.
After 10 months	68 hrs.
After 11 months	76 hrs.
After 12 months	80 hrs.
 2. 2nd full calendar year of service: 88 hrs.
 3. 3rd full calendar year of service: 96 hrs.
 4. 4th full calendar of service: 104 hrs.
 5. 5th full calendar year of service: 112 hrs.
 6. 6th-10 full calendar year of service: 120 hrs.
 7. 11th-14th full calendar year of service: 136 hrs.
 8. 15th-19th full calendar year of service: 160 hrs.
 9. 20th — 24th full calendar year of service: 184 hrs.
 10. 25th (and after) full calendar year of service: 200 hrs.
- B. Employees shall accrue paid vacation credits on a monthly basis. Vacation leave shall be credited in advance to the employee at the beginning of the calendar year, effective with the second (2nd) 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 Chief of Police and provided a loan agreement/vacation advance agreement is entered into with the employee concerning the repayment of the time once earned. Vacation leave shall not be accrued or earned while on leave of absence without pay.
- C. Earned vacation days shall normally be taken within the year they are earned. A maximum of forty (40) hours may be carried over to the next twelve (12) month period with prior approval by the Chief or his designee. Any amount in excess of forty (40) hours shall be forfeited unless specifically authorized by the Village Manager or his designee up to a maximum of eighty (80) hours. All hours carried over must be used by June 30 of the following year otherwise they will be forfeited.

- D. Vacation leave schedules shall be approved by the Police Chief or his designee consistent with the operational needs of the Police Department. Vacation requests will be accepted for the upcoming year after the Shift bids are posted on November 15th. In the event of a conflict between two (2) or more officers' request for vacation, seniority shall be the determining factor until March 31st. As of April 1st, vacation shall be granted on a first come, first serve basis.
- E. Employees leaving the Police Department shall be compensated for vacation leave earned and unused through the date of separation or resignation (regardless of reason). Annual vacation leave entitlements at the time of separation or resignation shall be prorated based on the time worked by the employee in the calendar year. Vacation leave 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.

Section 7.8 Shifts or Watches

The Buffalo Grove Police Department will maintain three (3) shifts or watches they are:

Day Watch which is 0630 hours to 1500 hours,
 Evening Watch which is 1430 hours to 2300 to hours, and
 Night Watch which is 2230 hours to 0700 hours.

The Village shall maintain permanent shift assignments to staff each watch based upon their seniority and assigned specialized duties (e.g. evidence technicians, FTO, etc.). Each October 1st, officers will bid for shifts for the upcoming calendar year. Final shift rosters for the upcoming year shall be posted no later than November 15th. Assignments to shifts will be determined by the Police Chief, however final shift selection shall not be arbitrary or capricious but rather based on the factors stated herein.

Probationary officers will be subject to rotating shifts in three (3) month intervals during the six (6) month period after release from FTO training. The Employer agrees that this will not result in reassignment of a senior officer during this six (6) month period.

Section 7.9 Work Schedules

The regular work schedule for members assigned to patrol shall consist of a rotation of five (5) consecutive days on duty followed by two (2) consecutive days off duty, then five (5) consecutive days on duty followed by three (3) consecutive days off duty. This schedule will repeat itself. Each regular workday shall be eight and one half (8.5) hours in duration, including thirty (30) minutes paid lunch and two (2) paid fifteen (15) minute work breaks with the officer available to respond to an emergency if needed.

While it is understood that Patrol Officers work an eight and one half (8.5) hour day, benefit time will be charged at an eight (8) hour rate.

The 5/2 - 5/3 schedule produces only two-thousand-sixty-eight (2,068) hours of work per twelve (12) month period. Employees will not be required to pay back the twelve (12) hours owed to the Village. It is understood that each employee will be assigned one (1) eight (8) hour Administrative day (A-day) per year, to be scheduled during the annual Buffalo Grove Days festival, a training day, Shift Proficiency Training, or during Range Days. If Buffalo Grove Days, a training day(s), Shift Proficiency Training, or Range Day (s) falls(s) during the two (as opposed to three) regular days off portion of the member's regular schedule, the A-day will be worked at a mutually agreed upon time.

Officers assigned to the Traffic Unit shall report for duty for either of the following shifts, unless the Traffic Sergeant designates a different forty (40) hour schedule based upon legitimate business needs:

0600 through 1600
0900 through 1900

Officers assigned to the Field Operations Support Group shall work four (4) ten (10) hour days Monday through Saturday. Officers working in this division may work five (5) eight (8) hour shifts Monday through Saturday with the approval of their supervisor. Members working in FOSG will be regularly assigned to a reoccurring ten (10) hour shift with a start time no later than 1200 and no earlier than 0600. This member's regular schedule may be changed as long as the affected member(s) receive seven (7) days' advance notice prior to the change (or as agreed to otherwise).

The School Resource Officers and Police Liaison Officer will work five (5) eight (8) hour days Monday through Friday when school is in session. Officers working in this division may work four (4) ten (10) hour days when school is not in session with the approval of their supervisor.

Some emergency situations may require implementation of a modified work schedule and changing assignments. In the event of such emergency, notice will be given to the union, along with a good faith estimate of how long the modifications will be in place for. Modified work schedules will not last any longer than thirty (30) days in a calendar year.

Section 7.10 Changing Days Off

Employees who wish to exchange days off of work for one another must work back for the person with whom they exchanged the shift within the same work period of the same calendar year, unless approved in advance by the officer's supervisor. All exchanges must be documented in the remarks section of the Daily Attendance Record and approved in writing by the officer's supervisor.

Section 7.11 Breaks and Lunches

All employees shall be entitled to a one half (1/2) hour lunch period and two (2) quarter (1/4) hour break periods each shift subject to calls received and the needs of the Department.

ARTICLE VIII

Section 8.1 Grievance - Definition

A "grievance" is defined as a dispute or difference of opinion raised by an employee or the Union against the Village involving an alleged violation of this Agreement. Such grievances may be filed by the employee, or Union. The Union may file joint, group, or class action grievances on behalf of two (2) or more employees, or the Union as whole.

Section 8.2 Procedure

The parties acknowledge that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. If, however, the informal process does not resolve the matter, the grievance will be processed as follows unless, by mutual agreement in writing, the parties waive one or more of the aforementioned steps:

STEP 1: The grievance will be submitted in writing to the immediate supervisor specifically indicating that the matter is a grievance under this Agreement. The grievance shall contain a statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the specific relief requested, and the signature of the grievant and/or Union representative. All grievances must be presented no later than ten (10) calendar days from the date of the discovery of the matter giving rise to the grievance.

The immediate supervisor shall render a written response to the grievant within ten (10) calendar days

STEP 2: If a grievance of a member is not settled at Step 1 and the Union or grievant wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted by the Union in writing to a Lieutenant or Commander within ten (10) calendar days after receipt of the Village's answer in Step 1. The Lieutenant or Commander shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the grievant and the Union. If no settlement of the grievance is reached, the Lieutenant or Commander or his designee shall provide a written answer to the grievant and the Union within seven (7) calendar days following the meeting.

STEP 3: If a grievance of a member is not settled at Step 2 and the Union or grievant wishes to appeal the grievance to Step 3 of the grievance procedure, it shall be submitted by the Union in writing to the Police Chief within seven (7) calendar days after receipt of the Village's answer in Step 2. The Police Chief (or designee) shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the grievant and the Union. If no settlement of the grievance is reached, the Police Chief or his designee shall provide a written answer to the grievant and the Union within seven (7) calendar days following the meeting.

STEP 4: If a grievance is not settled at Step 3 and the Union wishes to appeal the grievance to Step 4 of the grievance procedure, it shall be submitted by the Union in writing to the Village Manager within seven (7) calendar days after receipt of the Village's answer in Step 3. Thereafter, the Village Manager, or his designee, and other appropriate individuals as desired by the Village Manager, shall meet with the grievant and Union representative(s) within seven (7) calendar days of receipt of the Union's appeal. If no agreement is reached, the Village Manager or his designee shall submit a written answer to the grievant and the Union within seven (7) calendar days following the meeting.

Section 8.3 Arbitration

If a grievance is not settled in Step 4 and the Union wishes to appeal the grievance from Step 4 of the grievance procedure, the Union may refer the grievance to Arbitration within twenty-one (21) calendar days of receipt of the Village's answer as provided to the Union at Step 4. A grievance is deemed advanced to Arbitration when the Union provides written notice to the Village Manager of its intent to have the matter resolved by an Arbitrator.

- A. The parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) Arbitrators who maintain an office in Illinois, Wisconsin, Iowa, or Indiana. Each party retains the right to reject one (1) panel in its entirety and request that a new panel be submitted.

Each party also retains the right to request that the panels submitted for any given case be limited to members of the National Academy of Arbitrators. Both the Village and the Union shall alternately have the right to strike one (1) name from the panel. A coin toss will determine which party will strike the first name; the other party shall then strike a name. This process shall continue until one (1) person remains, this person shall be the Arbitrator.

- B. The Arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing subject to the availability of Union and Village representatives.
- C. The Village and the Union shall have the right to request the Arbitrator to require the presence of witnesses at the hearing and the production of documents prior to hearing. The Village and the Union retain the right to employ legal counsel at their own expense.
- D. Unless otherwise agreed to by the parties, the Arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- E. More than one (1) grievance may be submitted to the same arbitrator where both parties mutually agree in writing.
- F. The fees and expenses of the Arbitrator and the cost of a written transcript, if any, shall be divided equally between the Village and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 8.4 Limitations On Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The Arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The Arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the first step and shall have no authority to make a decision on any issue not so submitted or raised. The Arbitrator shall be without power to make any decision or award, which is contrary to or inconsistent with applicable Federal or State law. Any decision or award of the Arbitrator rendered within the limitations of this Section shall be final and binding upon the Village, Union and the employee(s) covered by this Agreement.

Section 8.5 Time Limit For Filing

No grievance shall be entertained or processed unless it is submitted at Step 1 within ten (10) calendar days after the discovery of the event giving rise to the grievance. If a grievance is not presented by the employee/Union within the time limit set forth above, it shall be considered waived and may not be further pursued. Such waiver shall not serve to waive the Union or the employee's right to file a future grievance involving similar facts and circumstances.

If a grievance is not appealed to the next step within the specified time period, or within an approved, written extension thereof, it shall be considered withdrawn, provided, however, that such settlement shall not serve to waive the Union's or employee's right to file a future grievance involving similar facts and circumstances. If the Village does not answer a grievance or an appeal thereof within the specified time limits, the grievance will automatically be advanced to the next step.

The parties may, by mutual written agreement, extend any of the time limits set forth in this Article.

Section 8.6 Miscellaneous

No action, statement, agreement, settlement or representation made by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the Village unless and until the Village has agreed thereto in writing.

ARTICLE IX

Section 9.1 No Strike

Neither the Union nor any officers, agents or employees covered by this Agreement will instigate, promote, sponsor, engage in or condone any strike, sympathy strike, slow-down, sit-down, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unimproved enforcement procedures or policies or work to the rule situation, mass resignations, mass absenteeism, picketing or any other intentional interruption or disruption of the operations of the Village, regardless of the reason for so doing. Additionally, no employee shall refuse to cross any picket line to perform his/her job duties, by whomever established.

Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Village. Nothing in this Article will limit the Employer's right to legal or injunctive relief in the event of a violation of this Section.

Section 9.2 No Lockout

The Village will not lock out any employee during the term of this Agreement as a result of a labor dispute with the Union.

ARTICLE X

Section 10.1 Discipline and Discharge/Investigations

Disciplinary actions instituted by the Village shall be for reasons based upon an employee's failure to fulfill his responsibilities as an employee. Where the Village believes just cause exists to institute disciplinary action it shall have the option, consistent with the principles of timely progressive discipline imposed for the purpose of encouraging corrective employee action, to assess an appropriate penalty which include the following penalties:

Oral Reprimand;
Written Reprimand;
Suspension;
Removal of Corporal Status (if applicable); or
Termination.

Any disciplinary action or measure other than an oral and written reprimand imposed upon an employee shall be subject to review and appeal as provided for in this Agreement. An oral and written reprimands shall not be subject to arbitration or to review by the Board of Fire and Police Commissioners. However, an employee is entitled to write a response to any oral or written reprimand and that response will be attached to the corresponding discipline. The Union shall have the right to file grievances concerning discipline covering suspension without pay, removal of Corporal status (if applicable), and/or termination, or an employee may choose the hearing process by the Board of Fire and Police Commissioners. Filing of a grievance shall act as a waiver by the employee involved of the right to challenge the same matter before the Board of Fire and Police Commissioners. A form containing such specific waiver shall be executed by the employee prior to filing a grievance. Seeking review by the Board of Fire and Police Commissioners shall act as a waiver by the Union and employee involved of the right to challenge the same matter in the grievance process.

- A. The Village agrees that non-probationary employees shall be disciplined and discharged only for just cause. A copy of all suspension, demotion and discharge notices shall be provided to the employee and Union. The Employer further agrees that disciplinary actions will be imposed in a timely manner and shall comply with the "Uniform Peace Officers' Disciplinary Act" (50 ILCS 725/1, et seq.).
- B. Any employee found to be unjustly suspended or discharged will be reinstated with full compensation for all lost time and with full restoration of all other rights, benefits, and

conditions of employment, without prejudice, unless a lesser remedy is agreed upon as a settlement or deemed proper by the appropriate hearing authority.

- C. Disciplinary actions, including but not limited to discipline less than a suspension, recorded in the employee's personnel files shall not be used after thirty-six (36) months to justify subsequent disciplinary action, except for a related offense. Non-meritorious disciplinary actions shall not be relied upon to substantiate or aggravate any subsequent disciplinary action.
- D. Employees shall be entitled to Union representation at all disciplinary investigatory meetings, which the employee attends and are initiated by the Employer, and at any meeting or interview which that employee reasonably believes could result in discipline.
- E. Interrogations will be conducted in accordance with the Illinois Peace Officers' Disciplinary Act.
- F. Prior to the imposition of disciplinary action, the Union will be provided an opportunity to review the surveillance (e.g. video, photos, audio, or other recorded medium) relevant to the discipline if the surveillance evidence is both: (i) in the possession or control of the Employer and (ii) relied on by the Employer in making the discipline decision at issue.
- G. Prior to taking any final, disciplinary action and just prior to concluding its investigation, the Village shall notify the employee and Union of the contemplated measure of discipline to be imposed, and shall meet with the employee involved and inform the employee of the reasons for such contemplated disciplinary action. The Union is permitted to attend and participate in this meeting. Prior to the meeting the Village will notify the Union and employee in writing of the contemplated discipline and the factual basis for said contemplated discipline.
- H. Personnel Files - The Employer agrees to comply with the Illinois Personnel Record Review Act relative to providing the employee access to and copying (if requested) of the employee's personnel file.
- I. It is understood that the rights of officers herein shall not diminish the right and privileges of officers that are guaranteed to all citizens by the Constitution and laws of the United States and of the State of Illinois.
- J. Reviews of decisions of the Board of Fire and Police Commissioners or of an arbitrator under this section shall be as provided by law, based on the election of the hearing body.

ARTICLE XI

Section 11.1 Dues Deductions

Upon receipt of proper written authorization from an employee, the Employer shall deduct each month's Chapter dues in the amount certified by the Treasurer of Chapter from the pay of all officers covered by this Agreement who, in writing, voluntarily authorize such deductions. Such

money shall be submitted to the Metropolitan Alliance of Police within fifteen (15) days after the deductions have been made.

As mandated by *Janus v. AFSCME*, fair share is no longer permitted. Should that authority be superceded, the parties will meet and bargain over the impact of such change in law.

Section 11.2 Chapter Indemnification

The Chapter shall indemnify, defend and hold harmless the Village and its officials, representatives and agents against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs for counsel selected or approved by the Chapter that shall arise out of or by reason of action taken or not taken by the Village in complying with the provisions of this Article. If an improper deduction is made, the Chapter shall refund directly to the employee(s) any such amount. The foregoing indemnification clause shall not require the Chapter to indemnify or hold the Village harmless in the event the Village initiates a cause of action against the Chapter except as necessary to enforce its rights under this Section 11.2.

ARTICLE XII

Section 12.1 Definition of Seniority

Departmental seniority shall be defined as the length of service from the last date of beginning continuous full-time employment as a sworn Peace Officer in the Department and uninterrupted by termination of employment. Conflicts of departmental seniority shall be determined on the basis of the order of the officers on the Board of Fire and Police Commission hiring list, with the officer higher on the applicable list being the more senior. Where the term "seniority" is used in this Agreement, it shall mean departmental seniority unless otherwise specified.

Section 12.2 Probationary Period

All new employees and those rehired after termination of employment shall be considered probationary employees until they complete a probationary period of eighteen (18) months. During an employee's probationary period, the employee may be suspended or terminated at the sole discretion of the Village, subject to whatever legal rights, if any, such employees may have separate and apart from this Agreement. No grievance shall be presented or entertained in connection with the suspension or termination of a probationary employee.

In the event of an absence or leave, the probationary period may be extended, if approved by the Board of Police and Police Commissioners, for a comparable period of time (i.e., day for day extensions in the event a probationary employee is absent and/or on leave for any reason for a total of four (4) weeks or more during the first eighteen (18) months of employment).

Section 12.3 Seniority List

The Village will provide the Union with a seniority list setting forth each employee's seniority date on an annual basis within a reasonable period of time after the Union's written request.

Section 12.4 Layoff

Prior to any bargaining unit employees being laid off, all part-time employees with the power to affect a lawful arrest, if any, responsible for performing duties/tasks performed by members of the Union, will be laid off. Prior to any employees being laid off, the parties will complete bargaining over the impacts and effects of such layoffs when required by law. Full time employees covered by this Agreement will be laid off in accordance with their length of service as provided in the Illinois Municipal Code, Chapter 65, Section 5/10-2.1-18 as amended from time to time.

Section 12.5 Recall

Full time employees who are laid off shall be placed on a recall list. If there is a recall, full time employees who are still on the recall list shall be recalled in the inverse order of their layoff provided the employee is qualified to perform the available work.

Employees who are on the recall list shall be given twenty-one (21) calendar days to report back to work from date of receipt of the notice of recall, provided that the employee must notify the Police Chief or his designee of his intention to return to work within nine (9) days after receiving notice of recall.

The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by registered mail, return receipt requested, to the mailing address last provided by the employee, with a copy to the Union; it being the obligation and responsibility of the employee to provide the Police Chief or his designee with this latest mailing address. If an employee fails to timely respond to a recall notice, his/her name shall be removed from the recall list.

Section 12.6 Termination of Seniority

Seniority and the employment relationship shall be terminated for all purposes, subject to confirmation by the Village's Board of Police and Police Commission, if the employee:

- A. quits;
- B. is discharged;
- C. retires (or is retired should the Village adopt and implement a legal mandatory retirement age);
- D. fails to report to work at the conclusion of an authorized leave or vacation;
- E. is laid off and fails to notify the Police Chief or his designee of his intention to return to work within the time period stated in this agreement;
- F. is laid off for a period in excess of two (2) years; and/or
- G. does not perform work for the Village for a period in excess of twelve (12) months, provided however, this provision shall not be applicable to absences due to military service, established work-related injury compensable under workers' compensation,

disability pension, or a layoff where the employee has recall rights. Extensions will be considered on a case-by-case basis to comply with the law (e.g. for a reasonable accommodation to a disabled individual).

Section 12.7 Benefits During Layoff

During the period of time that non-probationary employees have recall rights as specified above, the following provisions shall be applicable to any non-probationary employees who are laid off by the Village:

- A. An employee shall be paid for any earned but unused vacation days.
- B. An employee shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for single and if desired, family coverage.
- C. If an employee is recalled, the amount of accumulated sick leave days that the employee had as of the effective date of the layoff shall be restored.
- D. Upon recall, the employee's seniority shall be adjusted by the length of the layoff.

Seniority shall not be interrupted, and shall continue to accrue, during periods of time when an employee is receiving workers' compensation or disability pension benefits for a work related injury.

ARTICLE XIII

Section 13.1 Savings Clause

In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by any board, agency or court of competent jurisdiction or by reason of any subsequently enacted legislation, such decision or legislation shall apply only to the specific Article, Section or portion thereof specifically specified in the board, agency of court decision or subsequent litigation and the remaining parts or portions of this Agreement shall remain in full force and effect.

In such event, the parties shall, upon request of either party, upon thirty (30) days' notice of any determination, commence good faith bargaining over possible replacement language for the invalidated Article, Section or portion of this Agreement.

ARTICLE XIV

Section 14.1 Duration of Agreement

This Agreement shall be effective as of the day after the Agreement is executed by both parties and shall remain in full force and effect until 11:59 P.M. on the 31st day of December, 2021. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) calendar days prior to the December 31st anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60) calendar days prior to the December 31st anniversary date.

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after the expiration date and until a new Agreement is reached unless either party gives at least ten (10) calendar days' written notice to the other party of its desire to terminate this Agreement, provided such termination date shall not be before the anniversary date set forth in the preceding paragraph of this Section.

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after the expiration date and until a new Agreement is reached unless either party gives at least ten (10) calendar days' written notice to the other party of its desire to terminate this Agreement, provided such termination date shall not be before the anniversary date set forth in the preceding paragraph of this Section.

This Agreement executed by Ordinance _____ on December, _____, 2020 by the Village of Buffalo Grove Board of Trustees and signed by:

For the Village of Buffalo Grove

For the Metropolitan Alliance of Police
Chapter #672

Beverly Sussman, Village President

Mr. Keith R. George, President
Metropolitan Alliance of Police

Dane C. Bragg, Village Manager

Michael A. Martin, Chapter President

AGREEMENT BETWEEN

THE VILLAGE OF BUFFALO GROVE

AND

**THE METROPOLITAN ALLIANCE OF
POLICE BUFFALO GROVE
POLICE PATROL OFFICER
CHAPTER # 672**

January 1, 2021 - December 31, 2021

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AGREEMENT

This Agreement is made and entered into by and between the Village of Buffalo Grove, Illinois (hereinafter referred to as the "Village"), and the Metropolitan Alliance of Police Buffalo Grove Patrol Officers Chapter #672, (hereinafter referred to as the "Union").

It is the intent and purpose of this Agreement to set forth the parties' entire Agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the term of this Agreement for employees covered by this Agreement; to prevent interruptions of work and interference with the operations of the Village; to encourage and improve efficiency and productivity; and to provide procedures for the prompt and peaceful adjustment of grievances, as provided herein.

Now, therefore, the parties agree as follows:

ARTICLE I

Section 1.1 Recognition

The Village recognizes the Union as the sole and exclusive bargaining representative for all sworn police officers employed full time by the Village of Buffalo Grove in the classifications below the rank of Sergeant, but excluding the ranks of Sergeant and above along with all managerial, supervisory, confidential, part time or temporary employees, civilian employees, and other employees of the Department and the Village.

Section 1.2 Non-Discrimination

In accordance with applicable law, neither the Village nor the Union shall discriminate against any employee covered by this Agreement because of race, sex, age, religion, creed, color, national origin, sexual orientation, Union membership or non-membership or political affiliation. Any formal dispute concerning the interpretation and application of this paragraph shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement.

Section 1.3 Gender

In this Agreement the words "he," "his," and "him," shall connote both masculine and feminine genders.

Section 1.4 Chief

References in this Agreement to "Chief" include the Police Chief and his designee(s). The Chief will give the Union notice of any person serving as a "designee" and for what purposes that person will serve as a designee.

ARTICLE II

Section 2.1 Bulletin Board/Posting of Materials

The Village will allow the Union to place a bulletin board in the police station for the posting of official Union notices of a non-partisan, non-offensive (based on legally protected category), and non-derogatory nature. A copy of all postings will be provided to the Chief in advance to ensure compliance with this provision.

ARTICLE III

Section 3.1 Management Rights

Except as specifically limited by the express provisions of this Agreement, the Village retains all traditional rights to manage and direct the affairs of the Village in all of its various aspects, and to manage and direct its employees to make and implement decisions with respect to the operation and the management of its operations, in all respects, including all rights and authority possessed or exercised by the Village prior to the execution of this Agreement. These rights and authority include, but are not limited to, the following: to plan, direct, control and determine all the operations and services of the Village; to determine the Village's budget and budgetary priorities; to levy taxes; to supervise and direct the working forces; to establish the qualifications for employment, and to employ personnel; to schedule and assign work; to establish work and productivity standards and, from time to time, to change these standards; to assign overtime; to determine the methods, means, organization and number of personnel by which operations are conducted; to make, alter and enforce reasonable rules, regulations, orders and policies (provided that only rules, regulations, orders and policies that are mandatory subjects of bargaining shall be subject to the grievance and arbitration procedure); to enforce and alter those provisions covered under the Village of Buffalo Grove Personnel Rules, to enforce and alter those provisions covered under the Village of Buffalo Grove Personnel Rules; to evaluate employees; to discipline, suspend, and discharge employees for just cause in accordance with applicable Rules, Regulations, and Laws; to change or eliminate existing methods, equipment or facilities; and to carry out the mission of the Village; provided, however, that the exercise of any of the above rights shall not conflict with any of the expressed, written provisions of this Agreement.

Section 3.2 Contracting Out

If subcontracting is a factor in the decision not to hire additional Village employees and/or a decision to lay off any existing employees as sworn police officers, the Village will give the Union at least ninety (90) days' advance notice of the effective date of the decision. The Village will bargain over the impact and effects of the issue with the Union as required by law.

Section 3.3 Precedence of Agreement

If there is a conflict between a specific provision of this Agreement and a specific provision of a Village ordinance or a written rule, regulation, directive, policy, or procedure which may be in effect from time to time, the specific provision(s) of this Agreement will take precedence during the term of this Agreement. The only exception is if required by law.

ARTICLE IV

Section 4.1 Safety Committee

The Village and the Union recognize the importance of maintaining a Village-wide Safety Committee where the Union is able to address safety issues within the Department and to promote the safety, welfare and physical well-being of all Police Department personnel.

Section 4.2 General Orders/Guidelines Task Force Committee

Effective with this Agreement, The Police Chief may establish a General Order (GO) Task Force. The purpose of this Task Force will be to complete the review of the current GO manual.

The GO Task Force also has the responsibility to make any recommendations to the Police Chief for changes in the GO manuals as necessary but is only in the form of recommendations and may or may not be accepted by the Police Chief. Once this is complete, the task force will remain idle until such time the Police Chief deems it necessary to activate them for the purpose of a particular GO review. At no time will the GO Task Force be charged with the review or consideration of GO's that involve mandatory subjects of bargaining.

Section 4.3 Labor-Management Committee

The Village and Union recognize the need to communicate on a regular basis throughout the term of this Agreement. In order to facilitate an open and candid exchange of information, a Labor-Management Committee will be the forum for these communications. The purpose of the Committee is to establish a regular pattern of meetings to discuss issues of mutual concern.

The Labor-Management Committee may be comprised of the following:

For the Village — Police Chief, Deputy Chief, Commanders, Village Manager, and Director of Human Resources.

For the Union — Union President, Vice President, Sergeant at Arms, and three Shift Stewards (or other Union designees).

The Committee shall meet at least four (4) times in a calendar year unless the parties mutually agree to meet more or less. If any Labor-Management Committee meeting is scheduled during work hours of an employee, such designated committee members shall be released from duty to attend such meeting without loss of pay.

Section 4.4 Promulgation of New or Revised Rules

The Police Department agrees to notify the Union in advance of promulgating or implementing any new or revised rules and regulations or Board of Fire and Police Commissioners rules and regulations which constitute mandatory subjects of bargaining within the meaning of the Illinois Public Relations Act. Such notice shall be afforded sufficiently in advance of the purpose and effective date of the proposed change to allow the Union a fair

opportunity to review and bargain over the impacts and effects of the proposed change. If not objected to within thirty (30) days of the Union having written notice of changes to rules or regulations, those particular changes will be deemed to be reasonable.

Section 4.5 Return to Work After Illness/Injury

All employees returning to work after injury or illness situations, whether they are duty or non-duty related for a period of three (3) or more consecutive shifts, must present a Duty Status Report from his/her physician before returning to work. It is the responsibility of the employee to deliver the Duty Status Report directly to the treating physician. If an employee is hospitalized, the employee (or designee if incapacitated) should notify the Chief of Police immediately.

Any employee who receives a prescription for a controlled substance must report this fact to their supervisor and the Chief of Police if used or under the influence of the prescription during working time.

If there is any question concerning a police officer's fitness for duty, or fitness to return to duty following a layoff, illness or injury, the Village may require, at the Village's expense, that a police officer be examined by a qualified physician and/or other appropriate medical professional selected by the Village to determine if the officer can safely perform all of his/her essential job functions (either with or without a reasonable accommodation, if disabled). The foregoing requirement shall be in addition to any requirement, pursuant to the terms of this Agreement that a police officer provides a written statement from his own doctor upon returning to work from sick or injury leave. If the Village's examining physician/medical professional determines that a police officer is not fit for duty after receiving the result of any examination or test, the Village may direct appropriate remedial action and/or place the officer on sick leave, or unpaid leave if the officer does not have any unused sick leave time, or paid administrative leave if appropriate.

If the officer disagrees with the Village's examining physician/medical professional's determination, that officer may, at his own expense, provide the opinion of a physician/medical professional of his/her choosing. Should the employee's physician/medical professional disagree with the Village's physician/medical professional, and the Village refuses to adopt the findings made by the employee's physician/medical professional, the Union and Village will jointly select a physician whose decision will be determinative of the matter. If the employee is returned to duty based upon the employee's, and/or jointly selected, physician/medical professional, the employee will be made whole for any and all time on leave that was unpaid.

Section 4.6 Drug and Alcohol Testing Policy

The Parties agree to establish a committee comprised of an equal number of bargaining unit members and management for the purpose of attempting to simplify the language of the existing drug/alcohol policy applicable to all Village employees. The parties intend that the concepts in the existing policy will remain in effect but nothing in this Section will require either party to agree to any proposal or concession relative to this Policy. Until and unless a revised policy is agreed upon by this committee and ratified by authorized representatives of both parties, the Village's existing Drug and Alcohol policy will remain in effect.

Section 4.7 Performance Evaluation Plan

The Village and Union recognize that the Performance Evaluation Plan is a vehicle intended to measure and evaluate on-the-job performance. For the purpose of annual evaluations, each employee will be required to provide an annual milestone/recap statement of his individual performance forty-five (45) days prior to the April evaluation period (with issuance of the evaluation during June). The employee shall receive a final copy of the evaluation no more than 45 days after the evaluation is issued in June.

If an employee has a disagreement with his/her evaluation, the first step of review will be at the level of the employee's immediate supervisor. If the immediate supervisor cannot resolve the disagreement, the next step will be to have the employee's Unit Supervisor (e.g., Lieutenant or Commander) review the evaluation. If at that step the employee's disagreement is not resolved the employee may then appeal to the Police Chief in conjunction with the Director of Human Resources. If the employee's disagreement is not resolved at this level, the employee may then meet with the Village Manager as a final step of appeal. The findings of the Village Manager will be deemed the final resolution and his findings may not be grieved. All final resolutions, no matter at what level will be in writing.

For the first and second step of this process the time frame allotment will be fifteen (15) days for the appropriate level or response. For the remaining steps the time frame will be twenty (20) days for the appropriate response. Days are counted as business days, Monday — Friday.

All goals and objectives given by a supervisor will be realistic, attainable, and discussed with the employee. Goals that are mandated by the department will be supported or funded by the department.

If the Village changes the tool used to measure or evaluate performance, the Village will: (a) provide the Union with thirty (30) days' prior notice before implementation, and (b) when required by law, provide the Union an opportunity to bargain over the impacts and effects of the change(s) prior to implementation.

The Union agrees that its membership is committed to excellence in carrying out the duties and mission of the police department and the Union executive board agrees it has a duty to address substandard performance among its members.

Finally, the parties agree to meet and discuss in good faith the concept and parameters of a "pay for performance" evaluation program in the event such a program is adopted and implemented for non-represented employees of the Village. Nothing in this final paragraph of Section 4.7 will require either party to agree to any concession or improvement relative to this issue.

Section 4.8 Secondary Employment

Employees may engage in Extra-Duty or other secondary employment which has been authorized by the Chief. The Chief may deny or cancel permission for an employee's Extra Duty Assignment; but, such denial or cancellation will not be arbitrary or capricious. On an annual basis, employees who perform outside employment pursuant to this Section must submit and

comply with the terms of the Department's Secondary Employment Approval and Notification Form and the Village's Secondary Employment Indemnity Agreement (where applicable for Extra Duty Assignments), as set forth in Appendix B.

Employees who are employed by another municipal police department, municipal law enforcement agency or other public or private employer, where personnel function as a police officer or have law enforcement responsibilities as part of their secondary employment, are considered to be involved in "Extra Duty" secondary employment activities. Those employees also agree that: (a) scheduled Extra Duty time will be submitted for approval by the Chief monthly on the first duty day of each month (changes that occur after that will be submitted through Chief); (b) the employee's schedule is subject to approval of the Chief to ensure that it does not interfere with the operations of the Village or the Department; (c) employees will comply with the applicable rules and policies governing consecutive hours worked; and (d) employee must have a minimum of eight (8) consecutive hours of documented time off prior to reporting for any shift assignment, overtime or any other special duty for the Department.

Section 4.9 Safe Driving Incentive

Any member who is not involved in an on-duty, chargeable traffic crash for a twenty four (24) month consecutive period shall be granted eight (8) hours of compensatory time added to their bank annually.

Section 4.10 Officer Involved Shootings

1. The Union agrees its members shall be required to abide by the Employer's General Order regarding "Deadly Force Incident Procedure, including the section requiring each officer who is involved in an officer involved shooting to submit to drug and alcohol testing, so long as such testing is required by Public Act 100-389 or any similar State law.

2. For the purpose of clarity, the parties agree an officer "involved in" an officer involved shooting is defined to mean any officer who discharged a firearm thereby causing injury or death to a person or persons. If multiple officers discharged their firearms, and it is unclear whose bullet struck the person or persons, then all officers who discharged their firearm in the direction of the subject shall be required to submit to drug and alcohol testing.

3. The parties agree the term "involved in" an officer involved shooting does not include officers who did not discharge their weapon, even if they were providing other forms of support and assistance during the call. Nor does the term "involved in" include officers who discharge their weapons when it is undeniably clear their projectiles did not actually strike any person or persons.

4. The parties agree the provisions of the Collective Bargaining Agreement regarding drug testing and standards for discipline shall regulate the drug testing procedures and the consequences for any positive drug test results.

5. The parties agree any drug or alcohol test required pursuant to this Agreement shall be considered a compelled, non-voluntary drug or alcohol test under threat of disciplinary action. Such testing normally will be done by urinalysis. However, blood tests shall only be

administered at the directive of the Department with either a warrant or with consent of the officer. This does not limit the Employer's right to obtain test results via other available legal processes. The samples, testing, and results shall only be used for internal administrative purposes.

6. The Employer will not share any test samples or results of testing with any entity or person except if required by law.

7. Investigations regarding an OIS will be conducted in accordance with Buffalo Grove Police General Order W-01 (issued and effective December 1, 2018)(attached hereto as Appendix A). In the event of a conflict between the General Order and the CBA, the CBA will prevail.

8. Officers will only answer "public safety questions" under threat of "disciplinary action up to and including termination", as in the past.

ARTICLE V

Section 5.1 No Smoking

Employees covered under this Agreement shall restrict their smoking to the designated smoking areas and refrain from smoking in Village vehicles, in accordance with state law, Village ordinance, and all applicable General Orders.

Section 5.2 Residency

There will be no residency requirements for employees covered under this Agreement during the term of this Agreement.

ARTICLE VI

Section 6.1 Salaries

Police Patrol Officer Effective January 1, 2021 through December 31, 2021:

Starting	294	\$	74,172.80
2	316	\$	82,775.68
4	338	\$	92,372.80
6	360	\$	103,088.96

For purposes of establishing raises for this Agreement only, the following formula will be used to determine wage increases: effective January 1, 2021, the parties agree to place the maximum base pay for police officers at the one-half percent ($\frac{1}{2}\%$) step (per the Village's established step plan) above the third highest paid agreed upon comparable community prior to the Village's position being included, for future comparable studies. For purposes of determining the salaries of job titles within the bargaining unit, for the duration of this Agreement, longevity pay (based on officers with at least fifteen (15) years of completed service) and applicable stipends shall be added to the base salaries of all comparables, as well as those of the Village. Only stipends that are given to all officers with at least fifteen (15) years of experience shall be applied in the formula.

For the purpose of determining the general wage increase of comparable communities who have not yet resolved their January 1 to December 31 that impact the year both parties are bargaining wages, the parties shall calculate and apply the average of the actual general wage increase and above referenced stipends granted by the comparable communities from January 1 to December 31. This same process will be used for communities who have not resolved wages for years prior to the year parties are bargaining.

The parties agree the following communities (listed in alphabetical order; not the order to be used in the formula) will be used in the formula referenced in this Section:

1. Elk Grove Village
2. Glenview
3. Gurnee
4. Highland Park
5. Hoffman Estates
6. Morton Grove
7. Mt. Prospect
8. Mundelein
9. Niles
10. Northbrook
11. Park Ridge
12. Rolling Meadows
13. Wheeling
14. Wilmette

It is understood and agreed to by the parties that the general wage increase during the term of this Agreement shall be two percent (2.0%) based on the formula set forth above in this Section 6.1.

Section 6.2 Specialty Pay

In addition to the annual wages, employees who are serving in the following specialties shall receive specialty pay in the prescribed amounts listed below:

Evidence Technician Evidence Technicians shall receive an additional eight and a half (8.5) hours of pay on a quarterly basis for a total of thirty-four (34) hours annually.

Field Training Officers	Officers assigned to perform FTO duties shall be paid \$5.00 per hour for all time that duty is performed in addition to their regular salary.
Officer-In-Charge	Officers assigned to Watch Commander or Field Supervisor duties shall be paid \$1.50 per hour for all time that duty is performed in addition to their regular salary. This responsibility shall first be offered to those officers assigned as corporals prior to being offered to other officers.
Canine Handler	To compensate for at home grooming, feeding, and training of the canine, the handler will be credited for working thirty (30) minutes of canine care time for each full duty day. On the Canine Handler's days off, or approved leave request, the handler will be compensated one (1) hour for each day to properly train, feed, and groom the canine, unless the canine is boarded. This compensation (on day off) shall be at time and one-half and be paid in the form of overtime or compensatory time, at the discretion of the Department. Canine Handlers will be allowed to accrue four hundred eighty (480) hours of compensatory time.
Night Officers	Officers assigned to the night shift shall receive an additional eight and a half (8.5) hours of pay on a quarterly basis for a total of thirty-four (34) hours per year. Officers will be paid an additional \$1.00 per hour worked on the night shift.
Investigators	Officers assigned as Investigators shall receive an additional eight (8) hours of pay on a quarterly basis for a total of thirty-two (32) hours per year.
NIPAS Assignment	Officers assigned to the Mobile Field Force & EST will be allowed to accrue four hundred eighty (480) hours of compensatory time.
Traffic Division	Officers assigned to the Traffic Division (including the full time Truck Enforcement officer) shall receive an additional eight (8) hours of pay on a quarterly basis for a total of thirty-two (32) hours per year. All officers shall attain/maintain the appropriate certification(s) throughout the quarter to be eligible for this stipend.

Section 6.3 Hours of Work and Overtime

- A. Overtime hours shall be paid at one and one-half (1.5) times the employee's regular straight time hourly rate of pay. An employee's regular straight time hourly rate of pay for overtime pay purposes shall be computed as follows: $(\text{Annual Rate} / 2080 \times 1.5)$
- B. Employees will be compensated at the one and one half (1.5) time rate when required to work any time outside of their regularly scheduled shift unless otherwise stated in this Agreement.

- C. Hire backs for any actual contractually designated Holiday on list indicated at Section 7.1 (not observed) shall be paid at two (2) times the employee's regular straight-time hourly rate of pay.
- D. In addition to the provisions described above, employees shall be paid one and one-half (1.5) the employee's regular straight time hourly rate of pay for regularly scheduled hours of work which are actually worked in excess of one hundred and seventy-one (171) hours in the employee's normal twenty eight (28) day work cycle (or in excess of the applicable hours ceiling under the Fair Labor Standards Act should the Village designate different FLSA employee work cycles in accordance with the Fair Labor Standards Act).
- E. In lieu of overtime payment(s), employees may elect to be granted compensatory time off. Such compensatory time may be accumulated to a maximum of one hundred twenty (120) hours. Once an employee reaches the maximum amount of compensatory time, all overtime will be paid at the one and one half (1.5) time rate. Employees may submit requests for compensatory time off at their discretion.
- F. Hours worked for purposes of calculating eligibility for overtime includes actual hours worked, sick time, vacation time, compensatory time, personal holidays, and all other paid benefit time.
- G. Compensatory time banks will not be allowed to have a deficit balance.
- H. Compensation shall not be paid or earned (or compensatory time accrued) more than once for the same hours under any provision of this Agreement. The intent of this paragraph is not to prevent an officer from working overtime while on scheduled vacation or other approved benefit time off. As an example, however, an on-duty officer may not utilize benefit time during the shift to qualify as off-duty for purposes of collecting court time. At the same time, if an employee works he will not lose any benefit time that he was approved to use during those hours worked.

Section 6.4 Training Overtime

- A. Employees attending shift or proficiency training during the employee's off duty hours will be credited with no less than three (3) hours of overtime, unless their activities are an actual extension of their tour of duty.
- B. Employees attending a full day of training (*e.g.*, NEMRT, NIPAS) will have their schedule adjusted and will be placed on a training day for this purpose. The employee normally will receive an alternate full day off on a day that is selected by the employee with approval of the supervisor (which approval will not be unreasonably withheld) on a day that falls prior to the end of the next pay period.
- C. If the alternate day cannot be scheduled pursuant to Section 6.4(B) above, the employee will receive overtime compensation for the training time up to a maximum of eight (8) hours.

Section 6.5 Longevity

Employees shall be eligible for 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 and are subject to deductions:

<u>Years of Service</u>	<u>Award</u>
5 through 9	\$400
10 through 14	\$600
15 through 19	\$800
20 or more	\$1,000

Section 6.6 Call Backs & Court Time

In order to allow for an equitable distribution of call backs amongst the members, a call back list shall be maintained by each patrol shift. At the beginning of each year, all members on the shift shall be placed on a list in order of Department seniority. When the Department has at least twenty four (24) hours' notice of the need to fill a position, members shall be contacted in the order of the list, once a member accepts a call back, they shall rotate to the bottom of the call back list. The call back list shall be exclusive of court time requirements. All call backs shall be paid at the applicable overtime rate for a minimum of two (2) hours.

Any officer who is required to attend court off duty shall be compensated a minimum of three (3) hours at the overtime rate. When there is less than twenty four (24) hours' notice to the Department of the need to fill a position, whenever practicable, shift overtime will be scheduled on a voluntary basis, offered first to those working (on a seniority basis) when the overtime vacancy occurs. If the shift overtime is not filled it shall be offered then to those employees (currently off duty) on a seniority basis. If forced shift overtime becomes necessary, an employee (on inverse seniority basis) who is working shall be ordered to stay to fill the vacancy for all or part of the shift as deemed appropriate by the Chief (or designee).

Section 6.7 Health, Dental, Vision & Life Benefits

The Village shall grant employees covered by this Agreement, except as specifically and expressly limited by this Agreement:

Health Insurance Benefits:

1. Eligible employees who elect Health Insurance coverage for the Employee (and/or any eligible dependents) will continue to pay a premium contribution amount equal to fifteen percent (15%) of the premium costs for that class of coverage.
2. There will not be any financial contribution required for eligible employees to participate in the dental or vision component of the group health insurance program.

3. The Village will maintain the structure of the plans that were in effect as of January 1, 2018 (with no PPO B plan as agreed).
4. All employee premium contributions will automatically be taken out of an employee's check on a pre-tax basis via Section 125 of the Internal Revenue Code. This means that employees will not pay taxes on the premium contributions.
5. Nothing set forth herein shall prohibit the right of the Village to obtain other hospitalization and major medical benefits or change such benefits under a different program or with a different insurance company (including self-insurance), provided the basic level of coverage and benefits are substantially similar. The Village will notify the Union, in writing, of any proposed changes in the basic level of coverage and/or benefits. Subject to the terms of this Agreement, and only if the plan is substantially similar to the benefits currently received, the Village may include covered members in the same plan as other Village employees.

Dental Insurance Benefits:

Employees may elect to participate in any dental insurance program for themselves and their dependents which the Village of Buffalo Grove has provided to Village employees generally.

The Village shall be responsible for one hundred percent (100%) of the costs of such dental insurance for the employee and any eligible dependents who are covered.

Vision Insurance:

Employees may elect to participate in any vision insurance program for themselves and their dependents which the Village of Buffalo Grove has provided to Village employees generally. The Village shall be responsible for one hundred percent (100%) of the costs of such vision insurance for both employee and any eligible dependents who are covered.

Terms of Policies to Govern:

The extent of coverage under the insurance policies referred to in this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in said policy and shall not be subject to the grievance procedure set forth in this Agreement.

Group Term Life Insurance - No Employee Contribution as of 2019

The Village will provide group Term life insurance to the employee at no cost to the employee with a benefit equal to the employee's annual base salary (per 6.1).

Section 6.8 Attendance at Grievance Meetings

Members will be granted leave to attend meetings, hearings, arbitrations, or matters pending before a tribunal when that tribunal compels a member's attendance. Such leave will be

granted without loss of pay or benefits. Employees subpoenaed by management to attend a grievance meeting or arbitration hearing will be compensated at their applicable rate if the hearing is scheduled during the employee's off-duty hours. On-duty personnel who are not serving as a Union representative or technical assistant will only be given leave for the period of time necessary for them to travel and testify on the day in question. The Union will not abuse this right.

Section 6.9 Uniform Allowance/Maintenance

Officers covered by this agreement shall receive a uniform allowance (which includes the costs of maintenance and cleaning) of One Thousand Dollars (\$1,000) (pre-tax) annually. The allowance is provided for the replacement or repair of uniform clothing and personal equipment used in the course of their duties. No uniform allowance will be paid until the completion of one year of service. All uniform allowance payouts will be on the first pay period of the next fiscal year. (For example, an officer hired in May 2020 will receive his/her first uniform allowance payment in January 2022.) Any members hired after the first pay period in January 2021 will not receive the 2022 stipend, but all other members will receive the stipend upon ratification, if they have not already received it.

ARTICLE VII

Section 7.1 Holidays

The Village shall observe the following holidays annually:

New Year's Day	Martin Luther King, Jr. Day	President's Day
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas		

All members assigned to patrol or traffic shall be paid the regular hourly rate of pay for eight (8) hours for each observed holiday. All other employees who are not assigned to patrol or traffic shall receive their normal compensation for time off work on Village observed holidays if the employee normally would be scheduled to work on that observed holiday. All members assigned to patrol or traffic who work on the observed holiday shall be compensated at their normal rate. Employees called in to work on an actual holiday, when not scheduled to do so, will be paid pursuant to Section 6.3C.

Without any loss of pay, members assigned to investigations will not normally be scheduled to work on holidays. If the investigator is required to work on a holiday, the investigator will receive pay pursuant to Section 6.3C. Employees shall receive one (1) floating holiday per calendar year, said day to be scheduled so long as the selection of that shift does not drop below the staffing levels designated by management.

Section 7.2 Sick Leave

Employees covered by this Agreement shall be allowed sick leave on the basis of the following:

- a. Employees shall earn ten (10) days of sick leave with pay credit annually. This is equivalent to eighty (80) hours annually.
- b. Employees shall accrue sick leave at a rate of five sixths (5/6) of a day for each full month of employment.
- c. Sick leave shall be credited in advance to the employee at the beginning of each calendar year, effective with the second calendar year of employment.
- d. Sick leave shall not be accrued while on a discretionary personal leave of absence (not required by law) without pay in excess of thirty (30) calendar days.

Section 7.3 When Taken

Sick leave with pay will be granted for absence from duty because of actual personal illness, non-compensable bodily injury or disease, exposure to contagious disease, to care for an ill or injured member of the employee's immediate family, the birth of a new-born child, or to keep a doctor's or dentist's appointment. Sick leave shall not be granted in cases where regular or disability retirement has been approved.

For the purposes of this Agreement, immediate family members shall include, husband, wife, civil union partner, son, son-in-law, daughter, daughter-in-law, foster child, mother, mother-in-law, step mother, father, father-in-law, step father, brother, brother-in-law, sister, sister-in-law, step children and grandparents of the employee or his/her spouse/civil union partner.

When an employee finds it necessary to be absent for any of the reasons specified herein, he shall report that he is using sick time to a supervisor. The employee is not required to give any personal health information at this time. An employee is required to give such notification one (1) hour in advance of his scheduled starting time. An employee is responsible for making a daily report (based on duty day) thereafter for the duration of the illness or injury. A medical certificate may be required by the Department head for any absence lasting three (3) or more consecutive shifts.

Section 7.4 Accrual

Employees may accumulate sick leave credit to a maximum of two thousand eighty (2,080) hours.

Section 7.5 Accrued Sick Leave

Retiring employees are eligible to establish an employer sponsored Retiree Health Savings (RHS) Plan. Employees will be eligible to apply their accrued sick leave based on the following table:

Years of Service and Age at Retirement Percent of two-thousand eighty (2,080) Hours:

20 years of service	And 41 years of age at retirement	27.5%
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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 Retiree Health Savings (RHS) Plan will be administered by the ICMA 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 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 ICMA Retirement Corporation. The documents collectively comprise the Vantagecare Retiree Health Savings Plan. It is the intent of the Village to establish a separate plan for the members of the Union.

The Village and Union will review and determine funding levels and formulas in compliance with rules appropriate to the legal basis used to establish the plan and as set forth from time to time in the Village's Personnel Rules and as permitted under applicable tax rules or statutes as adopted and/or amended. Employees who elect to participate in individual contribution programs may be subjected to all applicable rules, including irrevocability of those contributions.

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 Dollar hourly 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. That hourly rate value shall be distributed to all Village employees after it is calculated for the current year.

On an annual basis (January 1st through December 31st), employees will convert up to sixteen (16) hours of unused sick time for deposit into their Plan account; providing that they have completed one (1) year of work with no absences. Eight (8) hours will be converted if only one (1) sick day is used.

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 police department due to disability or death will receive the value of their accrued sick leave under this plan as part of the RHS benefit.

Section 7.6 Light Duty

An employee who is eligible for injury or illness leave may be required and/or may volunteer to work for an available, temporary light duty assignment that is consistent with employee's medical restrictions. As a general rule, light duty work assignments will not exceed sixty (60) calendar days except when work is available and constitutes a reasonable accommodation for an employee with a disability. The actual length and type of light duty work will be determined by the Police Chief in accordance with the business needs of the Village. Light duty assignments may be terminated based upon a lack of performance in relation to the assigned job or for other reasons deemed appropriate by the Chief.

These issues will be addressed on a case-by-case basis. Employees will only be required to perform meaningful work, and will always be subject to the Police Department chain of command. A police officer will not be subject to discipline by a person outside of the sworn Police Department chain of command. Should an employee disagree with the directives given by a civilian, the employee may seek direction from his police supervisor who will resolve the dispute. The Village will not assign an employee to work light duty when there is not a legitimate business need to have such work performed.

Section 7.7 Vacation

- A. Employees covered by the Agreement shall receive vacation leave credit according to the following schedule:

1. 1st partial year and first full calendar year of service:

After 1 month	8 hours
After 2 months	16 hours
After 3 months	20 hrs.
After 4 months	28 hrs.
After 5 months	36 hrs.
After 6 months	40 hrs.
After 7 months	48 hrs.
After 8 months	56 hrs.
After 9 months	60 hrs.
After 10 months	68 hrs.
After 11 months	76 hrs.
After 12 months	80 hrs.

2. 2nd full calendar year of service: 88 hrs.
3. 3rd full calendar year of service: 96 hrs.
4. 4th full calendar of service: 104 hrs.
5. 5th full calendar year of service: 112 hrs.
6. 6th-10 full calendar year of service: 120 hrs.
7. 11th-14th full calendar year of service: 136 hrs.
8. 15th-19th full calendar year of service: 160 hrs.
9. 20th — 24th full calendar year of service: 184 hrs.
10. 25th (and after) full calendar year of service: 200 hrs.

B. Employees shall accrue paid vacation credits on a monthly basis. Vacation leave shall be credited in advance to the employee at the beginning of the calendar year, effective with the second (2nd) 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 Chief of Police and provided a loan agreement/vacation advance agreement is entered into with the employee concerning the repayment of the time once earned. Vacation leave shall not be accrued or earned while on leave of absence without pay.

C. Earned vacation days shall normally be taken within the year they are earned. A maximum of forty (40) hours may be carried over to the next twelve (12) month period with prior approval by the Chief or his designee. Any amount in excess of forty (40) hours shall be forfeited unless specifically authorized by the Village Manager or his designee up to a maximum of eighty (80) hours. All hours carried over must be used by June 30 of the following year otherwise they will be forfeited.

- D. Vacation leave schedules shall be approved by the Police Chief or his designee consistent with the operational needs of the Police Department. Vacation requests will be accepted for the upcoming year after the Shift bids are posted on November 15th. In the event of a conflict between two (2) or more officers' request for vacation, seniority shall be the determining factor until March 31st. As of April 1st, vacation shall be granted on a first come, first serve basis.
- E. Employees leaving the Police Department shall be compensated for vacation leave earned and unused through the date of separation or resignation (regardless of reason). Annual vacation leave entitlements at the time of separation or resignation shall be prorated based on the time worked by the employee in the calendar year. Vacation leave 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.

Section 7.8 Shifts or Watches

The Buffalo Grove Police Department will maintain three (3) shifts or watches they are:

Day Watch which is 0630 hours to 1500 hours,
Evening Watch which is 1430 hours to 2300 to hours, and
Night Watch which is 2230 hours to 0700 hours.

The Village shall maintain permanent shift assignments to staff each watch based upon their seniority and assigned specialized duties (e.g. evidence technicians, FTO, etc.). Each October 1st, officers will bid for shifts for the upcoming calendar year. Final shift rosters for the upcoming year shall be posted no later than November 15th. Assignments to shifts will be determined by the Police Chief, however final shift selection shall not be arbitrary or capricious but rather based on the factors stated herein.

Probationary officers will be subject to rotating shifts in three (3) month intervals during the six (6) month period after release from FTO training. The Employer agrees that this will not result in reassignment of a senior officer during this six (6) month period.

Section 7.9 Work Schedules

The regular work schedule for members assigned to patrol shall consist of a rotation of five (5) consecutive days on duty followed by two (2) consecutive days off duty, then five (5) consecutive days on duty followed by three (3) consecutive days off duty. This schedule will repeat itself. Each regular workday shall be eight and one half (8.5) hours in duration, including thirty (30) minutes paid lunch and two (2) paid fifteen (15) minute work breaks with the officer available to respond to an emergency if needed.

While it is understood that Patrol Officers work an eight and one half (8.5) hour day, benefit time will be charged at an eight (8) hour rate.

The 5/2 — 5/3 schedule produces only two-thousand-sixty-eight (2,068) hours of work per twelve (12) month period. Employees will not be required to pay back the twelve (12) hours owed to the Village. It is understood that each employee will be assigned one (1) eight (8) hour Administrative day (A-day) per year, to be scheduled during the annual Buffalo Grove Days festival, a training day, Shift Proficiency Training, or during Range Days. If Buffalo Grove Days, a training day(s), Shift Proficiency Training, or Range Day (s) falls(s) during the two (as opposed to three) regular days off portion of the member's regular schedule, the A-day will be worked at a mutually agreed upon time.

Officers assigned to the Traffic Unit shall report for duty for either of the following shifts, unless the Traffic Sergeant designates a different forty (40) hour schedule based upon legitimate business needs:

0600 through 1600
0900 through 1900

Officers assigned to the Field Operations Support Group shall work four (4) ten (10) hour days Monday through Saturday. Officers working in this division may work five (5) eight (8) hour shifts Monday through Saturday with the approval of their supervisor. Members working in FOSG will be regularly assigned to a reoccurring ten (10) hour shift with a start time no later than 1200 and no earlier than 0600. This member's regular schedule may be changed as long as the affected member(s) receive seven (7) days' advance notice prior to the change (or as agreed to otherwise).

The School Resource Officers and Police Liaison Officer will work five (5) eight (8) hour days Monday through Friday when school is in session. Officers working in this division may work four (4) ten (10) hour days when school is not in session with the approval of their supervisor.

Some emergency situations may require implementation of a modified work schedule and changing assignments. In the event of such emergency, notice will be given to the union, along with a good faith estimate of how long the modifications will be in place for. Modified work schedules will not last any longer than thirty (30) days in a calendar year.

Section 7.10 Changing Days Off

Employees who wish to exchange days off of work for one another must work back for the person with whom they exchanged the shift within the same work period of the same calendar year, unless approved in advance by the officer's supervisor. All exchanges must be documented in the remarks section of the Daily Attendance Record and approved in writing by the officer's supervisor.

Section 7.11 Breaks and Lunches

All employees shall be entitled to a one half (1/2) hour lunch period and two (2) quarter (1/4) hour break periods each shift subject to calls received and the needs of the Department.

ARTICLE VIII

Section 8.1 Grievance - Definition

A "grievance" is defined as a dispute or difference of opinion raised by an employee or the Union against the Village involving an alleged violation of this Agreement. Such grievances may be filed by the employee, or Union. The Union may file joint, group, or class action grievances on behalf of two (2) or more employees, or the Union as whole.

Section 8.2 Procedure

The parties acknowledge that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. If, however, the informal process does not resolve the matter, the grievance will be processed as follows unless, by mutual agreement in writing, the parties waive one or more of the aforementioned steps:

STEP 1: The grievance will be submitted in writing to the immediate supervisor specifically indicating that the matter is a grievance under this Agreement. The grievance shall contain a statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the specific relief requested, and the signature of the grievant and/or Union representative. All grievances must be presented no later than ten (10) calendar days from the date of the discovery of the matter giving rise to the grievance.

The immediate supervisor shall render a written response to the grievant within ten (10) calendar days

STEP 2: If a grievance of a member is not settled at Step 1 and the Union or grievant wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted by the Union in writing to a Lieutenant or Commander within ten (10) calendar days after receipt of the Village's answer in Step 1. The Lieutenant or Commander shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the grievant and the Union. If no settlement of the grievance is reached, the Lieutenant or Commander or his designee shall provide a written answer to the grievant and the Union within seven (7) calendar days following the meeting.

STEP 3: If a grievance of a member is not settled at Step 2 and the Union or grievant wishes to appeal the grievance to Step 3 of the grievance procedure, it shall be submitted by the Union in writing to the Police Chief within seven (7) calendar days after receipt of the Village's answer in Step 2. The Police Chief (or designee) shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the grievant and the Union. If no settlement of the grievance is reached, the Police Chief or his designee shall provide a written answer to the grievant and the Union within seven (7) calendar days following the meeting.

STEP 4: If a grievance is not settled at Step 3 and the Union wishes to appeal the grievance to Step 4 of the grievance procedure, it shall be submitted by the Union in writing to the Village Manager within seven (7) calendar days after receipt of the Village's answer in Step 3. Thereafter, the Village Manager, or his designee, and other appropriate individuals as desired by the Village Manager, shall meet with the grievant and Union representative(s) within seven (7) calendar days of receipt of the Union's appeal. If no agreement is reached, the Village Manager or his designee shall submit a written answer to the grievant and the Union within seven (7) calendar days following the meeting.

Section 8.3 Arbitration

If a grievance is not settled in Step 4 and the Union wishes to appeal the grievance from Step 4 of the grievance procedure, the Union may refer the grievance to Arbitration within twenty-one (21) calendar days of receipt of the Village's answer as provided to the Union at Step 4. A grievance is deemed advanced to Arbitration when the Union provides written notice to the Village Manager of its intent to have the matter resolved by an Arbitrator.

- A. The parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) Arbitrators who maintain an office in Illinois, Wisconsin, Iowa, or Indiana. Each party retains the right to reject one (1) panel in its entirety and request that a new panel be submitted.

Each party also retains the right to request that the panels submitted for any given case be limited to members of the National Academy of Arbitrators. Both the Village and the Union shall alternately have the right to strike one (1) name from the panel. A coin toss will determine which party will strike the first name; the other party shall then strike a name. This process shall continue until one (1) person remains, this person shall be the Arbitrator.

- B. The Arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing subject to the availability of Union and Village representatives.
- C. The Village and the Union shall have the right to request the Arbitrator to require the presence of witnesses at the hearing and the production of documents prior to hearing. The Village and the Union retain the right to employ legal counsel at their own expense.
- D. Unless otherwise agreed to by the parties, the Arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- E. More than one (1) grievance may be submitted to the same arbitrator where both parties mutually agree in writing.
- F. The fees and expenses of the Arbitrator and the cost of a written transcript, if any, shall be divided equally between the Village and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 8.4 Limitations On Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The Arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The Arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the first step and shall have no authority to make a decision on any issue not so submitted or raised. The Arbitrator shall be without power to make any decision or award, which is contrary to or inconsistent with applicable Federal or State law. Any decision or award of the Arbitrator rendered within the limitations of this Section shall be final and binding upon the Village, Union and the employee(s) covered by this Agreement.

Section 8.5 Time Limit For Filing

No grievance shall be entertained or processed unless it is submitted at Step 1 within ten (10) calendar days after the discovery of the event giving rise to the grievance. If a grievance is not presented by the employee/Union within the time limit set forth above, it shall be considered waived and may not be further pursued. Such waiver shall not serve to waive the Union or the employee's right to file a future grievance involving similar facts and circumstances.

If a grievance is not appealed to the next step within the specified time period, or within an approved, written extension thereof, it shall be considered withdrawn, provided, however, that such settlement shall not serve to waive the Union's or employee's right to file a future grievance involving similar facts and circumstances. If the Village does not answer a grievance or an appeal thereof within the specified time limits, the grievance will automatically be advanced to the next step.

The parties may, by mutual written agreement, extend any of the time limits set forth in this Article.

Section 8.6 Miscellaneous

No action, statement, agreement, settlement or representation made by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the Village unless and until the Village has agreed thereto in writing.

ARTICLE IX

Section 9.1 No Strike

Neither the Union nor any officers, agents or employees covered by this Agreement will instigate, promote, sponsor, engage in or condone any strike, sympathy strike, slow-down, sit-down, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unimproved enforcement procedures or policies or work to the rule situation, mass resignations, mass absenteeism, picketing or any other intentional interruption or disruption of the operations of the Village, regardless of the reason for so doing. Additionally, no employee shall refuse to cross any picket line to perform his/her job duties, by whomever established.

Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Village. Nothing in this Article will limit the Employer's right to legal or injunctive relief in the event of a violation of this Section.

Section 9.2 No Lockout

The Village will not lock out any employee during the term of this Agreement as a result of a labor dispute with the Union.

ARTICLE X

Section 10.1 Discipline and Discharge/Investigations

Disciplinary actions instituted by the Village shall be for reasons based upon an employee's failure to fulfill his responsibilities as an employee. Where the Village believes just cause exists to institute disciplinary action it shall have the option, consistent with the principles of timely progressive discipline imposed for the purpose of encouraging corrective employee action, to assess an appropriate penalty which include the following penalties:

Oral Reprimand;
Written Reprimand;
Suspension;
Removal of Corporal Status (if applicable); or
Termination.

Any disciplinary action or measure other than an oral and written reprimand imposed upon an employee shall be subject to review and appeal as provided for in this Agreement. An oral and written reprimands shall not be subject to arbitration or to review by the Board of Fire and Police Commissioners. However, an employee is entitled to write a response to any oral or written reprimand and that response will be attached to the corresponding discipline. The Union shall have the right to file grievances concerning discipline covering suspension without pay, removal of Corporal status (if applicable), and/or termination, or an employee may choose the hearing process by the Board of Fire and Police Commissioners. Filing of a grievance shall act as a waiver by the employee involved of the right to challenge the same matter before the Board of Fire and Police Commissioners. A form containing such specific waiver shall be executed by the employee prior to filing a grievance. Seeking review by the Board of Fire and Police Commissioners shall act as a waiver by the Union and employee involved of the right to challenge the same matter in the grievance process.

- A. The Village agrees that non-probationary employees shall be disciplined and discharged only for just cause. A copy of all suspension, demotion and discharge notices shall be provided to the employee and Union. The Employer further agrees that disciplinary actions will be imposed in a timely manner and shall comply with the "Uniform Peace Officers' Disciplinary Act" (50 ILCS 725/1, et seq.).
- B. Any employee found to be unjustly suspended or discharged will be reinstated with full compensation for all lost time and with full restoration of all other rights, benefits, and

conditions of employment, without prejudice, unless a lesser remedy is agreed upon as a settlement or deemed proper by the appropriate hearing authority.

- C. Disciplinary actions, including but not limited to discipline less than a suspension, recorded in the employee's personnel files shall not be used after thirty-six (36) months to justify subsequent disciplinary action, except for a related offense. Non-meritorious disciplinary actions shall not be relied upon to substantiate or aggravate any subsequent disciplinary action.
- D. Employees shall be entitled to Union representation at all disciplinary investigatory meetings, which the employee attends and are initiated by the Employer, and at any meeting or interview which that employee reasonably believes could result in discipline.
- E. Interrogations will be conducted in accordance with the Illinois Peace Officers' Disciplinary Act.
- F. Prior to the imposition of disciplinary action, the Union will be provided an opportunity to review the surveillance (e.g. video, photos, audio, or other recorded medium) relevant to the discipline if the surveillance evidence is both: (i) in the possession or control of the Employer and (ii) relied on by the Employer in making the discipline decision at issue.
- G. Prior to taking any final, disciplinary action and just prior to concluding its investigation, the Village shall notify the employee and Union of the contemplated measure of discipline to be imposed, and shall meet with the employee involved and inform the employee of the reasons for such contemplated disciplinary action. The Union is permitted to attend and participate in this meeting. Prior to the meeting the Village will notify the Union and employee in writing of the contemplated discipline and the factual basis for said contemplated discipline.
- H. Personnel Files - The Employer agrees to comply with the Illinois Personnel Record Review Act relative to providing the employee access to and copying (if requested) of the employee's personnel file.
- I. It is understood that the rights of officers herein shall not diminish the right and privileges of officers that are guaranteed to all citizens by the Constitution and laws of the United States and of the State of Illinois.
- J. Reviews of decisions of the Board of Fire and Police Commissioners or of an arbitrator under this section shall be as provided by law, based on the election of the hearing body.

ARTICLE XI

Section 11.1 Dues Deductions

Upon receipt of proper written authorization from an employee, the Employer shall deduct each month's Chapter dues in the amount certified by the Treasurer of Chapter from the pay of all officers covered by this Agreement who, in writing, voluntarily authorize such

deductions. Such money shall be submitted to the Metropolitan Alliance of Police within fifteen (15) days after the deductions have been made.

As mandated by Janus v. AFSCME, fair share is no longer permitted. Should that authority be superceded, the parties will meet and bargain over the impact of such change in law.

Section 11.2 Chapter Indemnification

The Chapter shall indemnify, defend and hold harmless the Village and its officials, representatives and agents against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs for counsel selected or approved by the Chapter that shall arise out of or by reason of action taken or not taken by the Village in complying with the provisions of this Article. If an improper deduction is made, the Chapter shall refund directly to the employee(s) any such amount. The foregoing indemnification clause shall not require the Chapter to indemnify or hold the Village harmless in the event the Village initiates a cause of action against the Chapter except as necessary to enforce its rights under this Section 11.2.

ARTICLE XII

Section 12.1 Definition of Seniority

Departmental seniority shall be defined as the length of service from the last date of beginning continuous full-time employment as a sworn Peace Officer in the Department and uninterrupted by termination of employment. Conflicts of departmental seniority shall be determined on the basis of the order of the officers on the Board of Fire and Police Commission hiring list, with the officer higher on the applicable list being the more senior. Where the term "seniority" is used in this Agreement, it shall mean departmental seniority unless otherwise specified.

Section 12.2 Probationary Period

All new employees and those rehired after termination of employment shall be considered probationary employees until they complete a probationary period of eighteen (18) months. During an employee's probationary period, the employee may be suspended or terminated at the sole discretion of the Village, subject to whatever legal rights, if any, such employees may have separate and apart from this Agreement. No grievance shall be presented or entertained in connection with the suspension or termination of a probationary employee.

In the event of an absence or leave, the probationary period may be extended, if approved by the Board of Police and Police Commissioners, for a comparable period of time (i.e., day for day extensions in the event a probationary employee is absent and/or on leave for any reason for a total of four (4) weeks or more during the first eighteen (18) months of employment).

Section 12.3 Seniority List

The Village will provide the Union with a seniority list setting forth each employee's seniority date on an annual basis within a reasonable period of time after the Union's written request.

Section 12.4 Layoff

Prior to any bargaining unit employees being laid off, all part-time employees with the power to affect a lawful arrest, if any, responsible for performing duties/tasks performed by members of the Union, will be laid off. Prior to any employees being laid off, the parties will complete bargaining over the impacts and effects of such layoffs when required by law. Full time employees covered by this Agreement will be laid off in accordance with their length of service as provided in the Illinois Municipal Code, Chapter 65, Section 5/10-2.1-18 as amended from time to time.

Section 12.5 Recall

Full time employees who are laid off shall be placed on a recall list. If there is a recall, full time employees who are still on the recall list shall be recalled in the inverse order of their layoff provided the employee is qualified to perform the available work.

Employees who are on the recall list shall be given twenty-one (21) calendar days to report back to work from date of receipt of the notice of recall, provided that the employee must notify the Police Chief or his designee of his intention to return to work within nine (9) days after receiving notice of recall.

The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by registered mail, return receipt requested, to the mailing address last provided by the employee, with a copy to the Union; it being the obligation and responsibility of the employee to provide the Police Chief or his designee with this latest mailing address. If an employee fails to timely respond to a recall notice, his/her name shall be removed from the recall list.

Section 12.6 Termination of Seniority

Seniority and the employment relationship shall be terminated for all purposes, subject to confirmation by the Village's Board of Police and Police Commission, if the employee:

- A. quits;
- B. is discharged;
- C. retires (or is retired should the Village adopt and implement a legal mandatory retirement age);
- D. fails to report to work at the conclusion of an authorized leave or vacation;
- E. is laid off and fails to notify the Police Chief or his designee of his intention to return to work within the time period stated in this agreement;
- F. is laid off for a period in excess of two (2) years; and/or
- G. does not perform work for the Village for a period in excess of twelve (12) months, provided however, this provision shall not be applicable to absences due to military service, established work-related injury compensable under workers' compensation,

disability pension, or a layoff where the employee has recall rights. Extensions will be considered on a case-by-case basis to comply with the law (e.g. for a reasonable accommodation to a disabled individual).

Section 12.7 Benefits During Layoff

During the period of time that non-probationary employees have recall rights as specified above, the following provisions shall be applicable to any non-probationary employees who are laid off by the Village:

- A. An employee shall be paid for any earned but unused vacation days.
- B. An employee shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for single and if desired, family coverage.
- C. If an employee is recalled, the amount of accumulated sick leave days that the employee had as of the effective date of the layoff shall be restored.
- D. Upon recall, the employee's seniority shall be adjusted by the length of the layoff.

Seniority shall not be interrupted, and shall continue to accrue, during periods of time when an employee is receiving workers' compensation or disability pension benefits for a work related injury.

ARTICLE XIII

Section 13.1 Savings Clause

In the event any Article, Section or portion of this Agreement should be held invalid and unenforceable by any board, agency or court of competent jurisdiction or by reason of any subsequently enacted legislation, such decision or legislation shall apply only to the specific Article, Section or portion thereof specifically specified in the board, agency of court decision or subsequent litigation and the remaining parts or portions of this Agreement shall remain in full force and effect.

In such event, the parties shall, upon request of either party, upon thirty (30) days' notice of any determination, commence good faith bargaining over possible replacement language for the invalidated Article, Section or portion of this Agreement.

ARTICLE XIV

Section 14.1 Duration of Agreement

This Agreement shall be effective as of the day after the Agreement is executed by both parties and shall remain in full force and effect until 11:59 P.M. on the 31st day of December, 2021. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) calendar days prior to the December 31st anniversary date that it desires to modify this Agreement. In the event that such notice is

given, negotiations shall begin no later than sixty (60) calendar days prior to the December 31st anniversary date.

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after the expiration date and until a new Agreement is reached unless either party gives at least ten (10) calendar days' written notice to the other party of its desire to terminate this Agreement, provided such termination date shall not be before the anniversary date set forth in the preceding paragraph of this Section.

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after the expiration date and until a new Agreement is reached unless either party gives at least ten (10) calendar days' written notice to the other party of its desire to terminate this Agreement, provided such termination date shall not be before the anniversary date set forth in the preceding paragraph of this Section.

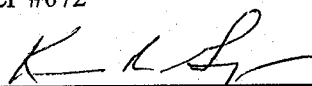
This Agreement executed by Ordinance _____ on December, ____, 2020 by the Village of Buffalo Grove Board of Trustees and signed by:

For the Village of Buffalo Grove

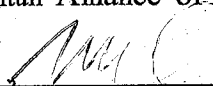
Beverly Sussman, Village President

Dane C. Bragg, Village Manager

For the Metropolitan Alliance of Police
Chapter #672



Mr. Keith R. George, President
Metropolitan Alliance of Police



Michael A. Martin, Chapter President

ORDINANCE NO. 2020- _____

AN ORDINANCE AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A COLLECTIVE BARGAINING AGREEMENT WITH THE METROPOLITAN ALLIANCE OF POLICE, BUFFALO GROVE POLICE PATROL OFFICER CHAPTER #672

WHEREAS, the Village of Buffalo Grove is a Home Rule Unit by virtue of the Provisions of the Constitution of the State of Illinois 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, Buffalo Grove Police Patrol Officer Chapter #672; and

WHEREAS, the resultant Agreement and its Exhibit, attached hereto, constitute the complete and entire Agreement between the Village of Buffalo Grove and the Metropolitan Alliance of Police, Buffalo Grove Police Patrol Officer Chapter #672 and concludes collective bargaining between parties for the term January 1, 2021 through December 31, 2021.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS that:

Section 1. The President and the Board of Trustees hereby accept the terms of the attached Collective Bargaining Agreement.

Section 2. The Village Manager is authorized to enter into the Agreement with the Metropolitan Alliance of Police, Buffalo Grove Police Patrol Officer Chapter #672.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval. This Ordinance shall not be codified.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2020. APPROVED: _____, 2020.

Village President

ATTEST:

Village Clerk

Attachment: 2020 MAP Ordinance (O-2020-95 : Agreement with Metropolitan Alliance of Police)



Ordinance No. O-2020-96 : Smart Water Program Amendment #1

Recommendation of Action

Staff recommends approval.

This project, funded by a grant from the Northwest Water Commission (\$145,750 for System Monitoring Improvements), would add six additional zone meters to our central monitoring zone of the water distribution network. Aquify will then monitor these zone meters in their network operations center to watch for water leaks, identify unauthorized water use, and perform additional data analytics. The smart water program has been a success in year one, as documented in the attached memo and case studies. Staff recommends expanding the program with the addition of more sensors.

ATTACHMENTS:

- 2020-1207 Smart Water Memo (DOCX)
- 2020-1207 SMART Water Amendment Ordinance (DOCX)
- Buffalo Grove Case Study_Labor Day Leak 20201202 (PDF)
- Buffalo Grove Case Study_Unauthorized Usage 20201023 (PDF)
- Smart Water Amendment (DOC)

Trustee Liaison

Pike

Staff Contact

Michael K Skibbe, Public Works

Monday, December 7, 2020

VILLAGE OF
BUFFALO GROVE



MEMORANDUM

TO: Dane Bragg, Village Manager

FROM: Mike Skibbe, Public Works Director

DATE: December 7, 2020

RE: Exelon Smart Water Pilot Program Amendment

Buffalo Grove has been operating under a public-private partnership agreement with Aquify related to a Smart Water Pilot Program. The concept was presented at the June 3, 2019 Committee of the Whole meeting and the Village Board directed staff to enter into an agreement with Exelorate Enterprises, LLC, a subsidiary of Exelon now doing business under the name “Aquify”, in June of 2019. The original program cost was structured over five years, with a total cost of \$230,500.

The program has had notable success, as outlined below. With a grant awarded to Buffalo Grove by the Northwest Water Commission in 2020, the village now has an opportunity to expand the program by adding additional zone meters.

Staff recommends approval of the amendment to the original agreement pending final review by the Village Attorney.

Smart Water Update

Over the past year and a half, Buffalo Grove and Aquify have installed 10 zone meters into the water distribution system. The locations allowed the village’s system to be split into four main zones.

These zone meters, along with other data from pump stations, customer meters, and SCADA (Supervisory Control and Data Acquisition) system are integrated into Exelon’s Network Operation Center for 24/7 monitoring and data trend analysis. The goal is to identify actual and potential lost water revenue by actively monitoring for system leaks and unauthorized water use.

We have shared several success stories on social media, but want to highlight two examples here. The case studies for these two events are also attached, showing images of the data.

1) Labor Day Weekend Leak (Estimated Savings \$210,000)

At midnight on Sunday, Sept. 6, 2020, the Aquify operations center began receiving flow alerts from the sensors installed in the zone on the east side of the village. The alerts were reporting

excessive and increasing flows into the zone, which were uncharacteristic for the time of day based on the predicted flow data generated by Aquify's Machine Learning platform.

After receiving the alerts and checking the sensor patterns, the Aquify team quickly analyzed data being processed through the software and determined that this significant system event was indicative of a break. By analyzing the signals from the sensors and pump stations, the Aquify team was able to locate the leak down to a specific area within the zone. With the leak identified and located, Aquify contacted the Village's water manager Ben Kruse and provided him with a situational assessment and search area to focus their leak detection efforts.

The Village located the break on a long fire hydrant lateral running into the rear of an unoccupied building located in an industrial park. Making detection even more challenging was the fact that the area was surrounded by ponds and it had been raining for many days. However, because we had the notification from Aquify, the Village was on alert looking for a leak. Muddy water was observed running into one of the ponds leading the operations crews to the location of the break. It was confirmed later in the day that there was a hole in the pipe.

At its peak, the flow rate of the leak was approximately 640 gallons per minute (gpm). Since it was caught early over the Labor Day holiday weekend, the leak lasted for only 12 hours before the repair was complete, resulting in an estimated 349,000 gallons of water lost at a value of \$550 based on the wholesale cost of water. If the leak had continued to run undetected, it would have cost the Village \$1,100 per day and \$420,000 over the course of a year. Due to rapid detection and efficient response protocols, the Village of Buffalo Grove and Aquify were able to significantly reduce the run time of this leak and spare the utility the unnecessary loss of clean, treated drinking water, loss of revenue and protect our environmental resources.

2) Unauthorized Water Use by a Contractor (\$6,700)

Over a two-month period, the Aquify team observed frequent and consistent increases in water use of about 300 gallons per minute (gpm) for 45 minutes to one-hour time intervals. The flow was identified through one of Aquify's meters and flagged as unexpected usage by the Aquify system.

The Village dispatched staff to watch the area near the sensor during the anticipated time of use based on the historical pattern. We discovered an asphalt contractor working in the area was utilizing water from a hydrant to control dust during construction. The asphalt contractor did not have a meter attached to the hydrant or a permit to authorize usage.

Perhaps, more importantly, the Village was able to reinforce proper hydrant use practices and demonstrate our ability to hold third-parties accountable for compliance, including actions that protect Buffalo Grove's water mains from damage-inflicting pressure impulses (water hammer). Buffalo Grove confronted the contractor, who admitted to using the water without authorization. The Village is requiring the contractor to use a meter for future use of water from the hydrants. With unprecedented amounts of construction occurring in the Village, monitoring for unauthorized water use will be important as the Infrastructure Modernization Program continues.

Future Considerations

The central zone in our existing system is also our largest area and customer count, in addition to being an older section of town with the potential for more leaks. With a grant from Northwest

Water Commission to fund the construction costs, Public Works recommends adding sensors to split the central zone into two areas, requiring the installation of 6 more zone meters.

Aquify is proposing an amendment to the current agreement, facilitating the addition of sensors through a combination of in house Public Works crews, Aquify staff and professional services, and an outside contractor to perform the actual sensor install into the live water pipes. The proposed amendment is structured to have Aquify source the contractor, through a bid process, and provide necessary oversight of the project. Moving forward, the new meters would then be maintained and monitored by Aquify as per the original agreement. The total cost of the amendment is \$133,982 spread over four years, in alignment with the original agreement.

CC: Brett Robinson, Purchasing Manager

ORDINANCE 2020-_____

AN ORDINANCE AUTHORIZING EXECUTION OF AN AMENDMENT TO THE WATER ANALYTICS PILOT PROGRAMS SERVICES AGREEMENT

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

WHEREAS, the Village entered in an Agreement with Exelorate Enterprises LLC., for the continuous monitoring and analysis of the Village's water distribution system; and

WHEREAS, the Village seeks to expand the number of monitoring stations in the water distribution system.

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 amendment to the Agreement with Exelorate Enterprises LLC, pending review and approval by the Village Attorney at a price not to exceed \$133,982 over four years.

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 not be codified.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2020

APPROVED: _____, 2020

APPROVED:

Beverly Sussman, Village President

ATTEST:

Janet Sirabian, Village Clerk



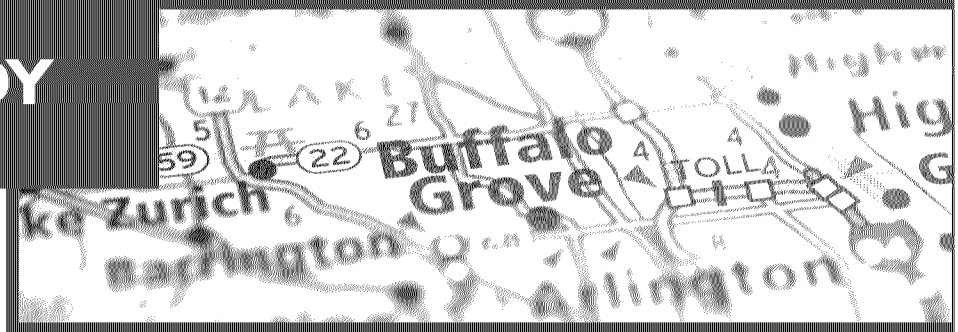
**Making technology accessible
and affordable for
water utilities of all sizes**

CASE STUDY

Buffalo Grove, Illinois Avoids Costly Leak Through 24/7 Water System Monitoring



**A 640 gallon
per minute leak
behind an empty
building may have
gone unnoticed
without Aquify
monitoring.**



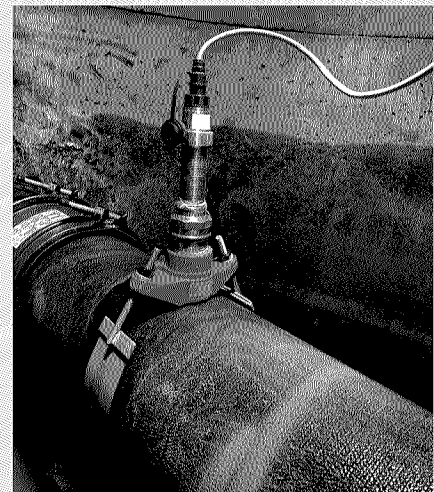
Overview

The Village of Buffalo Grove located in the northwest suburbs of Chicago partnered with Aquify to provide continuous monitoring and data analytics of their 189-mile drinking water distribution system. The Village wanted to manage their non-revenue water (NRW) to maintain compliance with the state's water loss regulation, avoid unnecessary loss of their purchased, treated drinking water and limit revenue loss.

In December 2019, 10 flow and pressure sensors were strategically positioned across the network to create the boundaries of four defined zones, also known as District Metered Areas or DMAs. DMAs are a proven methodology for water loss control used around the world. The data from the sensors is processed through a cloud-based machine learning (ML) and artificial intelligence (AI) platform, and gives Aquify's professionally-staffed, 24-hour control center

the ability to provide the Village with insight into network behaviors, operational response and system losses.

Supervisory Control and Data Acquisition (SCADA) data from pump stations, reservoirs and storage tanks is also ingested into the platform to provide additional measuring points and a higher resolution dataset. Measurement of flow and pressure data in a DMA zone helps utilities identify when slow, trending leaks occur and helps prevent larger, disruptive main breaks from happening.



Attachment: Buffalo Grove Case Study_Labor Day Leak 20201202 (O-2020-96 : Smart Water Amendment)

CASE STUDY

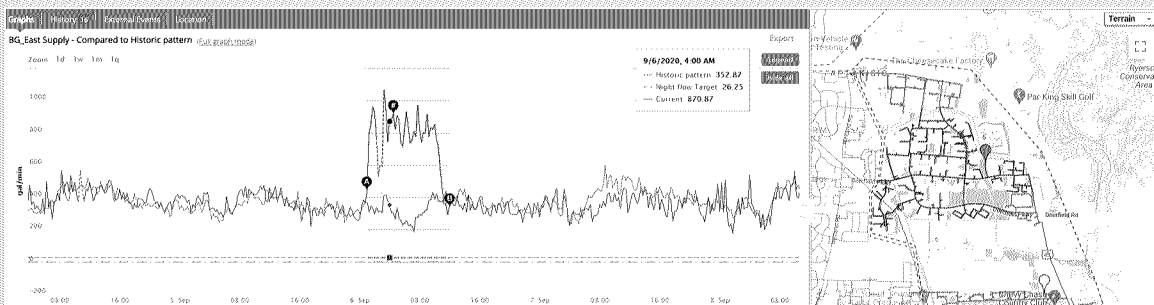
Buffalo Grove, Illinois Avoids Costly Leak Through 24/7 Water System Monitoring

Challenge

At midnight on Sunday, Sept. 6, 2020, the Aquify operations center began receiving flow alerts from the sensors installed in the zone on the east side of the village. The alerts were reporting excessive and increasing flows into the zone, which were uncharacteristic for the time of day based on the predicted flow data generated by Aquify's ML platform.

Solution

After receiving the alerts and checking the sensor patterns, the Aquify team quickly analyzed data being processed through the software and determined that this significant system event was indicative of a break. By analyzing the signals from the sensors and pump stations, the Aquify team was able to locate the leak down to a specific area within the zone. With the leak identified and located, Aquify contacted the Village's water manager Ben Kruse and provided him with a situational assessment and search area to focus their leak detection efforts.



(left) When current flow data (blue line) deviated from the predicted flow (green line) the Aquify staff suspected a significant leak event. (right) Aquify's map identified the area of the leak (red lines) so the Village knew where to focus their leak detection efforts.

The Village located the break on a long fire hydrant lateral running into the rear of an unoccupied building located in an industrial park. Making detection even more challenging was the fact that the area was surrounded by ponds and it had been raining for many days. However, because they had the notification from Aquify, the Village was on alert looking for a leak. Muddy water was observed running into one of the ponds leading the operations crews to the location of the break. It was confirmed later in the day that there was a hole in the pipe.



CASE STUDY

Buffalo Grove, Illinois Avoids Costly Leak Through 24/7 Water System Monitoring

Contact:

Carlo Cavallaro
 Director, Business Development

Carlo.Cavallaro@exeloncorp.com
 630-669-3068

exelonaquify.com

Results

At its peak, the flow rate of the leak was approximately 640 gallons per minute (gpm). Since it was caught early over the Labor Day holiday weekend, the leak lasted for only 12 hours before the repair was complete, resulting in an estimated 349,000 gallons of water lost at a value of \$550 based on the wholesale cost of water. If the leak had continued to run undetected, it would have cost the Village \$1,100 per day and \$420,000 over the course of a year. Due to rapid detection and efficient response protocols, the Village of Buffalo Grove and Aquify were able to significantly reduce the run time of this leak and spare the utility the unnecessary loss of clean, treated drinking water, loss of revenue and potential collateral damage claims.



Water could be leaking under a creek, directly into a storm sewer, or hiding elsewhere underground and never surfacing. This 640 gpm leak was a good example of a break that would have gone unnoticed behind an empty building without our Aquify monitoring in place.

– Mike Skibbe, Deputy Director of Public Works, Buffalo Grove

“While many main breaks occur in visible areas, and are quickly identified, sometimes there is the perfect storm of circumstances that leads to a hidden leak,” said Mike Skibbe, Deputy Director of Public Works, Buffalo Grove. “Water could be leaking under a creek, directly into a storm sewer, or hiding elsewhere underground and never surfacing. This 640 gpm leak was a good example of a break that would have gone unnoticed behind an empty building without our Aquify monitoring in place. The financial implications are one aspect, and the water loss and larger environmental impacts are equally important. We entered into this partnership with Aquify to be good stewards of both resources.”



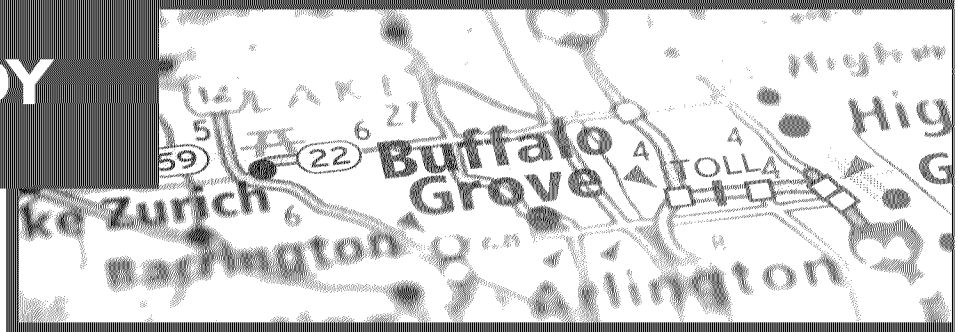
**Making technology accessible
and affordable for
water utilities of all sizes**

CASE STUDY

Buffalo Grove, Illinois Curbs Unauthorized Use of Hydrants



Over a two-month period, the Aquify team observed frequent and consistent increases in water use of about 300 gallons per minute.

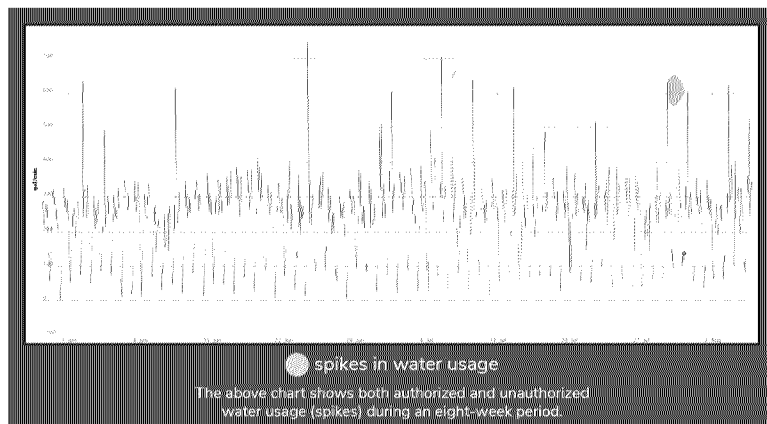


Overview

Municipalities nationwide are facing budget and regulatory pressure to reduce non-revenue water (NRW). The Village of Buffalo Grove, a suburb of Chicago, began working with Aquify in 2019 with goals to understand their system in greater detail and identify when and where water loss occurs. As a part of the Aquify solution, Buffalo Grove divided their distribution network into four District Metered Areas (DMAs) by installing 10 bidirectional flow boundary meters. Aquify also provides the Village with 24/7 monitoring with a staff of operations engineers and system analytics via a cloud-based machine-learning platform.

Abnormal Spikes in Water Usage Observed

Over a two-month period, the Aquify team observed frequent and consistent increases in water use of about 300 gallons per minute (gpm) for 45 minutes to one-hour time intervals. The flow was identified through one of Aquify's meters and flagged as unexpected usage by the Aquify system.



Attachment: Buffalo Grove Case Study_Unauthorized Usage 20201023 (O-2020-96 : Smart Water Amendment)

CASE STUDY

Buffalo Grove, Illinois Curbs
Unauthorized Use of Hydrants



Contact:

Carlo Cavallaro
Director, Business Development

Carlo.Cavallaro@exeloncorp.com
630-669-3068

exelonaquify.com

Aquify
222 W. Merchandise Mart Plaza
Suite 1212
Chicago, IL 60654

Contractor Found Using Unauthorized Water

The Village dispatched staff to watch the area near the sensor during the anticipated time of use based on the historical pattern. They discovered an asphalt contractor working in the area was utilizing water from a hydrant to control dust during construction. The asphalt contractor did not have a meter attached to the hydrant or a permit to authorize usage.

The Result

The amount used totaled to a loss of approximately \$6,700 as over one million gallons of water were consumed without authorization. Without quick action by Aquify and the Village, the contractor would likely have continued to take water while completing this project and future projects, potentially causing the Village to

**Without quick action by
Aquify and the Village, the
contractor would likely have
continued to take water
... potentially causing the
Village to lose a substantial
amount of revenue.**

lose a substantial amount of revenue. Perhaps, more importantly, the Village was able to reinforce proper hydrant use practices and demonstrate its ability to hold third-parties accountable for compliance, including actions that protect Buffalo Grove's water mains from damage-inflicting pressure impulses (water hammer). Buffalo Grove confronted the contractor, who admitted to using the water without authorization. The Village is requiring the contractor to use a meter for future use of water from the hydrants.

Attachment: Buffalo Grove Case Study_Unauthorized Usage 20201023 (O-2020-96 : Smart Water Amendment)

FIRST AMENDMENT TO THE WATER ANALYTICS PILOT SERVICES AGREEMENT

This FIRST AMENDMENT to WATER ANALYTICS PILOT SERVICES AGREEMENT (this “Amendment”), dated as of December __, 2020 (the “Effective Date”), is entered into by and between Exelorate Enterprises, LLC, a Delaware limited liability company, d.b.a. Aquify (“Aquify”) and the Village of Buffalo Grove, Illinois (“Village”). Aquify and Village are herein referred to individually as a “Party” and collectively as the “Parties.”

WHEREAS, the Parties have entered into that certain Water Analytics Pilot Services Agreement (“Agreement”); and

WHEREAS, after due consideration and study, the Parties have determined that it is advisable and in the best interest of both to amend the Agreement on the terms and conditions as set forth in this Amendment.

NOW, THEREFORE, in consideration of the execution of this Amendment and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Definitions. Any capitalized terms used in this Amendment which are not defined herein shall have the meanings respectively ascribed to them in the Agreement.
2. Amendment.
 - a. Additional Work. The Agreement is hereby amended to add the installation of flow and pressure sensors in the following 6 water mains locations within existing underground vault structures: E10-3250, F11-3500, G11-3271, G11-3273, H12-3505 AND H12-3002. Specific work to be performed is described in Exhibit “A” hereto.
 - b. Price. The cost of the Additional Work will consist of 3 components: (i) an Initial Payment for Professional Services of \$79,430 payable within 30 days of the Effective Date, (ii) a yearly fee for Professional Services of \$10,388 per year payable 30 days after installation of the sensors, and then yearly for 3 years thereafter payable at the beginning of each annual term, and (iii) actual third-party subcontractor construction/installation costs, estimated at \$13,000, plus 10% overhead adder payable 30 days after the installation of the sensors. Specific detail is described in Exhibit “A” hereto.

Item	Year 1	Year 2	Year 3	Year 4
Annual Payment for Professional Service	\$10,388	\$10,388	\$10,388	\$10,388
Upfront Payment for Professional Service (flow & pressure sensor data service)	\$79,430	N/A	N/A	N/A
Subcontracting (concrete cutting, sensor installation)	\$13,000	N/A	N/A	N/A

- c. The software and sensor monitoring services (Exhibit A, Step 5 in Scope) will begin on or before March 1, 2021

- d. Termination. Should the Village decide to terminate service for this Additional Work without cause before the end of the term of this agreement, the Village will be responsible to continue paying Committed Annual Costs for the Additional Work equal to 20% of the remaining Aquify Service fees.
 - e. Additional Contract Provisions. The additional contract provisions described in Exhibit B shall apply to this Amendment and all work hereunder,
 - f. Drug Free Workplace. The Drug-Free Workplace Certification attached hereto as Exhibit C shall apply to the Agreement, this Amendment and all work hereunder.
 - g. National Security, USA Patriot Act. The National Security, USA Patriot Act Certification attached hereto as Exhibit D shall apply to the Agreement, this Amendment and all work hereunder.
3. Miscellaneous. Except as hereby expressly modified, all terms of the Agreement remain in full force and effect. This Amendment (i) shall bind and benefit the parties and their respective heirs, beneficiaries, administrators, executors, receivers, trustees, successors and assigns; (ii) shall be modified or amended only in the manner set forth in the Agreement and (iii) embodies the entire agreement and understanding between the parties with respect to modifications of instruments provided for herein and supersedes all prior conflicting or inconsistent agreements, consents and understandings relating to such subject matter.
4. Counterparts. This Amendment may be executed in two or more counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument.

[Signature page follows]

IN WITNESS WHEREOF, the parties have duly executed and delivered this Amendment or have caused this Amendment to be executed and delivered by their respective officers thereunto duly authorized as of the date first written above.

VILLAGE OF BUFFALO GROVE

BY: _____

NAME: _____

TITLE: _____

Email for notices: _____

EXELORATE ENTERPRISES, LLC.

BY: _____

NAME: _____

TITLE: _____

Email for notices: _____

Attachment: Smart Water Amendment (O-2020-96 : Smart Water Amendment)

[Signature Page to First Amendment to Water Analytics Pilot Services Agreement]



Ordinance No. O-2020-97 : 2021 Melinda/Hiawatha Water & Street Improvements Award

Recommendation of Action

Staff recommends approval.

The 2021 Melinda/Hiawatha Water & Street Improvements were bid on November 24th, 2020 and the lowest responsible and responsive bidder was Bolder Construction. Staff recommends approval of the contract to Bolder Construction in the amount of 2,479,513.79, pending Village Attorney review.

ATTACHMENTS:

- Bolder Award of Bid Memo (DOCX)
- 4798.047 Bid Tabulation- 2021 Melinda-Hiawatha (PDF)
- 4798.047 Bid Recommendation - 2021 Melinda-Hiawatha (PDF)
- Bolder Ordinance (DOCX)
- Contract Bid Documents

Trustee Liaison
Stein

Staff Contact
Kyle Johnson, Engineering

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: November 23, 2021

TO: Dane Bragg, Village Manager

FROM: Kyle Johnson, Civil Engineer II

SUBJECT: 2021 Melinda/Hiawatha Water & Sewer Improvements Award of Bid

Recommendation

The 2021 Melinda/Hiawatha Water & Sewer Improvements were advertised for bids and opened on November 24th, 2020. The lowest, qualified base bid was in the amount of \$1,856,658.70 from Bolder Contractors. Bolder also had the lowest, qualified alternate bid in the amount of \$504,783.00, which makes the overall bid value \$2,361,441.70. The project includes water main replacement, storm sewer improvements, sanitary sewer repairs, spot curb and sidewalk replacement and full roadway asphalt replacement.

Project Background

The project was bid as a base bid plus alternate to separate the typical water and street improvements from the detailed side and rear yard storm sewer work. The base bid includes work that is routine for any underground contractor, while the alternate includes sensitive storm sewer work that not all underground companies are capable of performing. If the alternate bid had been excess of what was expected, the Village could have declined to include it in the contract, however Staff believes Bolder Contractors is capable of performing the specialty work and find the costs in line with industry expectations.

Attached is a copy of the Tabulation of Bids for the project indicating the lowest, total qualified bid of \$2,361,441.70 by Bolder Contractors. Staff recommends that the Village Board award the contract to Bolder Contractors because the firm is the lowest qualified bidder for the work proposed. Due to the size and scope of the project, staff recommends a contingency fund be created and controlled by the Village in the amount of \$118,072.09 (5.0% of the project cost). As bids came in below the engineers estimate Engineering staff will consult with the Village Manager prior to exceeding the low bid price of \$2,361,441.70. This project is funded by Water & Sewer funds as well as Bonded funds from the 2020 issue.

[illegible]

November 25, 2020

Mr. Kyle Johnson, PE, CFM
 Civil Engineer II
 Village of Buffalo Grove
 51 Raupp Boulevard
 Buffalo Grove, Illinois 60089

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Re: 2021 Melinda/Hiawatha Water and Street Improvements
 VoBG-2020-09
 Bid Results and Recommendation for Award

Dear Mr. Johnson:

On Tuesday, November 24, 2020, bid proposals for the above referenced project were received, opened, and publicly read aloud via GoToMeeting. This project includes water main replacement, water service line upgrades, storm sewer improvements, pavement removal, sidewalk removal and replacement, hot-mix asphalt pavement installation, landscape restoration, and other associated improvements on Melinda Lane, Hiawatha Drive, Rosewood Avenue, and Lincoln Terrace.

As directed, the work considered was separated into a 'base bid' and an 'alternate'. Thus, two separate bid schedules were received from each contractor. Most of the proposed improvements were included in the base bid, and additional work extending beyond the original project scope which comprised of upgrading the storm sewer system were included in alternate 01.

Bid documents were solicited and available to contractors on the Village's website, and bids were received by eleven (11) contractors. As-read, the bid amounts for the base bid ranged from \$1,856,658.70 to \$2,481,321.80; the Engineer's Opinion of Probable Cost (EOPC) was \$2,466,999.50. The as-read low bid of \$1,856,658.70 was received from Bolder Contractors Inc. of Cary, Illinois. The bids for alternate 01 ranged from \$504,783.00 to \$752,998.75. The EOPC for alternate 01 was \$506,144.75. The as-read low bid of \$504,783.00 was also received from Bolder Contractors Inc.

Bolder Contractors Inc. is an IDOT prequalified firm and has the experience and means to perform the work in accordance with the plans and specifications.

We recommend that the Village Board authorize the award of a construction contract including alternate 01 for the 2021 Melinda/Hiawatha Water and Street Improvements project to Bolder Contractors Inc. in the amount of \$2,361,441.70. This includes award of the base and alternate bid stated herein.

If you have any questions or require additional information regarding the above, please do not hesitate to contact me at (847) 821-6235 or by email at bwesolowski@gha-engineers.com.

Sincerely,
 GEWALT HAMILTON ASSOCIATES, INC.



Brian J. Wesolowski, PE CFM
 Senior Engineer

Encl.: Bid Summary

Cc (via email): Brett Robinson – Village of Buffalo Grove
 Leo Morand, PE – Gewalt Hamilton Associates, Inc.
 Lucas Deferville – Gewalt Hamilton Associates, Inc.

Attachment: 4798.047 Bid Recommendation - 2021 Melinda-Hiawatha (O-2020-97 : 2021 Melinda/Hiawatha Water & Street Improvements Award)

ORDINANCE 2020-_____

AN ORDINANCE AUTHORIZING A CONSTRUCTION CONTRACT WITH BOLDER CONTRACTORS

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

WHEREAS, the Village seeks to enter into a Construction Contract with Bolder Contractors for water main replacement, street rehabilitation and storm sewer improvements along various streets in the Melinda and Hiawatha area of the region commonly known as the Old Buffalo Grove neighborhood.

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 a Construction Contract with Bolder Construction for water main replacement, street rehabilitation and storm sewer improvements along various streets in the Melinda and Hiawatha area of the region commonly known as the Old Buffalo Grove neighborhood at a price not to exceed \$2,479,513.79.

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: _____, 2020
 APPROVED: _____, 2020

APPROVED:

 Beverly Sussman, Village President

ATTEST:

 Janet Sirabian, Village Clerk

Attachment: Bolder Ordinance (O-2020-97 : 2021 Melinda/Hiawatha Water & Street Improvements Award)



Ordinance No. O-2020-98 : Ordinance for the Levy and Collection of Taxes for the Fiscal Year Commencing on the 1St Day of January, 2021 and Ending on the 31St Day of December, 2021

Recommendation of Action

Staff recommends approval.

In conjunction with the development of the FY 2021 Village Budget, staff is working on a recommendation for the FY 2020 Property Tax Levy to be extended and collected in 2021. The proposed 2020 Property Tax Levy is 17,115,541, a zero percent increase from the prior years amount.

The truth in taxation determination was presented to the Village Board on November 2, 2020 Included with this memorandum is an ordinance for the levy and collection of taxes as well as the FY 2021 Village Budget in line-item format.

ATTACHMENTS:

- 120720_memo_2020 property tax levy (PDF)
- 120720_ord_prop tax levy (DOCX)
- 120720_Report 1 to accompany tax levy final submission (PDF)
- 120720_Report 2 to accompany tax levy final submission (PDF)

Trustee Liaison
Weidenfeld

Staff Contact
Jenny Maltas,

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: December 7, 2020

TO: Dane Bragg, Village Manager

FROM: Chris Black, Finance Director

SUBJECT: Proposed 2020 Tax Levy

In conjunction with the development of the FY 2021 Village Budget, staff is providing a recommendation for the FY 2020 Property Tax Levy to be extended and collected in 2021. The current year's initial levy proposal (2019 Tax Levy) is \$17,784,141, minus abatements of \$668,600, resulting in a net levy of \$17,115,541. The net levy increased 3.9 percent from 2018. The components of the change were the following:

2019 Levy Purpose	Increase/(Decrease)
Corporate Levy	0.0%
Special Purpose/IMRF	19.8%
Public Safety Pensions	6.0%
Debt Service	2.6%

The initial levy request for 2020 as part of the budget process (prior to abatement consideration) is \$20,461,952 or a 15.1 percent increase. The components of the change are as follows:

2020 Levy Purpose	Increase/(Decrease)	Amount
Corporate Levy	0.0%	\$0.00
Special Purpose/IMRF	-5.0%	-\$94,136
Public Safety Pensions	11.7%	\$604,257
Debt Service	137.1%	\$2,167,690

Corporate Levy

The amount requested of \$9,171,988 remains the same as the last two years 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 MCI for the annual period ending May 2020 is – 0.44 percent.

Debt Service

Last year's debt service requirement was \$1,581,369. The FY 2021 debt service is \$3,749,059. The components of the debt payments are as follows:

Purpose	Debt Payment	Percent to Total
Series 2012 - Street Improvements (Various)	\$546,525	14.6%
Series 2016 - Street Improvements (Various)	\$383,231	10.2%
Series 2019 - Refunding of Series 2010B Bonds	\$255,402	6.8%
Series 2020 - Water & Sewer Improvements and Street Improvements	\$2,563,900	68.4%

As part of the Series 2020 bond issue, the Village has committed a combination of water/sewer fund revenue and state/local motor fuel tax revenue to service the debt. When factoring in these abatements, the Series 2020 bonds will have no net impact on the tax levy. In 2019, the Village refunded the remaining bond coupons on the Series 2010B bonds, resulting in a net debt service decrease of \$17,000 due to reduced interest costs. The Series 2010B bonds are shown in the table above as Series 2019.

The Village will make its final payment on the Series 2010A general obligation bonds in 2020, thus a bond payment for this debt instrument will no longer be included in the levy for 2020 (payable 2021), resulting in a reduction to the debt service levy of \$410,000 annually.

Pensions

The Village's independent actuary calculated the levy amounts for both the Police and Fire Pension Funds. The Illinois Municipal Retirement Fund (IMRF) calculates the employer portion of the pension. The IMRF rate decreased from 13.63 percent to 13.26 percent for FY 2021 and reduces the IMRF levy by \$64,232. The projected decrease for the employer portion of social security is \$29,904.

The General Assembly passed a public safety pension consolidation bill in 2019 that expanded the Tier II benefits for sworn police and fire personnel. The pension funds' actuaries have recalculated the required contribution due to the expanded benefits. The Firefighter Pension Levy is proposed for FY 2021 to be \$2,390,386, an increase of 17.6 percent. The estimate for the Police Pension Levy will be 7.9 percent growth, resulting in a levy amount of \$3,361,940. Both pension levies are equal to the actuarial determined annual levy amount.

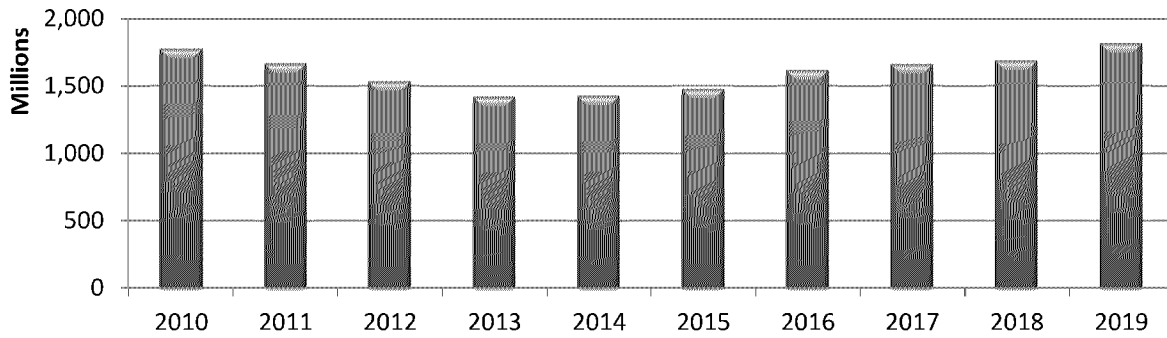
The total additional required amount for all pension levies is estimated to be \$604,257, an increase of 11.7 percent from 2019.

Equalized Assessed Values (EAV)

The last five years have posted positive growth including a 7.63 percent increase for the FY 2020 tax levy. The total EAV in Buffalo Grove is \$1.82 billion. The growth between the two counties was disproportionate as Lake County grew by 5.8 percent and Cook County grew by 15.1 percent. Lake County properties are assigned 85 percent of the total property tax burden for the Village. EAV calculations reside with each county's assessor's office. 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.

Equalized Assessed Value



Impact

The result of the increases noted above would result in a tentative levy of \$20,461,952 or 15.1 percent growth. At this point in the process the gross levy appears as follows:

Estimated Distribution of 2020 Property Tax - Before Abatement		Cook County Levy	Lake County Levy	Total 2019 Levy	Total 2020 Levy
County Tax Burden		15.00%	85.00%	100.00%	100.00%
Tax Levies:					
	Police Protection	3,118,476	550,319	3,668,795	3,668,795
	Fire Protection	4,677,714	825,479	5,503,193	5,503,193
Sub-Total: Corporate Levy		7,796,190	1,375,798	9,171,988	9,171,988
	IMRF/Social Security	1,520,292	268,287	1,882,715	1,788,580
	Corp. Purpose Bonds Facilities (2010A)	0	0	410,800	0
	Corp. Purpose Bonds Facilities (2010B)	0	0	272,413	0
	Corp. Purpose Bonds Roads (2012)	464,546	81,979	233,525	546,525
	Corp. Purpose Bonds Roads (2016)	325,747	57,485	664,631	383,231
	2019 Series GO Bonds	217,092	38,310	0	255,402
	2020 Series GO Bonds	2,179,315	384,585	0	2,563,900
	Police Pension	2,857,649	504,291	3,115,296	3,361,940
	Fire Pension	2,031,828	358,558	2,032,773	2,390,386
Total		17,392,659	3,069,293	17,784,141	20,461,952

The truth in taxation determination was presented to the Village Board on November 2, 2020. Accompanying this memorandum is an ordinance for the property tax levy and collection of tax as well as the FY 2021 Village Budget in a line-item format.

Abatement Considerations

Staff is recommending an abatement of \$3,346,411 made up of \$399,280 on the series 2012 bonds, \$383,231 on the Series 2016 Bonds and \$2,563,900 on the Series 2020 bonds. With the proposed abatements, the net levy will be \$17,115,541, the same amount as the prior year. It should be noted that

the 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, agricultural).

Levy	Section	Levy	Abatement	Net Levy
Corporate Purpose	2	\$9,171,988	\$0	\$9,171,988
Illinois Municipal Retirement Fund	3	\$1,220,390	\$0	\$1,220,390
Social Security Fund	4	\$568,190	\$0	\$568,190
Police Pension	5	\$3,361,940	\$0	\$3,361,940
Fire Pension	6	\$2,390,386	\$0	\$2,390,386
Corporate Purpose Bonds Series 2012	7	\$546,525	\$399,280	\$147,245
Corporate Purpose Bonds Series 2016	8	\$383,231	\$383,231	\$0
Series 2019 GO Bonds	9	\$255,402	\$0	\$255,402
Series 2020 GO Bonds	10	\$2,563,900	\$2,563,900	\$0
Total		\$20,461,952	\$3,346,411	\$17,115,541

ORDINANCE NO. 2020-_____

**AN ORDINANCE FOR THE LEVY AND COLLECTION OF TAXES FOR
THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF JANUARY, 2021
AND ENDING ON THE 31ST DAY OF DECEMBER, 2021**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COUNTIES OF COOK AND LAKE, ILLINOIS, A HOME-RULE MUNICIPALITY:

SECTION 1. 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 Million Four Hundred Sixty-One Thousand Nine Hundred Fifty-Two Dollars (\$20,461,952) for the following specific purposes and for the fiscal year commencing January 1, 2021 and ending December 31, 2021.

SECTION 2. 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 3. Illinois Municipal Retirement Fund Tax. A further tax is hereby imposed for the purpose of Village retirement in this Village in the amount of One Million Two Hundred Twenty Thousand Three Hundred Ninety Dollars (\$1,220,390) 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 4. Social Security Fund. A further tax is hereby imposed for the purpose of Village retirement in this Village in the amount of Five Hundred Sixty-Eight Thousand One Hundred Ninety Dollars (\$568,190) 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 5. 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 Three Hundred Sixty One Thousand Nine Hundred Forty Dollars (\$3,361,940) 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 6. 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 Three Hundred Ninety Thousand Three Hundred Eighty-Six Dollars (\$2,390,386) 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 7. 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 Five Hundred Forty-Six Thousand Five Hundred Twenty-Five Dollars (\$546,525) 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 8. 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-Three Thousand Two Hundred Thirty-One Dollars (\$383,231) 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 8. Corporate Purpose General Obligation Bonds-Series 2019. A further tax is hereby imposed for the retirement of Corporate Purpose General Obligation Bonds, bond principal and interest, in the amount of Two Hundred Fifty-Five Thousand Four Hundred Two Dollars (\$255,402) 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. 2019-70.

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 Two Million Five Hundred Sixty Three Thousand Nine Hundred Dollars (\$2,563,900) 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. A recapitulation of the foregoing levied funds is as follows:

LEVIED FUNDS

General Corporate	\$ 9,171,988
Illinois Municipal Retirement Fund	1,220,390
Social Security Fund	568,190
Police Pension Fund	3,361,940
Firefighter's Pension Fund	2,390,386
Facilities Development Debt Service-Series 2012	546,525
Facilities Development Debt Service-Series 2016	383,231
Facilities Development Debt Service-Series 2019	255,402
Facilities Development Debt Service-Series 2020	<u>2,563,900</u>
Grand Total Tax Levy	\$ 20,461,952

SECTION 12. 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 13. 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 14. Detailed Budget Appropriations by cost category for the fiscal year commencing on the 1st day of January 2021 and ending on the 31st day of December 2021, along with corresponding levy by Fund are attached as Exhibit "A" to this Ordinance.

SECTION 15. That this Ordinance shall be in full force and effect from and after its passage and approval. This Ordinance shall not be codified.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED this _____ day of _____, 2020.

APPROVED this _____ day of _____, 2020.

Village President

ATTEST:

Village Clerk

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
Fund: 100 - General Fund			
REVENUES			
<i>10 - Property Taxes</i>			
400.01	Taxes - Property Corporate Levy - Cook County	-	681,479
400.02	Taxes - Property Corporate Levy - Lake County	-	2,007,748
400.03	Taxes - Property Police Protection - Cook County	721,285	179,771
400.04	Taxes - Property Police Protection - Lake County	2,947,510	530,141
400.07	Taxes - Property Fire Protection - Cook County	1,081,928	1,172,180
400.08	Taxes - Property Fire Protection - Lake County	4,421,265	3,453,253
400.09	Taxes - Property Street & Bridge Levy - Cook Cty	-	216,459
400.10	Taxes - Property Street & Bridge Levy - Lake Cty	-	639,288
400.11	Taxes - Property Street Lighting Levy - Cook Cty	-	74,293
400.12	Taxes - Property Street Lighting Levy - Lake Cty	-	217,376
400.30	Taxes - Property FICA Levy - Cook County	117,585	151,557
400.31	Taxes - Property FICA Levy - Lake County	480,508	284,508
400.32	Taxes - Property IMRF Levy - Cook County	252,557	325,523
400.33	Taxes - Property IMRF Levy - Lake County	1,032,065	959,099
400.50	Taxes - Property Police Pension - Lake County	2,502,829	2,325,880
400.51	Taxes - Property Police Pension - Cook County	612,467	789,416
400.60	Taxes - Property Fire Pension - Lake County	1,633,130	1,517,668
400.61	Taxes - Property Fire Pension - Cook County	399,643	515,105
<i>Account Classification Total: 10 - Property Taxes</i>		16,202,772	16,040,744
<i>15 - Other Taxes</i>			
410.05	Taxes - State Shared Local Use Tax	1,267,279	1,387,979
410.10	Taxes - State Shared State Income Tax	4,168,968	3,933,578
410.15	Taxes - State Shared Sales Tax - State	6,590,000	5,623,000
410.20	Taxes - State Shared Road & Bridge Tax Wheeling	28,000	28,000
410.25	Taxes - State Shared Road & Bridge Tax Vernon	154,000	154,000
410.40	Taxes - State Shared Video Gaming Tax	114,000	57,000
410.50	Taxes - State Shared Replacement Tax	26,000	11,000
415.05	Taxes - Local Sales Tax - Home Rule	4,190,000	3,557,300
415.15	Taxes - Local Real Estate Transfer Tax	990,000	495,000
415.20	Taxes - Local Hotel/Motel Tax	125,000	35,000
415.25	Taxes - Local Simplified Telecommunications Tx	1,540,000	960,000
415.30	Taxes - Local Prepared Food & Beverage Tax	750,000	470,000
415.35	Taxes - Local Electricity Use Tax	1,665,000	1,698,300
415.40	Taxes - Local Natural Gas Use Tax	1,050,000	1,067,500
<i>Account Classification Total: 15 - Other Taxes</i>		22,658,247	19,477,657
<i>20 - Intergovernmental Revenue</i>			
440.15	Intergovernmental Revenue - Local Reimb - District #214 Officer	105,043	65,043
440.20	Intergovernmental Revenue - Local Reimb - Various Govts Fuel	50,000	29,000
440.25	Intergovernmental Revenue - Local Reimb - D.A.R.E. Officer	63,532	43,532
440.40	Intergovernmental Revenue - Local Crossing Guard Reimbursement	23,053	23,053
440.46	Intergovernmental Revenue - Local Overtime Reimb - DEA	16,245	16,245

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
440.50	Intergovernmental Revenue - Local Overtime Reimb - ICE	4,784	4,784
440.90	Intergovernmental Revenue - Local Miscellaneous	5,000	5,000
<i>Account Classification Total: 20 - Intergovernmental Revenue</i>		267,657	186,657
<i>25 - Licenses</i>			
420.05	Business Licenses Business Licenses	120,000	92,850
420.10	Business Licenses Tobacco Licenses	1,650	1,650
420.15	Business Licenses Vending Machine Licenses	5,000	5,000
420.25	Business Licenses Alarm Permits	29,000	20,000
420.50	Business Licenses All Other Licenses	9,000	9,000
425.05	Liquor Licenses Class A	51,600	25,300
425.10	Liquor Licenses Class B	24,000	11,800
425.15	Liquor Licenses Class C	34,800	17,100
425.20	Liquor Licenses Class D	12,800	6,300
425.25	Liquor Licenses Class E	6,000	2,900
425.30	Liquor Licenses Class F	2,000	1,000
425.50	Liquor Licenses Other	13,750	6,700
<i>Account Classification Total: 25 - Licenses</i>		309,600	199,600
<i>30 - Permits</i>			
420.30	Business Licenses Video Gaming Permit	40,000	40,000
435.10	Building Revenue & Fees Engineering Fees	60,000	60,000
435.15	Building Revenue & Fees Contractor Registration	85,000	85,000
435.20	Building Revenue & Fees Plan Review Fees	110,000	110,000
435.25	Building Revenue & Fees Filing Fees	4,000	4,000
435.30	Building Revenue & Fees Annexation Fees	30,000	30,000
435.35	Building Revenue & Fees Building Inspection Fees	400,000	304,060
435.40	Building Revenue & Fees Plumbing Inspection Fees	35,000	35,000
435.45	Building Revenue & Fees Electrical Inspection Fees	60,000	60,000
435.50	Building Revenue & Fees Mechanical Inspection Fees	35,000	35,000
435.55	Building Revenue & Fees Sign Inspection Fees	5,000	5,000
435.60	Building Revenue & Fees Elevator Inspection Fees	25,000	25,000
435.65	Building Revenue & Fees Fire Suppression Inspection Fees	10,000	10,000
435.70	Building Revenue & Fees Rental Inspection Fees	122,000	122,000
435.71	Building Revenue & Fees Other Non-Business Lic & Permits	45,000	45,000
<i>Account Classification Total: 30 - Permits</i>		1,066,000	970,060
<i>35 - Fines and Fees</i>			
455.05	Fines & Fees Court Fines Cook	2,125	2,125
455.10	Fines & Fees Court Fines Lake	312,276	218,276
455.15	Fines & Fees Village Ordinance Fines	167,268	47,268
455.20	Fines & Fees Alarm Service Calls	35,000	9,000
455.25	Fines & Fees Accident Reports	7,000	7,000
455.30	Fines & Fees Fingerprint Fees	2,091	2,091
455.35	Fines & Fees Ambulance Transport Fees	1,110,000	1,110,000
455.45	Fines & Fees DUI Assessments	14,612	4,612
455.50	Fines & Fees Impounding Fees	86,700	26,700
455.60	Fines & Fees Administrative Bail Fee	3,519	3,519
<i>Account Classification Total: 35 - Fines and Fees</i>		1,740,591	1,420,591

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
<i>45 - Interest Income</i>			
450.10	Investment Revenue Interest Income -Investment Pool	25,000	12,500
450.15	Investment Revenue Interest Income - Money Market	85,000	42,500
450.20	Investment Revenue Interest Income - CD's	115,000	57,500
450.25	Investment Revenue Interest Income - Securities	65,000	32,500
<i>Account Classification Total: 45 - Interest Income</i>		290,000	145,000
<i>50 - Miscellaneous Revenue</i>			
465.05	All Other Revenue Cable Franchise Fees	815,000	665,000
465.07	All Other Revenue Storm Water Management Fees	1,140,000	1,140,000
465.12	All Other Revenue Symphonic Band	11,000	-
465.20	All Other Revenue Facility Rental	3,840	3,840
465.30	All Other Revenue Farmers Market	7,500	7,500
465.65	All Other Revenue Grants	-	700,000
465.70	All Other Revenue Recycling Proceeds	25,000	25,000
465.80	All Other Revenue Cannabis Fees	40,000	40,000
465.90	All Other Revenue Miscellaneous Income	50,000	-
<i>Account Classification Total: 50 - Miscellaneous Revenue</i>		2,092,340	2,581,340
<i>55 - Operating Transfers</i>			
460.05	Operating Transfers Interfund Transfers In	780,000	780,000
<i>Account Classification Total: 55 - Operating Transfers</i>		780,000	780,000
REVENUES Total		45,407,207	41,811,649
EXPENSES			
Department: 10 - Legislative			
<i>10 - Salaries</i>			
500.25	Personal Services Salaries - Elected Officials	33,000	33,000
<i>Account Classification Total: 10 - Salaries</i>		33,000	33,000
<i>15 - Taxes and Benefits</i>			
505.10	Personal Benefits Professional Training	13,000	13,000
505.15	Personal Benefits Dues & Memberships	42,000	42,000
505.75	Personal Benefits Employer's Contribution - FICA	2,046	2,046
505.85	Personal Benefits Employer's Contribution Medicare	479	479
<i>Account Classification Total: 15 - Taxes and Benefits</i>		57,525	57,525
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	750	750
510.08	Operating Expenses Reception & Community Affairs	7,000	7,000
510.14	Operating Expenses Subscriptions & Publications	500	500
510.40	Operating Expenses Supplies - Office	500	500
<i>Account Classification Total: 25 - Operating Expenses</i>		8,750	8,750
<i>35 - Other Services</i>			
525.05	Commission & Committees Blood Commission	300	300
525.20	Commission & Committees Fireworks for the Fourth	26,500	26,500
525.25	Commission & Committees Plan Commission	3,000	3,000
525.30	Commission & Committees Residents with Disabilities	1,300	1,300
525.45	Commission & Committees Village Board	300	300
525.50	Commission & Committees Symphonic Band	16,200	16,200
525.55	Commission & Committees Farmer's Market	2,500	2,500

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
<i>Account Classification Total: 35 - Other Services</i>		50,100	50,100
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	2,500	2,500
580.45	All Other Expense Cable Television Programming	12,000	12,000
580.50	All Other Expense Senior Taxi Program	4,400	4,400
<i>Account Classification Total: 50 - Other Expenses</i>		18,900	18,900
Department Total: 10 - Legislative		168,275	168,275
Department: 15 - Office of the Village Manager			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	817,041	802,041
500.10	Personal Services Salaries - Part Time	39,568	39,568
500.40	Personal Services Salaries - Longevity	1,600	1,600
<i>Account Classification Total: 10 - Salaries</i>		858,209	843,209
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	89,500	89,500
505.10	Personal Benefits Professional Training	12,000	12,000
505.15	Personal Benefits Dues & Memberships	4,600	4,600
505.75	Personal Benefits Employer's Contribution - FICA	37,855	37,855
505.80	Personal Benefits Employer's Contribution - IMRF	111,581	111,581
505.85	Personal Benefits Employer's Contribution Medicare	11,870	11,870
<i>Account Classification Total: 15 - Taxes and Benefits</i>		267,406	267,406
<i>25 - Operating Expenses</i>			
510.03	Operating Expenses Postage	20	20
510.04	Operating Expenses Travel	3,500	3,500
510.06	Operating Expenses Per Diem Allowance	100	100
510.08	Operating Expenses Reception & Community Affairs	2,000	2,000
510.14	Operating Expenses Subscriptions & Publications	2,500	2,500
510.16	Operating Expenses Printing	300	300
510.18	Operating Expenses Village Newsletter	21,600	21,600
510.21	Operating Expenses IT Internal Svc Contribution	42,782	42,782
510.40	Operating Expenses Supplies - Office	2,500	2,500
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	31,537	31,537
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	2,191	2,191
<i>Account Classification Total: 25 - Operating Expenses</i>		109,030	109,030
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	1,118	1,118
515.10	Insurance Unemployment Insurance	800	800
515.15	Insurance Deductible - Worker's Comp	219	219
515.20	Insurance Deductible - Non Wrker's Co	146	146
<i>Account Classification Total: 30 - Contractual Services</i>		2,283	2,283
<i>40 - Repairs and Maintenance</i>			
550.05	Maintenance & Repairs - Other Department Equipment	500	500
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		500	500
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	44,500	44,500
580.10	All Other Expense Consultant Fees	70,800	70,800

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
<i>Account Classification Total: 50 - Other Expenses</i>		115,300	115,300
<i>55 - Capital Outlay</i>			
555.40	Capital Equipment Reserve for Technology	1,250	-
555.50	Capital Equipment Reserve for Buildings	5,730	-
<i>Account Classification Total: 55 - Capital Outlay</i>		6,980	-
Department Total: 15 - Office of the Village Manager		1,359,708	1,337,728
Department: 20 - Legal			
<i>30 - Contractual Services</i>			
520.05	Legal Services Retainer Fee	95,400	95,400
520.10	Legal Services Prosecutor Fee	69,000	69,000
520.15	Legal Services Attorney's Fees	180,000	180,000
520.25	Legal Services Legal Notices	8,000	8,000
520.30	Legal Services Litigation Reserve	15,000	15,000
520.40	Legal Services Special Counsel	125,000	125,000
<i>Account Classification Total: 30 - Contractual Services</i>		492,400	492,400
Department Total: 20 - Legal		492,400	492,400
Department: 30 - Finance			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	864,791	501,860
500.25	Personal Services Salaries - Elected Officials	6,000	6,000
500.35	Personal Services Salaries - Overtime	4,000	4,000
500.40	Personal Services Salaries - Longevity	2,800	2,800
<i>Account Classification Total: 10 - Salaries</i>		877,591	514,660
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	179,500	179,500
505.10	Personal Benefits Professional Training	7,000	7,000
505.15	Personal Benefits Dues & Memberships	1,965	1,965
505.75	Personal Benefits Employer's Contribution - FICA	51,604	51,604
505.80	Personal Benefits Employer's Contribution - IMRF	119,888	119,888
505.85	Personal Benefits Employer's Contribution Medicare	12,754	12,754
<i>Account Classification Total: 15 - Taxes and Benefits</i>		372,711	372,711
<i>25 - Operating Expenses</i>			
510.03	Operating Expenses Postage	75,000	75,000
510.04	Operating Expenses Travel	4,000	4,000
510.06	Operating Expenses Per Diem Allowance	300	300
510.08	Operating Expenses Reception & Community Affairs	400	400
510.10	Operating Expenses Maintenance Contracts	2,254	2,254
510.12	Operating Expenses Equipment Rental	1,300	1,300
510.16	Operating Expenses Printing	8,000	8,000
510.21	Operating Expenses IT Internal Svc Contribution	106,709	101,709
510.28	Operating Expenses Audit Fees	35,000	35,000
510.40	Operating Expenses Supplies - Office	5,000	5,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	52,562	52,562
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	2,458	2,458
<i>Account Classification Total: 25 - Operating Expenses</i>		292,983	287,983
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	1,493	1,493
515.15	Insurance Deductible - Worker's Comp	293	

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
515.20	Insurance Deductible - Non Wrker's Co	195	195
	<i>Account Classification Total: 30 - Contractual Services</i>	1,981	1,981
<i>35 - Other Services</i>			
525.10	Commission & Committees Buffalo Grove Days	40,000	40,000
	<i>Account Classification Total: 35 - Other Services</i>	40,000	40,000
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	2,000	2,000
580.10	All Other Expense Consultant Fees	23,000	23,000
	<i>Account Classification Total: 50 - Other Expenses</i>	25,000	25,000
<i>55 - Capital Outlay</i>			
555.40	Capital Equipment Reserve for Technology	1,500	-
555.50	Capital Equipment Reserve for Buildings	7,160	-
	<i>Account Classification Total: 55 - Capital Outlay</i>	8,660	-
	Department Total: 30 - Finance	1,618,926	1,242,335
Department: 35 - Human Resources			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	393,120	393,120
500.40	Personal Services Salaries - Longevity	1,000	1,000
	<i>Account Classification Total: 10 - Salaries</i>	394,120	394,120
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	78,324	78,324
505.10	Personal Benefits Professional Training	32,719	32,719
505.15	Personal Benefits Dues & Memberships	850	850
505.40	Personal Benefits Tuition Reimbursement	50,000	50,000
505.50	Personal Benefits Employee Recognition	15,000	15,000
505.75	Personal Benefits Employer's Contribution - FICA	34,815	34,815
505.80	Personal Benefits Employer's Contribution - IMRF	78,609	78,609
505.85	Personal Benefits Employer's Contribution Medicare	8,915	8,915
	<i>Account Classification Total: 15 - Taxes and Benefits</i>	299,232	299,232
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	2,000	2,000
510.06	Operating Expenses Per Diem Allowance	440	440
510.10	Operating Expenses Maintenance Contracts	21,000	21,000
510.14	Operating Expenses Subscriptions & Publications	1,590	1,590
510.21	Operating Expenses IT Internal Svc Contribution	32,800	32,800
510.22	Operating Expenses Recruitment Charges	8,500	8,500
510.24	Operating Expenses CDL Testing	2,800	2,800
510.40	Operating Expenses Supplies - Office	700	700
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	21,025	21,025
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	853	853
	<i>Account Classification Total: 25 - Operating Expenses</i>	91,708	91,708
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	1,493	1,493
515.10	Insurance Unemployment Insurance	160	160
515.15	Insurance Deductible - Worker's Comp	92	92
515.20	Insurance Deductible - Non Wrker's Co	62	62
	<i>Account Classification Total: 30 - Contractual Services</i>	1,807	1,807
<i>35 - Other Services</i>			

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
525.15	Commission & Committees Fire and Police Commission	25,000	25,000
	<i>Account Classification Total: 35 - Other Services</i>	25,000	25,000
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	1,000	1,000
	<i>Account Classification Total: 50 - Other Expenses</i>	1,000	1,000
<i>55 - Capital Outlay</i>			
555.40	Capital Equipment Reserve for Technology	150	-
555.50	Capital Equipment Reserve for Buildings	895	-
	<i>Account Classification Total: 55 - Capital Outlay</i>	1,045	-
	Department Total: 35 - Human Resources	813,912	812,867
Department: 40 - Fire			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	330,045	330,045
500.10	Personal Services Salaries - Part Time	94,137	94,137
500.20	Personal Services Salaries - Sworn	5,768,000	5,624,438
500.35	Personal Services Salaries - Overtime	830,000	830,000
500.40	Personal Services Salaries - Longevity	30,000	30,000
	<i>Account Classification Total: 10 - Salaries</i>	7,052,182	6,908,620
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	1,302,000	1,302,000
505.10	Personal Benefits Professional Training	40,000	40,000
505.15	Personal Benefits Dues & Memberships	15,500	15,500
505.20	Personal Benefits Clothing Allowance	39,500	39,500
505.35	Personal Benefits Safety Equipment	71,900	71,900
505.61	Personal Benefits Pension Payment - Fire	2,032,773	2,032,773
505.75	Personal Benefits Employer's Contribution - FICA	26,547	26,547
505.80	Personal Benefits Employer's Contribution - IMRF	58,361	58,361
505.85	Personal Benefits Employer's Contribution Medicare	102,257	102,257
	<i>Account Classification Total: 15 - Taxes and Benefits</i>	3,688,838	3,688,838
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	6,600	6,600
510.06	Operating Expenses Per Diem Allowance	3,500	3,500
510.08	Operating Expenses Reception & Community Affairs	100	100
510.10	Operating Expenses Maintenance Contracts	37,200	37,200
510.14	Operating Expenses Subscriptions & Publications	3,000	3,000
510.16	Operating Expenses Printing	1,500	1,500
510.21	Operating Expenses IT Internal Svc Contribution	544,006	544,006
510.40	Operating Expenses Supplies - Office	4,000	4,000
510.50	Operating Expenses Supplies - All Other	14,000	14,000
510.55	Operating Expenses Operating Equip - Department	53,000	53,000
510.65	Operating Expenses Northwest Central Dispatch	143,057	115,757
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	164,424	164,424
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	452,682	452,682
	<i>Account Classification Total: 25 - Operating Expenses</i>	1,427,069	1,399,769
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	239,565	230,565

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
515.10	Insurance Unemployment Insurance	10,300	10,300
515.15	Insurance Deductible - Worker's Comp	36,050	36,050
515.20	Insurance Deductible - Non Wrker's Co	15,450	15,450
<i>Account Classification Total: 30 - Contractual Services</i>		301,365	301,365
<i>40 - Repairs and Maintenance</i>			
535.20	Maintenance & Repairs - Facilities Buildings & Facilities	28,500	28,500
550.05	Maintenance & Repairs - Other Department Equipment	16,900	16,900
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		45,400	45,400
<i>45 - Commodities</i>			
530.50	Commodities Small Equipment Tools & Hardware	20,000	20,000
<i>Account Classification Total: 45 - Commodities</i>		20,000	20,000
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	10,500	466,500
580.10	All Other Expense Consultant Fees	10,000	10,000
580.11	All Other Expense Contractual Services	25,800	25,800
580.20	All Other Expense CAFT Site	10,000	10,000
580.21	All Other Expense NWCH Administration Fee	5,000	5,000
<i>Account Classification Total: 50 - Other Expenses</i>		61,300	517,300
<i>55 - Capital Outlay</i>			
555.30	Capital Equipment Reserve for Capital Replacement	135,000	-
555.40	Capital Equipment Reserve for Technology	18,200	-
555.50	Capital Equipment Reserve for Buildings	44,595	-
<i>Account Classification Total: 55 - Capital Outlay</i>		197,795	-
Department Total: 40 - Fire		12,793,949	12,881,292
Department: 45 - Police			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	879,661	879,661
500.10	Personal Services Salaries - Part Time	115,709	115,709
500.20	Personal Services Salaries - Sworn	7,344,899	7,344,899
500.35	Personal Services Salaries - Overtime	320,000	320,000
500.40	Personal Services Salaries - Longevity	49,000	49,000
<i>Account Classification Total: 10 - Salaries</i>		8,709,269	8,709,269
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	1,495,726	1,495,726
505.10	Personal Benefits Professional Training	58,700	58,700
505.15	Personal Benefits Dues & Memberships	4,900	4,900
505.20	Personal Benefits Clothing Allowance	69,600	69,600
505.25	Personal Benefits Uniform Maintenance	3,250	3,250
505.30	Personal Benefits Recruit Uniforms	4,250	4,250
505.60	Personal Benefits Pension Payment - Police	3,115,296	3,115,296
505.75	Personal Benefits Employer's Contribution - FICA	61,881	61,881
505.80	Personal Benefits Employer's Contribution - IMRF	120,453	120,453
505.85	Personal Benefits Employer's Contribution Medicare	120,185	120,185
<i>Account Classification Total: 15 - Taxes and Benefits</i>		5,054,241	5,054,241
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	8,300	8,300
510.06	Operating Expenses Per Diem Allowance	2,025	2,025

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
510.14	Operating Expenses Subscriptions & Publications	1,000	1,000
510.16	Operating Expenses Printing	11,000	11,000
510.21	Operating Expenses IT Internal Svc Contribution	576,998	576,998
510.22	Operating Expenses Recruitment Charges	1,000	1,000
510.26	Operating Expenses Physical Fitness Equipment	5,000	5,000
510.30	Operating Expenses Safety Equipment - Patrol	18,000	18,000
510.32	Operating Expenses Safety Equipment - FOSG	500	500
510.33	Operating Expenses Operating Equip - Staff	4,000	4,000
510.41	Operating Expenses Supplies - Patrol	12,775	12,775
510.42	Operating Expenses Supplies - FOSG	4,025	4,025
510.43	Operating Expenses Supplies - Communications	2,000	2,000
510.44	Operating Expenses Supplies - Records	8,000	8,000
510.45	Operating Expenses Supplies - OCOP	950	950
510.46	Operating Expenses Supplies - Training	14,000	14,000
510.47	Operating Expenses Supplies - Crime Prevention	8,250	8,250
510.48	Operating Expenses Supplies - Detention	1,000	1,000
510.55	Operating Expenses Operating Equip - Department	15,000	15,000
510.56	Operating Expenses Operating Equip - Patrol	2,000	2,000
510.57	Operating Expenses Operating Equip - FOSG	10,016	10,016
510.58	Operating Expenses Operating Equip - Communications	500	500
510.60	Operating Expenses Operating Equip - OCOP	900	900
510.61	Operating Expenses Operating Equip - Training	700	700
510.62	Operating Expenses Operating Equip - Detention	150	150
510.63	Operating Expenses Operating Equip - Bike Patrol	500	500
510.64	Operating Expenses Operating Equipment - Records	1,048	1,048
510.65	Operating Expenses Northwest Central Dispatch	358,558	294,858
510.66	Operating Expenses NIPAS	7,405	7,405
510.67	Operating Expenses Northern IL Police Crime Lab	66,029	66,029
510.68	Operating Expenses Animal Control	3,350	3,350
510.69	Operating Expenses Prisoner Care	1,250	1,250
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	285,579	285,579
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	454,719	454,719
<i>Account Classification Total: 25 - Operating Expenses</i>		1,886,527	1,822,827
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	318,153	318,153
515.10	Insurance Unemployment Insurance	15,000	15,000
515.15	Insurance Deductible - Worker's Comp	62,371	62,371
515.20	Insurance Deductible - Non Wrker's Co	41,580	41,580
<i>Account Classification Total: 30 - Contractual Services</i>		437,104	437,104
<i>40 - Repairs and Maintenance</i>			
550.10	Maintenance & Repairs - Other Radios	3,000	3,000
550.15	Maintenance & Repairs - Other Mobile Data Terminals	500	500
550.20	Maintenance & Repairs - Other Patrol Equipment	2,750	2,750
550.25	Maintenance & Repairs - Other F.O.S.G. Equipment	650	650

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
550.30	Maintenance & Repairs - Other Staff Equipment	5,000	5,000
	<i>Account Classification Total: 40 - Repairs and Maintenance</i>	11,900	11,900
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	14,650	14,650
580.15	All Other Expense Committee on Accreditation	7,500	7,500
580.30	All Other Expense Overweight Truck Enforcement	3,550	3,550
580.55	All Other Expense Records Management	10,345	10,345
580.57	All Other Expense Police Grant Charges	10,000	10,000
	<i>Account Classification Total: 50 - Other Expenses</i>	46,045	46,045
<i>55 - Capital Outlay</i>			
555.30	Capital Equipment Reserve for Capital Replacement	100,000	-
555.40	Capital Equipment Reserve for Technology	10,000	-
555.50	Capital Equipment Reserve for Buildings	58,915	-
	<i>Account Classification Total: 55 - Capital Outlay</i>	168,915	-
Department Total: 45 - Police		16,314,001	16,081,386
Department: 50 - Community Development			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	1,191,953	1,191,953
500.10	Personal Services Salaries - Part Time	32,282	32,282
500.35	Personal Services Salaries - Overtime	3,000	3,000
500.40	Personal Services Salaries - Longevity	7,400	7,400
	<i>Account Classification Total: 10 - Salaries</i>	1,234,635	1,234,635
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	238,000	238,000
505.10	Personal Benefits Professional Training	3,500	3,500
505.15	Personal Benefits Dues & Memberships	2,000	2,000
505.75	Personal Benefits Employer's Contribution - FICA	74,789	74,789
505.80	Personal Benefits Employer's Contribution - IMRF	139,267	139,267
505.85	Personal Benefits Employer's Contribution Medicare	17,902	17,902
	<i>Account Classification Total: 15 - Taxes and Benefits</i>	475,458	475,458
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	3,000	3,000
510.06	Operating Expenses Per Diem Allowance	500	500
510.10	Operating Expenses Maintenance Contracts	53,550	53,550
510.14	Operating Expenses Subscriptions & Publications	500	500
510.16	Operating Expenses Printing	1,500	1,500
510.21	Operating Expenses IT Internal Svc Contribution	94,753	94,753
510.40	Operating Expenses Supplies - Office	2,000	2,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	105,124	105,124
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	55,438	55,438
	<i>Account Classification Total: 25 - Operating Expenses</i>	316,365	316,365
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	1,493	1,493
515.10	Insurance Unemployment Insurance	250	250
515.15	Insurance Deductible - Worker's Comp	297	297
515.20	Insurance Deductible - Non Wrker's Co	198	198

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
580.12	All Other Expense Contractual Inspections	20,000	20,000
	<i>Account Classification Total: 30 - Contractual Services</i>	22,238	22,238
<i>45 - Commodities</i>			
530.50	Commodities Small Equipment Tools & Hardware	500	500
	<i>Account Classification Total: 45 - Commodities</i>	500	500
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	1,000	1,000
	<i>Account Classification Total: 50 - Other Expenses</i>	1,000	1,000
<i>55 - Capital Outlay</i>			
555.30	Capital Equipment Reserve for Capital Replacement	4,000	-
555.40	Capital Equipment Reserve for Technology	1,800	-
555.50	Capital Equipment Reserve for Buildings	8,055	-
	<i>Account Classification Total: 55 - Capital Outlay</i>	13,855	-
	Department Total: 50 - Community Development	2,064,051	2,050,196
Department: 55 - Public Works			
Division: 10 - Streets			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	564,744	516,259
500.10	Personal Services Salaries - Part Time	37,020	37,020
500.35	Personal Services Salaries - Overtime	203,154	203,154
500.40	Personal Services Salaries - Longevity	5,000	5,000
	<i>Account Classification Total: 10 - Salaries</i>	809,918	761,433
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	184,000	184,000
505.10	Personal Benefits Professional Training	5,500	5,500
505.15	Personal Benefits Dues & Memberships	600	600
505.20	Personal Benefits Clothing Allowance	4,725	4,725
505.35	Personal Benefits Safety Equipment	1,280	1,280
505.75	Personal Benefits Employer's Contribution - FICA	50,215	50,215
505.80	Personal Benefits Employer's Contribution - IMRF	110,392	110,392
505.85	Personal Benefits Employer's Contribution Medicare	11,744	11,744
	<i>Account Classification Total: 15 - Taxes and Benefits</i>	368,456	368,456
<i>25 - Operating Expenses</i>			
510.10	Operating Expenses Maintenance Contracts	158,000	158,000
510.12	Operating Expenses Equipment Rental	430	430
510.14	Operating Expenses Subscriptions & Publications	96	96
510.21	Operating Expenses IT Internal Svc Contribution	41,694	41,694
510.40	Operating Expenses Supplies - Office	650	650
510.50	Operating Expenses Supplies - All Other	6,900	6,900
510.55	Operating Expenses Operating Equip - Department	3,000	3,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	488,564	488,564
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	321,289	321,289
	<i>Account Classification Total: 25 - Operating Expenses</i>	1,020,623	1,020,623
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	32,402	32,402
515.10	Insurance Unemployment Insurance	1,200	1,200

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
515.15	Insurance Deductible - Worker's Comp	4,772	4,772
515.20	Insurance Deductible - Non Wrker's Co	3,182	3,182
<i>Account Classification Total: 30 - Contractual Services</i>		41,556	41,556
<i>40 - Repairs and Maintenance</i>			
535.10	Maintenance & Repairs - Facilities Streets & Highways	271,000	271,000
550.05	Maintenance & Repairs - Other Department Equipment	8,500	8,500
550.10	Maintenance & Repairs - Other Radios	600	600
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		280,100	280,100
<i>45 - Commodities</i>			
530.40	Commodities Snow & Ice Control Mix	285,000	285,000
530.50	Commodities Small Equipment Tools & Hardware	500	500
530.55	Commodities Traffic & Street Signs	40,000	40,000
<i>Account Classification Total: 45 - Commodities</i>		325,500	325,500
<i>55 - Capital Outlay</i>			
555.10	Capital Equipment Office and Other Equipment	600	600
555.30	Capital Equipment Reserve for Capital Replacement	72,998	-
555.40	Capital Equipment Reserve for Technology	1,000	-
555.50	Capital Equipment Reserve for Buildings	5,370	-
<i>Account Classification Total: 55 - Capital Outlay</i>		79,968	600
Division Total: 10 - Streets		2,926,121	2,798,268
Division: 15 - Administration			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	828,552	731,521
500.35	Personal Services Salaries - Overtime	100	100
500.40	Personal Services Salaries - Longevity	4,800	4,800
<i>Account Classification Total: 10 - Salaries</i>		833,452	736,421
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	164,000	164,000
505.10	Personal Benefits Professional Training	12,000	12,000
505.15	Personal Benefits Dues & Memberships	7,683	2,000
505.20	Personal Benefits Clothing Allowance	3,120	3,120
505.35	Personal Benefits Safety Equipment	400	400
505.75	Personal Benefits Employer's Contribution - FICA	45,842	45,842
505.80	Personal Benefits Employer's Contribution - IMRF	113,586	113,586
505.85	Personal Benefits Employer's Contribution Medicare	12,084	12,084
<i>Account Classification Total: 15 - Taxes and Benefits</i>		358,715	353,032
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	10,000	10,000
510.06	Operating Expenses Per Diem Allowance	500	500
510.14	Operating Expenses Subscriptions & Publications	500	500
510.21	Operating Expenses IT Internal Svc Contribution	48,849	48,849
510.40	Operating Expenses Supplies - Office	2,500	2,500
510.50	Operating Expenses Supplies - All Other	1,000	1,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	14,711	14,711
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	2,186	2,186
<i>Account Classification Total: 25 - Operating Expenses</i>		80,246	80,246

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	7,442	7,442
515.10	Insurance Unemployment Insurance	1,475	1,475
515.15	Insurance Deductible - Worker's Comp	1,600	1,600
515.20	Insurance Deductible - Non Wrker's Co	1,075	1,075
<i>Account Classification Total: 30 - Contractual Services</i>		11,592	11,592
<i>40 - Repairs and Maintenance</i>			
550.05	Maintenance & Repairs - Other Department Equipment	1,000	1,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		1,000	1,000
<i>55 - Capital Outlay</i>			
555.10	Capital Equipment Office and Other Equipment	3,800	3,800
555.40	Capital Equipment Reserve for Technology	1,000	-
555.50	Capital Equipment Reserve for Buildings	3,580	-
<i>Account Classification Total: 55 - Capital Outlay</i>		8,380	3,800
Division Total: 15 - Administration		1,293,385	1,186,091
Division: 20 - Forestry			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	741,649	741,649
500.10	Personal Services Salaries - Part Time	93,534	93,534
500.35	Personal Services Salaries - Overtime	55,390	55,390
500.40	Personal Services Salaries - Longevity	7,400	7,400
<i>Account Classification Total: 10 - Salaries</i>		897,973	897,973
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	206,000	206,000
505.10	Personal Benefits Professional Training	12,000	12,000
505.15	Personal Benefits Dues & Memberships	2,500	1,000
505.20	Personal Benefits Clothing Allowance	6,275	6,275
505.35	Personal Benefits Safety Equipment	2,625	2,625
505.75	Personal Benefits Employer's Contribution - FICA	55,674	55,674
505.80	Personal Benefits Employer's Contribution - IMRF	122,394	122,394
505.85	Personal Benefits Employer's Contribution Medicare	13,021	13,021
<i>Account Classification Total: 15 - Taxes and Benefits</i>		420,489	418,989
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	3,300	3,300
510.06	Operating Expenses Per Diem Allowance	500	500
510.10	Operating Expenses Maintenance Contracts	421,575	271,575
510.12	Operating Expenses Equipment Rental	1,075	1,075
510.14	Operating Expenses Subscriptions & Publications	100	100
510.21	Operating Expenses IT Internal Svc Contribution	75,665	75,665
510.40	Operating Expenses Supplies - Office	500	500
510.50	Operating Expenses Supplies - All Other	21,500	21,500
510.55	Operating Expenses Operating Equip - Department	10,000	10,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	102,982	102,982
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	204,042	204,042
<i>Account Classification Total: 25 - Operating Expenses</i>		841,239	691,239
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	21,548	

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
515.10	Insurance Unemployment Insurance	2,200	2,200
515.15	Insurance Deductible - Worker's Comp	4,224	4,224
515.20	Insurance Deductible - Non Wrker's Co	2,816	2,816
<i>Account Classification Total: 30 - Contractual Services</i>		30,788	30,788
<i>40 - Repairs and Maintenance</i>			
535.30	Maintenance & Repairs - Facilities Parkway Trees	156,000	76,000
550.05	Maintenance & Repairs - Other Department Equipment	650	650
550.10	Maintenance & Repairs - Other Radios	250	250
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		156,900	76,900
<i>45 - Commodities</i>			
530.45	Commodities Chemicals and Fertilizers	10,000	10,000
530.50	Commodities Small Equipment Tools & Hardware	750	750
<i>Account Classification Total: 45 - Commodities</i>		10,750	10,750
<i>55 - Capital Outlay</i>			
555.30	Capital Equipment Reserve for Capital Replacement	60,000	-
555.40	Capital Equipment Reserve for Technology	1,000	-
555.50	Capital Equipment Reserve for Buildings	9,845	-
<i>Account Classification Total: 55 - Capital Outlay</i>		70,845	-
Division Total: 20 - Forestry		2,428,984	2,126,639
Division: 25 - Drainage			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	194,073	194,073
500.35	Personal Services Salaries - Overtime	7,000	7,000
500.40	Personal Services Salaries - Longevity	500	500
<i>Account Classification Total: 10 - Salaries</i>		201,573	201,573
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	64,000	64,000
505.10	Personal Benefits Professional Training	500	500
505.15	Personal Benefits Dues & Memberships	4,300	1,483
505.20	Personal Benefits Clothing Allowance	1,600	1,600
505.35	Personal Benefits Safety Equipment	1,500	1,500
505.75	Personal Benefits Employer's Contribution - FICA	12,826	12,826
505.80	Personal Benefits Employer's Contribution - IMRF	28,197	28,197
505.85	Personal Benefits Employer's Contribution Medicare	3,000	3,000
<i>Account Classification Total: 15 - Taxes and Benefits</i>		115,923	113,106
<i>25 - Operating Expenses</i>			
510.12	Operating Expenses Equipment Rental	325	325
510.14	Operating Expenses Subscriptions & Publications	500	500
510.21	Operating Expenses IT Internal Svc Contribution	14,401	14,401
510.40	Operating Expenses Supplies - Office	500	500
510.50	Operating Expenses Supplies - All Other	500	500
510.55	Operating Expenses Operating Equip - Department	500	500
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	58,847	58,847
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	49,086	49,086
<i>Account Classification Total: 25 - Operating Expenses</i>		124,659	124,659
<i>30 - Contractual Services</i>			

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
515.05	Insurance Premium	9,423	9,423
515.10	Insurance Unemployment Insurance	800	800
515.15	Insurance Deductible - Worker's Comp	1,850	1,850
515.20	Insurance Deductible - Non Wrker's Co	1,231	1,231
<i>Account Classification Total: 30 - Contractual Services</i>		13,304	13,304
<i>40 - Repairs and Maintenance</i>			
540.35	Maintenance & Repairs - Water & Sewer Storm and Sanitary Sewers	10,000	10,000
550.05	Maintenance & Repairs - Other Department Equipment	3,000	3,000
550.10	Maintenance & Repairs - Other Radios	300	300
550.30	Maintenance & Repairs - Other Staff Equipment	650	650
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		13,950	13,950
<i>45 - Commodities</i>			
530.50	Commodities Small Equipment Tools & Hardware	1,250	1,250
<i>Account Classification Total: 45 - Commodities</i>		1,250	1,250
<i>55 - Capital Outlay</i>			
555.30	Capital Equipment Reserve for Capital Replacement	18,301	-
555.40	Capital Equipment Reserve for Technology	750	-
555.50	Capital Equipment Reserve for Buildings	1,800	-
555.60	Capital Equipment Reserve for Infrastructure	150,000	-
560.40	Capital Projects Improvements Other Than Building	70,000	70,000
<i>Account Classification Total: 55 - Capital Outlay</i>		240,851	70,000
Division Total: 25 - Drainage		711,510	537,842
Department Total: 55 - Public Works		7,360,000	6,648,840
Department: 60 - Engineering			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	556,020	556,020
500.10	Personal Services Salaries - Part Time	11,000	11,000
500.35	Personal Services Salaries - Overtime	600	600
500.40	Personal Services Salaries - Longevity	1,400	1,400
<i>Account Classification Total: 10 - Salaries</i>		569,020	569,020
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	144,000	144,000
505.10	Personal Benefits Professional Training	5,000	5,000
505.15	Personal Benefits Dues & Memberships	1,500	1,500
505.20	Personal Benefits Clothing Allowance	1,700	1,700
505.35	Personal Benefits Safety Equipment	300	300
505.75	Personal Benefits Employer's Contribution - FICA	32,714	32,714
505.80	Personal Benefits Employer's Contribution - IMRF	76,031	76,031
505.85	Personal Benefits Employer's Contribution Medicare	8,088	8,088
<i>Account Classification Total: 15 - Taxes and Benefits</i>		269,333	269,333
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	2,500	2,500
510.06	Operating Expenses Per Diem Allowance	400	400
510.14	Operating Expenses Subscriptions & Publications	250	250
510.16	Operating Expenses Printing	600	600
510.21	Operating Expenses IT Internal Svc Contribution	52,726	52,726

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
510.40	Operating Expenses Supplies - Office	1,700	1,700
510.50	Operating Expenses Supplies - All Other	2,100	2,100
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	14,712	14,712
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	16,947	16,947
<i>Account Classification Total: 25 - Operating Expenses</i>		91,935	91,935
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	13,063	13,063
515.10	Insurance Unemployment Insurance	500	500
515.15	Insurance Deductible - Worker's Comp	2,700	2,700
515.20	Insurance Deductible - Non Wrker's Co	1,800	1,800
<i>Account Classification Total: 30 - Contractual Services</i>		18,063	18,063
<i>40 - Repairs and Maintenance</i>			
550.05	Maintenance & Repairs - Other Department Equipment	3,200	3,200
550.10	Maintenance & Repairs - Other Radios	300	300
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		3,500	3,500
<i>55 - Capital Outlay</i>			
555.30	Capital Equipment Reserve for Capital Replacement	3,800	-
555.40	Capital Equipment Reserve for Technology	3,000	-
555.50	Capital Equipment Reserve for Buildings	4,475	-
<i>Account Classification Total: 55 - Capital Outlay</i>		11,275	-
Department Total: 60 - Engineering		963,126	951,851
Department: 70 - Transfer Non-Operating			
Division: 40 - General Government			
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	200,000	200,000
<i>Account Classification Total: 50 - Other Expenses</i>		200,000	200,000
<i>65 - Other Financing Uses</i>			
570.20	Operating Transfers Debt Service Fund	118,600	118,600
570.60	Operating Transfers Arboretum Golf Course Fund	129,794	129,794
570.85	Operating Transfers Metra Parking Lot Fund	-	130,000
<i>Account Classification Total: 65 - Other Financing Uses</i>		248,394	378,394
Division Total: 40 - General Government		448,394	578,394
Division: 50 - Public Works			
<i>65 - Other Financing Uses</i>			
570.30	Operating Transfers Capital Projects Fund	980,000	-
<i>Account Classification Total: 65 - Other Financing Uses</i>		980,000	-
Division Total: 50 - Public Works		980,000	-
Department Total: 70 - Transfer Non-Operating		1,428,394	578,394
EXPENSES Total		45,376,742	43,245,564
Fund REVENUE Total: 100 - General Fund		45,407,207	41,811,649
Fund EXPENSE Total: 100 - General Fund		45,376,742	43,245,564
Fund Total: 100 - General Fund		30,465	(1,433,915)
Fund: 120 - Metra Parking Lot Fund			
REVENUES			
<i>35 - Fines and Fees</i>			
455.70	Fines & Fees Parking Fees - Daily Metra	125,000	125,000
455.75	Fines & Fees Parking Fees - Parking Passes	90,000	90,000
<i>Account Classification Total: 35 - Fines and Fees</i>		215,000	215,000

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
<i>50 - Miscellaneous Revenue</i>			
465.20	All Other Revenue Facility Rental	950	950
	<i>Account Classification Total: 50 - Miscellaneous Revenue</i>	950	950
<i>55 - Operating Transfers</i>			
460.05	Operating Transfers Interfund Transfers In	-	130,000
	<i>Account Classification Total: 55 - Operating Transfers</i>	-	130,000
	REVENUES Total	215,950	345,950
EXPENSES			
Department: 81 - Metra Parking			
<i>25 - Operating Expenses</i>			
510.10	Operating Expenses Maintenance Contracts	8,000	8,000
510.83	Operating Expenses Credit Card Fees	20,000	20,000
510.92	Operating Expenses Lease Payments	130,904	130,904
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	30,000	30,000
	<i>Account Classification Total: 25 - Operating Expenses</i>	188,904	188,904
<i>45 - Commodities</i>			
530.05	Commodities Electricity - Facilities	10,000	10,000
530.10	Commodities Electricity - Street Lights	2,000	2,000
530.20	Commodities Gas - Facilities	1,750	1,750
	<i>Account Classification Total: 45 - Commodities</i>	13,750	13,750
<i>65 - Other Financing Uses</i>			
570.10	Operating Transfers Corporate Fund	12,000	12,000
	<i>Account Classification Total: 65 - Other Financing Uses</i>	12,000	12,000
	Department Total: 81 - Metra Parking	214,654	214,654
	EXPENSES Total	214,654	214,654
	Fund REVENUE Total: 120 - Metra Parking Lot Fund	215,950	345,950
	Fund EXPENSE Total: 120 - Metra Parking Lot Fund	214,654	214,654
	Fund Total: 120 - Metra Parking Lot Fund	1,296	131,296
Fund: 130 - Motor Fuel Tax Fund			
REVENUES			
<i>15 - Other Taxes</i>			
410.60	Taxes - State Shared Motor Fuel Tax	1,600,000	1,600,000
	<i>Account Classification Total: 15 - Other Taxes</i>	1,600,000	1,600,000
	REVENUES Total	1,600,000	1,600,000
EXPENSES			
Department: 75 - Capital Improvement			
<i>55 - Capital Outlay</i>			
560.20	Capital Projects Streets & Highways	1,600,000	1,600,000
	<i>Account Classification Total: 55 - Capital Outlay</i>	1,600,000	1,600,000
	Department Total: 75 - Capital Improvement	1,600,000	1,600,000
	EXPENSES Total	1,600,000	1,600,000
	Fund REVENUE Total: 130 - Motor Fuel Tax Fund	1,600,000	1,600,000
	Fund EXPENSE Total: 130 - Motor Fuel Tax Fund	1,600,000	1,600,000
	Fund Total: 130 - Motor Fuel Tax Fund	-	-
Fund: 135 - Local Motor Fuel Tax Fund			
REVENUES			
<i>15 - Other Taxes</i>			
415.31	Taxes - Local Local MFT	-	400,000
	<i>Account Classification Total: 15 - Other Taxes</i>	-	400,000

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
REVENUES Total		-	400,000
Fund REVENUE	Total: 135 - Local Motor Fuel Tax Fund	-	400,000
Fund EXPENSE	Total: 135 - Local Motor Fuel Tax Fund		
Fund Total: 135 - Local Motor Fuel Tax Fund		-	400,000
Fund: 140 - Debt Service Fund			
REVENUES			
10 - Property Taxes			
400.40	Taxes - Property Debt Service - Lake County	733,319	670,790
400.41	Taxes - Property Debt Service - Cook County	179,450	227,670
Account Classification Total: 10 - Property Taxes		912,769	898,460
50 - Miscellaneous Revenue			
470	Bond Proceeds	-	26,382,646
Account Classification Total: 50 - Miscellaneous Revenue		-	26,382,646
55 - Operating Transfers			
460.05	Operating Transfers Interfund Transfers In	673,600	673,600
Account Classification Total: 55 - Operating Transfers		673,600	673,600
REVENUES Total		1,586,369	27,954,706
EXPENSES			
Department: 85 - Debt			
60 - Debt Service			
565.10	Debt Service Principal	1,285,000	1,285,000
565.20	Debt Service Interest	296,369	296,369
565.30	Debt Service Paying Agent Fees	5,000	5,000
Account Classification Total: 60 - Debt Service		1,586,369	1,586,369
Department Total: 85 - Debt		1,586,369	1,586,369
EXPENSES Total		1,586,369	1,586,369
Fund REVENUE	Total: 140 - Debt Service Fund	1,586,369	27,954,706
Fund EXPENSE	Total: 140 - Debt Service Fund	1,586,369	1,586,369
Fund Total: 140 - Debt Service Fund		-	26,368,337
Fund: 150 - Capital Projects Facilities Fund			
REVENUES			
55 - Operating Transfers			
460.05	Operating Transfers Interfund Transfers In	375,000	375,000
Account Classification Total: 55 - Operating Transfers		375,000	375,000
REVENUES Total		375,000	375,000
EXPENSES			
Department: 75 - Capital Improvement			
55 - Capital Outlay			
560.30	Capital Projects Buildings & Structures	195,000	195,000
560.40	Capital Projects Improvements Other Than Building	180,000	180,000
Account Classification Total: 55 - Capital Outlay		375,000	375,000
Department Total: 75 - Capital Improvement		375,000	375,000
EXPENSES Total		375,000	375,000
Fund REVENUE	Total: 150 - Capital Projects Facilities Fund	375,000	375,000
Fund EXPENSE	Total: 150 - Capital Projects Facilities Fund	375,000	375,000
Fund Total: 150 - Capital Projects Facilities Fund		-	-
Fund: 160 - Capital Projects Streets Fund			
REVENUES			
55 - Operating Transfers			

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
460.05	Operating Transfers Interfund Transfers In	1,600,000	1,600,000
	<i>Account Classification Total: 55 - Operating Transfers</i>	1,600,000	1,600,000
	REVENUES Total	1,600,000	1,600,000
EXPENSES			
Department: 75 - Capital Improvement			
<i>55 - Capital Outlay</i>			
560.20	Capital Projects Streets & Highways	1,600,000	6,504,000
	<i>Account Classification Total: 55 - Capital Outlay</i>	1,600,000	6,504,000
	Department Total: 75 - Capital Improvement	1,600,000	6,504,000
	EXPENSES Total	1,600,000	6,504,000
	Fund REVENUE Total: 160 - Capital Projects Streets Fund	1,600,000	1,600,000
	Fund EXPENSE Total: 160 - Capital Projects Streets Fund	1,600,000	6,504,000
	Fund Total: 160 - Capital Projects Streets Fund	-	(4,904,000)
Fund: 170 - Water & Sewer Fund			
REVENUES			
<i>30 - Permits</i>			
435.75	Building Revenue & Fees Water Connection Fees	5,000	5,000
435.76	Building Revenue & Fees Lake County Sewer Tap On Fees	100,000	100,000
435.77	Building Revenue & Fees Village Sewer Tap On Fees	1,000	1,000
435.78	Building Revenue & Fees Water Meter Sales	5,000	5,000
435.79	Building Revenue & Fees System Improvement Fees	5,000	5,000
	<i>Account Classification Total: 30 - Permits</i>	116,000	116,000
<i>40 - Charges for Services</i>			
441.05	Sales of Water Resident - Regular	6,886,000	9,005,986
441.20	Sales of Water Penalties	125,000	125,000
441.60	Sales of Water Fees - Turn On	1,500	1,500
442.05	Village Sewer Resident - Regular	1,697,000	2,073,456
443.00	Lake County Sewer Sanitary Sewer Service Fees	3,500,000	3,500,000
	<i>Account Classification Total: 40 - Charges for Services</i>	12,209,500	14,705,942
<i>45 - Interest Income</i>			
450.05	Investment Revenue Interest Income - Savings	500	500
450.10	Investment Revenue Interest Income -Investment Pool	50,000	50,000
450.25	Investment Revenue Interest Income - Securities	10,000	10,000
	<i>Account Classification Total: 45 - Interest Income</i>	60,500	60,500
	REVENUES Total	12,386,000	14,882,442
EXPENSES			
Department: 55 - Public Works			
Division: 35 - Water			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	598,182	598,182
500.35	Personal Services Salaries - Overtime	100,000	100,000
500.40	Personal Services Salaries - Longevity	3,500	3,500
	<i>Account Classification Total: 10 - Salaries</i>	701,682	701,682
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	172,285	172,285
505.10	Personal Benefits Professional Training	6,900	6,900
505.15	Personal Benefits Dues & Memberships	1,000	

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
505.20	Personal Benefits Clothing Allowance	6,000	6,000
505.35	Personal Benefits Safety Equipment	8,200	8,200
505.75	Personal Benefits Employer's Contribution - FICA	43,504	43,504
505.80	Personal Benefits Employer's Contribution - IMRF	95,639	95,639
505.85	Personal Benefits Employer's Contribution Medicare	10,174	10,174
<i>Account Classification Total: 15 - Taxes and Benefits</i>		343,702	343,702
<i>25 - Operating Expenses</i>			
510.04	Operating Expenses Travel	500	500
510.06	Operating Expenses Per Diem Allowance	1,250	1,250
510.10	Operating Expenses Maintenance Contracts	122,005	122,005
510.12	Operating Expenses Equipment Rental	1,100	1,100
510.16	Operating Expenses Printing	6,500	6,500
510.21	Operating Expenses IT Internal Svc Contribution	62,047	62,047
510.40	Operating Expenses Supplies - Office	600	600
510.50	Operating Expenses Supplies - All Other	3,700	3,700
510.55	Operating Expenses Operating Equip - Department	6,700	6,700
510.83	Operating Expenses Credit Card Fees	9,600	9,600
510.90	Operating Expenses Northwest Water Commission	1,725,000	1,725,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	155,770	155,770
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	168,157	168,157
<i>Account Classification Total: 25 - Operating Expenses</i>		2,262,929	2,262,929
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	52,162	52,162
515.10	Insurance Unemployment Insurance	1,600	1,600
515.15	Insurance Deductible - Worker's Comp	10,043	10,043
515.20	Insurance Deductible - Non Wrker's Co	6,995	6,995
<i>Account Classification Total: 30 - Contractual Services</i>		70,800	70,800
<i>40 - Repairs and Maintenance</i>			
535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	40,000	40,000
540.05	Maintenance & Repairs - Water & Sewer Well Equipment	11,000	11,000
540.10	Maintenance & Repairs - Water & Sewer Pumping Stations	13,000	13,000
540.15	Maintenance & Repairs - Water & Sewer Watermains & Services	20,000	20,000
540.20	Maintenance & Repairs - Water & Sewer Reservoirs	5,600	5,600
540.25	Maintenance & Repairs - Water & Sewer Water Meters	15,000	15,000
540.30	Maintenance & Repairs - Water & Sewer Hydrants & Valves	21,000	21,000
550.05	Maintenance & Repairs - Other Department Equipment	20,000	20,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		145,600	145,600
<i>45 - Commodities</i>			
530.15	Commodities Electricity - Water & Sewer	200,000	200,000
530.20	Commodities Gas - Facilities	2,000	2,000
530.45	Commodities Chemicals and Fertilizers	5,200	5,200
530.50	Commodities Small Equipment Tools & Hardware	1,700	1,700
530.60	Commodities Water Sample Analysis	25,000	25,000
530.65	Commodities Water Meter Purchases	20,000	

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
<i>Account Classification Total: 45 - Commodities</i>		253,900	253,900
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	78,750	78,750
<i>Account Classification Total: 50 - Other Expenses</i>		78,750	78,750
<i>55 - Capital Outlay</i>			
555.30	Capital Equipment Reserve for Capital Replacement	54,000	54,000
555.40	Capital Equipment Reserve for Technology	1,500	1,500
555.50	Capital Equipment Reserve for Buildings	6,200	6,200
560.60	Capital Projects Water System	1,216,750	5,274,223
<i>Account Classification Total: 55 - Capital Outlay</i>		1,278,450	5,335,923
<i>60 - Debt Service</i>			
565.10	Debt Service Principal	386,802	386,802
565.20	Debt Service Interest	137,921	137,921
<i>Account Classification Total: 60 - Debt Service</i>		524,723	524,723
<i>65 - Other Financing Uses</i>			
570.10	Operating Transfers Corporate Fund	780,000	780,000
570.20	Operating Transfers Debt Service Fund	180,000	180,000
<i>Account Classification Total: 65 - Other Financing Uses</i>		960,000	960,000
Division Total: 35 - Water		6,620,536	10,678,009
Division: 36 - Sewer			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	238,319	238,319
500.35	Personal Services Salaries - Overtime	24,000	24,000
500.40	Personal Services Salaries - Longevity	800	800
<i>Account Classification Total: 10 - Salaries</i>		263,119	263,119
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	95,174	95,174
505.10	Personal Benefits Professional Training	1,800	1,800
505.15	Personal Benefits Dues & Memberships	460	460
505.20	Personal Benefits Clothing Allowance	2,700	2,700
505.35	Personal Benefits Safety Equipment	6,000	6,000
505.75	Personal Benefits Employer's Contribution - FICA	16,313	16,313
505.80	Personal Benefits Employer's Contribution - IMRF	29,680	29,680
505.85	Personal Benefits Employer's Contribution Medicare	3,815	3,815
<i>Account Classification Total: 15 - Taxes and Benefits</i>		155,942	155,942
<i>25 - Operating Expenses</i>			
510.10	Operating Expenses Maintenance Contracts	24,000	24,000
510.12	Operating Expenses Equipment Rental	300	300
510.21	Operating Expenses IT Internal Svc Contribution	27,646	27,646
510.40	Operating Expenses Supplies - Office	500	500
510.50	Operating Expenses Supplies - All Other	3,800	3,800
510.55	Operating Expenses Operating Equip - Department	6,500	6,500
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	43,270	43,270
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	60,195	60,195
<i>Account Classification Total: 25 - Operating Expenses</i>		166,211	166,211
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	35,255	35,255

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
515.10	Insurance Unemployment Insurance	800	800
515.15	Insurance Deductible - Worker's Comp	6,500	6,500
515.20	Insurance Deductible - Non Wrker's Co	4,300	4,300
<i>Account Classification Total: 30 - Contractual Services</i>		46,855	46,855
<i>40 - Repairs and Maintenance</i>			
535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	10,000	10,000
540.35	Maintenance & Repairs - Water & Sewer Storm and Sanitary Sewers	6,000	6,000
540.40	Maintenance & Repairs - Water & Sewer Lift Stations	20,000	20,000
550.05	Maintenance & Repairs - Other Department Equipment	6,600	6,600
550.10	Maintenance & Repairs - Other Radios	200	200
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		42,800	42,800
<i>45 - Commodities</i>			
530.15	Commodities Electricity - Water & Sewer	40,000	40,000
530.50	Commodities Small Equipment Tools & Hardware	1,750	1,750
530.70	Commodities Lake County Tap-On Fees	100,000	100,000
530.75	Commodities Lake County Sanitary Sewer Fees	3,554,700	3,554,700
<i>Account Classification Total: 45 - Commodities</i>		3,696,450	3,696,450
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	78,750	78,750
<i>Account Classification Total: 50 - Other Expenses</i>		78,750	78,750
<i>55 - Capital Outlay</i>			
555.30	Capital Equipment Reserve for Capital Replacement	26,044	26,044
555.40	Capital Equipment Reserve for Technology	1,400	1,400
555.50	Capital Equipment Reserve for Buildings	3,500	3,500
560.70	Capital Projects Sewer System	1,776,150	3,515,067
<i>Account Classification Total: 55 - Capital Outlay</i>		1,807,094	3,546,011
Division Total: 36 - Sewer		6,257,221	7,996,138
Department Total: 55 - Public Works		12,877,757	18,674,147
EXPENSES Total		12,877,757	18,674,147
Fund REVENUE Total: 170 - Water & Sewer Fund		12,386,000	14,882,442
Fund EXPENSE Total: 170 - Water & Sewer Fund		12,877,757	18,674,147
Fund Total: 170 - Water & Sewer Fund		(491,757)	(3,791,705)
Fund: 180 - Buffalo Grove Golf Fund			
REVENUES			
<i>40 - Charges for Services</i>			
445.10	Golf Course Fees Greens Fees	675,000	675,000
445.15	Golf Course Fees Power Cart Rental	168,000	168,000
445.20	Golf Course Fees Pull Cart Rental	3,200	3,200
445.25	Golf Course Fees Driving Range Fees	70,000	70,000
445.30	Golf Course Fees Memberships & Passes	58,000	58,000
445.35	Golf Course Fees Merchandise Sales	67,000	67,000
445.40	Golf Course Fees Sales Tax	6,700	6,700
445.55	Golf Course Fees Club Rental Fees	1,500	1,500
445.57	Golf Course Fees Club Storage	150	150
445.60	Golf Course Fees Rental Income Facility	66,000	66,000
445.65	Golf Course Fees Rental Income Cell Tower	32,200	32,200
445.70	Golf Course Fees Utility Reimbursement	30,000	30,000
<i>Account Classification Total: 40 - Charges for Services</i>		1,177,750	

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
<i>50 - Miscellaneous Revenue</i>			
465.90	All Other Revenue Miscellaneous Income	2,200	2,200
	<i>Account Classification Total: 50 - Miscellaneous Revenue</i>	2,200	2,200
	REVENUES Total	1,179,950	1,179,950
EXPENSES			
Department: 84 - Golf			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	150,240	150,240
500.10	Personal Services Salaries - Part Time	53,988	53,988
500.15	Personal Services Salaries - Seasonal	82,000	82,000
500.40	Personal Services Salaries - Longevity	1,400	1,400
	<i>Account Classification Total: 10 - Salaries</i>	287,628	287,628
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	20,100	20,100
505.15	Personal Benefits Dues & Memberships	1,512	1,512
505.75	Personal Benefits Employer's Contribution - FICA	17,746	17,746
505.80	Personal Benefits Employer's Contribution - IMRF	23,037	23,037
505.85	Personal Benefits Employer's Contribution Medicare	4,150	4,150
	<i>Account Classification Total: 15 - Taxes and Benefits</i>	66,545	66,545
<i>25 - Operating Expenses</i>			
510.10	Operating Expenses Maintenance Contracts	409,143	409,143
510.16	Operating Expenses Printing	500	500
510.20	Operating Expenses Computer Services	12,500	12,500
510.21	Operating Expenses IT Internal Svc Contribution	19,163	19,163
510.40	Operating Expenses Supplies - Office	2,500	2,500
510.49	Operating Expenses Supplies - Golf Course	6,000	6,000
510.70	Operating Expenses Merchandise Purchases	50,000	50,000
510.73	Operating Expenses Golf Cart Rental	34,000	34,000
510.76	Operating Expenses Driving Range	3,000	3,000
510.79	Operating Expenses Advertising & Promotions	5,000	5,000
510.83	Operating Expenses Credit Card Fees	35,000	35,000
510.85	Operating Expenses State Sales Tax	6,700	6,700
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	112,501	112,501
	<i>Account Classification Total: 25 - Operating Expenses</i>	696,007	696,007
<i>30 - Contractual Services</i>			
515.10	Insurance Unemployment Insurance	12,500	12,500
515.15	Insurance Deductible - Worker's Comp	57	57
515.20	Insurance Deductible - Non Wrker's Co	38	38
	<i>Account Classification Total: 30 - Contractual Services</i>	12,595	12,595
<i>40 - Repairs and Maintenance</i>			
535.35	Maintenance & Repairs - Facilities Golf Course	5,000	5,000
535.40	Maintenance & Repairs - Facilities Irrigation System	14,000	14,000
545.05	Maintenance & Repairs - Vehicles Gasoline	7,000	7,000
	<i>Account Classification Total: 40 - Repairs and Maintenance</i>	26,000	26,000
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	1,000	1,000
	<i>Account Classification Total: 50 - Other Expenses</i>	1,000	1,000
<i>55 - Capital Outlay</i>			

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
555.40	Capital Equipment Reserve for Technology	1,000	1,000
555.50	Capital Equipment Reserve for Buildings	10,000	10,000
555.60	Capital Equipment Reserve for Infrastructure	59,600	59,600
560.80	Capital Projects Golf Course	5,000	5,000
<i>Account Classification Total: 55 - Capital Outlay</i>		75,600	75,600
Department Total: 84 - Golf		1,165,375	1,165,375
EXPENSES Total		1,165,375	1,165,375
Fund REVENUE	Total: 180 - Buffalo Grove Golf Fund	1,179,950	1,179,950
Fund EXPENSE	Total: 180 - Buffalo Grove Golf Fund	1,165,375	1,165,375
Fund Total: 180 - Buffalo Grove Golf Fund		14,575	14,575
Fund: 190 - Arboretum Golf Fund			
REVENUES			
<i>40 - Charges for Services</i>			
445.10	Golf Course Fees Greens Fees	750,000	750,000
445.15	Golf Course Fees Power Cart Rental	190,000	190,000
445.20	Golf Course Fees Pull Cart Rental	900	900
445.30	Golf Course Fees Memberships & Passes	66,000	66,000
445.35	Golf Course Fees Merchandise Sales	52,000	52,000
445.36	Golf Course Fees Coupon Sales	15,000	15,000
445.40	Golf Course Fees Sales Tax	4,160	4,160
445.55	Golf Course Fees Club Rental Fees	3,500	3,500
445.56	Golf Course Fees Locker Room Rental	200	200
445.60	Golf Course Fees Rental Income Facility	30,000	30,000
445.70	Golf Course Fees Utility Reimbursement	33,300	33,300
445.90	Golf Course Fees Other Revenue	5,000	5,000
<i>Account Classification Total: 40 - Charges for Services</i>		1,150,060	1,150,060
<i>55 - Operating Transfers</i>			
460.05	Operating Transfers Interfund Transfers In	129,794	129,794
<i>Account Classification Total: 55 - Operating Transfers</i>		129,794	129,794
REVENUES Total		1,279,854	1,279,854
EXPENSES			
Department: 84 - Golf			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	56,676	56,676
500.10	Personal Services Salaries - Part Time	35,000	35,000
500.15	Personal Services Salaries - Seasonal	75,000	75,000
500.40	Personal Services Salaries - Longevity	400	400
<i>Account Classification Total: 10 - Salaries</i>		167,076	167,076
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	20,100	20,100
505.15	Personal Benefits Dues & Memberships	886	886
505.75	Personal Benefits Employer's Contribution - FICA	10,443	10,443
505.80	Personal Benefits Employer's Contribution - IMRF	12,736	12,736
505.85	Personal Benefits Employer's Contribution Medicare	2,442	2,442
<i>Account Classification Total: 15 - Taxes and Benefits</i>		46,607	46,607
<i>25 - Operating Expenses</i>			
510.10	Operating Expenses Maintenance Contracts	715,096	715,096
510.16	Operating Expenses Printing	750	750
510.20	Operating Expenses Computer Services	12,500	

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
510.21	Operating Expenses IT Internal Svc Contribution	19,034	19,034
510.40	Operating Expenses Supplies - Office	5,000	5,000
510.49	Operating Expenses Supplies - Golf Course	12,000	12,000
510.70	Operating Expenses Merchandise Purchases	45,000	45,000
510.73	Operating Expenses Golf Cart Rental	55,000	55,000
510.79	Operating Expenses Advertising & Promotions	10,000	10,000
510.83	Operating Expenses Credit Card Fees	35,000	35,000
510.85	Operating Expenses State Sales Tax	4,120	4,120
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	103,847	103,847
<i>Account Classification Total: 25 - Operating Expenses</i>		1,017,347	1,017,347
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	300	300
515.10	Insurance Unemployment Insurance	4,000	4,000
<i>Account Classification Total: 30 - Contractual Services</i>		4,300	4,300
<i>40 - Repairs and Maintenance</i>			
535.35	Maintenance & Repairs - Facilities Golf Course	4,500	4,500
535.40	Maintenance & Repairs - Facilities Irrigation System	14,500	14,500
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		19,000	19,000
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	500	500
<i>Account Classification Total: 50 - Other Expenses</i>		500	500
<i>55 - Capital Outlay</i>			
555.50	Capital Equipment Reserve for Buildings	10,000	10,000
560.80	Capital Projects Golf Course	15,000	15,000
<i>Account Classification Total: 55 - Capital Outlay</i>		25,000	25,000
Department Total: 84 - Golf		1,279,830	1,279,830
EXPENSES Total		1,279,830	1,279,830
Fund REVENUE	Total: 190 - Arboretum Golf Fund	1,279,854	1,279,854
Fund EXPENSE	Total: 190 - Arboretum Golf Fund	1,279,830	1,279,830
Fund Total: 190 - Arboretum Golf Fund		24	24
Fund: 200 - Refuse Fund			
REVENUES			
<i>50 - Miscellaneous Revenue</i>			
465.55	All Other Revenue SWANCC User Fees	1,060,000	1,060,000
<i>Account Classification Total: 50 - Miscellaneous Revenue</i>		1,060,000	1,060,000
REVENUES Total		1,060,000	1,060,000
EXPENSES			
Department: 86 - Refuse			
<i>50 - Other Expenses</i>			
580.35	All Other Expense SWANCC User Fees	870,000	870,000
<i>Account Classification Total: 50 - Other Expenses</i>		870,000	870,000
<i>65 - Other Financing Uses</i>			
570.20	Operating Transfers Debt Service Fund	375,000	375,000
<i>Account Classification Total: 65 - Other Financing Uses</i>		375,000	375,000
Department Total: 86 - Refuse		1,245,000	1,245,000
EXPENSES Total		1,245,000	1,245,000
Fund REVENUE	Total: 200 - Refuse Fund	1,060,000	1,060,000
Fund EXPENSE	Total: 200 - Refuse Fund	1,245,000	1,245,000

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
Fund Total: 200 - Refuse Fund		(185,000)	(185,000)
Fund: 211 - Information Technology Fund			
REVENUES			
55 - Operating Transfers			
461.01	Internal Service Contributions Information Technology Fund	1,819,152	1,819,152
Account Classification Total: 55 - Operating Transfers		1,819,152	1,819,152
REVENUES Total		1,819,152	1,819,152
EXPENSES			
Department: 92 - Information Technology			
15 - Taxes and Benefits			
505.10	Personal Benefits Professional Training	10,000	10,000
Account Classification Total: 15 - Taxes and Benefits		10,000	10,000
25 - Operating Expenses			
510.02	Operating Expenses Telephone	273,769	273,769
510.04	Operating Expenses Travel	3,000	3,000
510.06	Operating Expenses Per Diem Allowance	500	500
510.10	Operating Expenses Maintenance Contracts	1,180,910	1,180,910
510.14	Operating Expenses Subscriptions & Publications	1,500	1,500
510.20	Operating Expenses Computer Services	320,116	320,116
510.40	Operating Expenses Supplies - Office	2,000	2,000
Account Classification Total: 25 - Operating Expenses		1,781,795	1,781,795
30 - Contractual Services			
515.20	Insurance Deductible - Non Wrker's Co	17,357	17,357
Account Classification Total: 30 - Contractual Services		17,357	17,357
40 - Repairs and Maintenance			
550.05	Maintenance & Repairs - Other Department Equipment	10,000	10,000
Account Classification Total: 40 - Repairs and Maintenance		10,000	10,000
Department Total: 92 - Information Technology		1,819,152	1,819,152
EXPENSES Total		1,819,152	1,819,152
Fund REVENUE	Total: 211 - Information Technology Fund	1,819,152	1,819,152
Fund EXPENSE	Total: 211 - Information Technology Fund	1,819,152	1,819,152
Fund Total: 211 - Information Technology Fund		-	-
Fund: 212 - Central Garage Fund			
REVENUES			
55 - Operating Transfers			
461.03	Internal Service Contributions Central Garage Fund	1,788,935	1,788,935
Account Classification Total: 55 - Operating Transfers		1,788,935	1,788,935
REVENUES Total		1,788,935	1,788,935
EXPENSES			
Department: 93 - Central Garage			
10 - Salaries			
500.05	Personal Services Salaries - Full Time	520,966	520,966
500.10	Personal Services Salaries - Part Time	48,656	48,656
500.35	Personal Services Salaries - Overtime	24,000	24,000
500.40	Personal Services Salaries - Longevity	4,600	4,600
Account Classification Total: 10 - Salaries		598,222	598,222
15 - Taxes and Benefits			
505.05	Personal Benefits Group & Medical Life	138,000	138,000

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
505.10	Personal Benefits Professional Training	1,500	1,500
505.15	Personal Benefits Dues & Memberships	200	200
505.20	Personal Benefits Clothing Allowance	4,170	4,170
505.26	Personal Benefits Uniform Rental	1,350	1,350
505.35	Personal Benefits Safety Equipment	815	815
505.75	Personal Benefits Employer's Contribution - FICA	37,090	37,090
505.80	Personal Benefits Employer's Contribution - IMRF	81,538	81,538
505.85	Personal Benefits Employer's Contribution Medicare	8,674	8,674
<i>Account Classification Total: 15 - Taxes and Benefits</i>		273,337	273,337
<i>25 - Operating Expenses</i>			
510.10	Operating Expenses Maintenance Contracts	3,500	3,500
510.12	Operating Expenses Equipment Rental	300	300
510.14	Operating Expenses Subscriptions & Publications	80	80
510.21	Operating Expenses IT Internal Svc Contribution	33,891	33,891
510.40	Operating Expenses Supplies - Office	472	472
510.50	Operating Expenses Supplies - All Other	7,500	7,500
510.55	Operating Expenses Operating Equip - Department	12,000	12,000
<i>Account Classification Total: 25 - Operating Expenses</i>		57,743	57,743
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	23,078	23,078
515.10	Insurance Unemployment Insurance	1,000	1,000
515.15	Insurance Deductible - Worker's Comp	4,945	4,945
515.20	Insurance Deductible - Non Wrker's Co	3,297	3,297
<i>Account Classification Total: 30 - Contractual Services</i>		32,320	32,320
<i>40 - Repairs and Maintenance</i>			
545.05	Maintenance & Repairs - Vehicles Gasoline	160,000	160,000
545.10	Maintenance & Repairs - Vehicles Diesel Fuel	135,000	135,000
545.15	Maintenance & Repairs - Vehicles Automotive Parts	225,000	225,000
545.25	Maintenance & Repairs - Vehicles Lubricants	9,500	9,500
545.40	Maintenance & Repairs - Vehicles Contractual Auto Services	250,000	250,000
550.05	Maintenance & Repairs - Other Department Equipment	4,395	4,395
550.10	Maintenance & Repairs - Other Radios	200	200
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		784,095	784,095
<i>45 - Commodities</i>			
530.50	Commodities Small Equipment Tools & Hardware	5,000	5,000
<i>Account Classification Total: 45 - Commodities</i>		5,000	5,000
<i>55 - Capital Outlay</i>			
555.10	Capital Equipment Office and Other Equipment	14,400	14,400
555.20	Capital Equipment Automobiles & Trucks	18,743	18,743
555.40	Capital Equipment Reserve for Technology	600	600
555.50	Capital Equipment Reserve for Buildings	4,475	4,475
<i>Account Classification Total: 55 - Capital Outlay</i>		38,218	38,218
Department Total: 93 - Central Garage		1,788,935	1,788,935
EXPENSES Total		1,788,935	1,788,935
Fund REVENUE	Total: 212 - Central Garage Fund	1,788,935	1,788,935
Fund EXPENSE	Total: 212 - Central Garage Fund	1,788,935	1,788,935

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
Fund Total: 212 - Central Garage Fund		-	-
Fund: 213 - Building Maintenance Fund			
REVENUES			
<i>55 - Operating Transfers</i>			
461.02	Internal Service Contributions Building Maintenance Fund	1,755,455	1,755,455
<i>Account Classification Total: 55 - Operating Transfers</i>		1,755,455	1,755,455
REVENUES Total		1,755,455	1,755,455
EXPENSES			
Department: 94 - Building Maintenance			
<i>10 - Salaries</i>			
500.05	Personal Services Salaries - Full Time	402,688	402,688
500.10	Personal Services Salaries - Part Time	36,199	36,199
500.35	Personal Services Salaries - Overtime	6,500	6,500
500.40	Personal Services Salaries - Longevity	2,600	2,600
<i>Account Classification Total: 10 - Salaries</i>		447,987	447,987
<i>15 - Taxes and Benefits</i>			
505.05	Personal Benefits Group & Medical Life	95,250	95,250
505.10	Personal Benefits Professional Training	2,000	2,000
505.15	Personal Benefits Dues & Memberships	675	675
505.20	Personal Benefits Clothing Allowance	3,100	3,100
505.26	Personal Benefits Uniform Rental	7,000	7,000
505.35	Personal Benefits Safety Equipment	2,700	2,700
505.75	Personal Benefits Employer's Contribution - FICA	28,395	28,395
505.80	Personal Benefits Employer's Contribution - IMRF	57,490	57,490
505.85	Personal Benefits Employer's Contribution Medicare	6,641	6,641
<i>Account Classification Total: 15 - Taxes and Benefits</i>		203,251	203,251
<i>25 - Operating Expenses</i>			
510.10	Operating Expenses Maintenance Contracts	229,772	229,772
510.12	Operating Expenses Equipment Rental	700	700
510.14	Operating Expenses Subscriptions & Publications	325	325
510.21	Operating Expenses IT Internal Svc Contribution	27,555	27,555
510.40	Operating Expenses Supplies - Office	700	700
510.50	Operating Expenses Supplies - All Other	76,000	76,000
510.55	Operating Expenses Operating Equip - Department	800	800
<i>Account Classification Total: 25 - Operating Expenses</i>		335,852	335,852
<i>30 - Contractual Services</i>			
515.05	Insurance Premium	19,700	19,700
515.10	Insurance Unemployment Insurance	800	800
515.15	Insurance Deductible - Worker's Comp	5,600	5,600
515.20	Insurance Deductible - Non Wrker's Co	2,456	2,456
<i>Account Classification Total: 30 - Contractual Services</i>		28,556	28,556
<i>40 - Repairs and Maintenance</i>			
535.15	Maintenance & Repairs - Facilities Street Lights	266,134	266,134
535.20	Maintenance & Repairs - Facilities Buildings & Facilities	244,800	244,800
550.05	Maintenance & Repairs - Other Department Equipment	3,000	3,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		513,934	513,934
<i>45 - Commodities</i>			

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
530.05	Commodities Electricity - Facilities	100,000	100,000
530.10	Commodities Electricity - Street Lights	88,013	88,013
530.20	Commodities Gas - Facilities	17,510	17,510
530.50	Commodities Small Equipment Tools & Hardware	900	900
<i>Account Classification Total: 45 - Commodities</i>		206,423	206,423
<i>55 - Capital Outlay</i>			
555.10	Capital Equipment Office and Other Equipment	325	325
555.30	Capital Equipment Reserve for Capital Replacement	14,207	14,207
555.40	Capital Equipment Reserve for Technology	1,000	1,000
555.50	Capital Equipment Reserve for Buildings	3,920	3,920
<i>Account Classification Total: 55 - Capital Outlay</i>		19,452	19,452
Department Total: 94 - Building Maintenance		1,755,455	1,755,455
EXPENSES Total		1,755,455	1,755,455
Fund REVENUE	Total: 213 - Building Maintenance Fund	1,755,455	1,755,455
Fund EXPENSE	Total: 213 - Building Maintenance Fund	1,755,455	1,755,455
Fund Total: 213 - Building Maintenance Fund		-	-
Fund: 220 - Police Pension Fund			
REVENUES			
<i>15 - Other Taxes</i>			
410.50	Taxes - State Shared Replacement Tax	10,000	10,000
<i>Account Classification Total: 15 - Other Taxes</i>		10,000	10,000
<i>45 - Interest Income</i>			
450.26	Investment Revenue Fixed Income	267,500	267,500
450.45	Investment Revenue Stock Dividend	535,000	535,000
450.50	Investment Revenue Fixed Income	267,500	267,500
450.55	Investment Revenue Mutual Funds	160,500	160,500
450.60	Investment Revenue Equity Securities	2,364,000	2,364,000
<i>Account Classification Total: 45 - Interest Income</i>		3,594,500	3,594,500
<i>50 - Miscellaneous Revenue</i>			
465.41	All Other Revenue Pension Contributions - EE	730,557	730,557
<i>Account Classification Total: 50 - Miscellaneous Revenue</i>		730,557	730,557
<i>55 - Operating Transfers</i>			
460.05	Operating Transfers Interfund Transfers In	3,115,296	3,115,296
<i>Account Classification Total: 55 - Operating Transfers</i>		3,115,296	3,115,296
REVENUES Total		7,450,353	7,450,353
EXPENSES			
Department: 88 - Police Pension			
<i>15 - Taxes and Benefits</i>			
505.55	Personal Benefits Survivor Pension - Police	297,370	297,370
505.60	Personal Benefits Pension Payment - Police	3,935,943	3,935,943
505.65	Personal Benefits Disability Payment - Police	44,000	44,000
505.70	Personal Benefits Pension Refund - Police	100,000	100,000
<i>Account Classification Total: 15 - Taxes and Benefits</i>		4,377,313	4,377,313
<i>50 - Other Expenses</i>			
580.05	All Other Expense All Other Expenses	65,000	65,000
580.40	All Other Expense Investment Fees	250,000	250,000
<i>Account Classification Total: 50 - Other Expenses</i>		315,000	315,000
Department Total: 88 - Police Pension		4,692,313	4,692,313
EXPENSES Total		4,692,313	4,692,313

Account Number	Account Description	2020 Adopted Budget	2020 Amended Budget
	Fund REVENUE Total: 220 - Police Pension Fund	7,450,353	7,450,353
	Fund EXPENSE Total: 220 - Police Pension Fund	4,692,313	4,692,313
	Fund Total: 220 - Police Pension Fund	2,758,040	2,758,040
Fund: 230 - Fire Pension Fund			
REVENUES			
15 - Other Taxes			
410.50	Taxes - State Shared Replacement Tax	10,000	10,000
	<i>Account Classification Total: 15 - Other Taxes</i>	10,000	10,000
45 - Interest Income			
450.20	Investment Revenue Interest Income - CD's	374,500	374,500
450.45	Investment Revenue Stock Dividend	321,000	321,000
450.50	Investment Revenue Fixed Income	267,500	267,500
450.55	Investment Revenue Mutual Funds	2,700,000	2,700,000
	<i>Account Classification Total: 45 - Interest Income</i>	3,663,000	3,663,000
50 - Miscellaneous Revenue			
465.41	All Other Revenue Pension Contributions - EE	545,365	545,365
	<i>Account Classification Total: 50 - Miscellaneous Revenue</i>	545,365	545,365
55 - Operating Transfers			
460.05	Operating Transfers Interfund Transfers In	2,032,773	2,032,773
	<i>Account Classification Total: 55 - Operating Transfers</i>	2,032,773	2,032,773
	REVENUES Total	6,251,138	6,251,138
EXPENSES			
Department: 89 - Fire Pension			
15 - Taxes and Benefits			
505.56	Personal Benefits Survivor Pension - Fire	296,121	296,121
505.61	Personal Benefits Pension Payment - Fire	2,636,184	2,636,184
505.66	Personal Benefits Disability Payment - Fire	228,240	228,240
	<i>Account Classification Total: 15 - Taxes and Benefits</i>	3,160,545	3,160,545
50 - Other Expenses			
580.05	All Other Expense All Other Expenses	100,000	100,000
580.40	All Other Expense Investment Fees	200,000	200,000
	<i>Account Classification Total: 50 - Other Expenses</i>	300,000	300,000
	Department Total: 89 - Fire Pension	3,460,545	3,460,545
	EXPENSES Total	3,460,545	3,460,545
	Fund REVENUE Total: 230 - Fire Pension Fund	6,251,138	6,251,138
	Fund EXPENSE Total: 230 - Fire Pension Fund	3,460,545	3,460,545
	Fund Total: 230 - Fire Pension Fund	2,790,593	2,790,593
	REVENUE GRAND Totals:	85,755,363	111,554,584
	EXPENSE GRAND Totals:	80,837,127	89,406,339
	Grand Totals:	4,918,236	22,148,245

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
Fund: 100 - General Fund							
EXPENSES							
Department: 10 - Legislative							
<i>10 - Salaries</i>							
500.25	Personal Services Salaries - Elected Officials	33,000	32,825	33,000	33,000	33,000	33,000
	<i>Account Classification Total: 10 - Salaries</i>	33,000	32,825	33,000	33,000	33,000	33,000
<i>15 - Taxes and Benefits</i>							
505.10	Personal Benefits Professional Training	1,588	2,837	13,000	13,000	11,000	13,000
505.15	Personal Benefits Dues & Memberships	36,523	38,743	42,000	42,000	42,000	42,000
505.75	Personal Benefits Employer's Contribution - FICA	2,046	2,035	2,046	2,046	2,046	2,046
505.85	Personal Benefits Employer's Contribution Medicare	479	476	479	479	479	479
	<i>Account Classification Total: 15 - Taxes and Benefits</i>	40,635	44,091	57,525	57,525	55,525	57,525
<i>25 - Operating Expenses</i>							
510.04	Operating Expenses Travel	1,951	472	750	750	-	750
510.08	Operating Expenses Reception & Community Affairs	7,225	6,514	7,000	7,000	7,000	3,500
510.14	Operating Expenses Subscriptions & Publications	1,343	70	500	500	100	4,000
510.40	Operating Expenses Supplies - Office	242	505	500	500	150	500
	<i>Account Classification Total: 25 - Operating Expenses</i>	10,760	7,561	8,750	8,750	7,250	8,750
<i>35 - Other Services</i>							
525.05	Commission & Committees Blood Commission	-	-	300	300	300	300
525.10	Commission & Committees Buffalo Grove Days	108	716	-	-	-	-
525.15	Commission & Committees Fire and Police Commission	-	7	-	-	-	-
525.20	Commission & Committees Fireworks for the Fourth	23,000	26,500	26,500	26,500	7,500	26,500
525.25	Commission & Committees Plan Commission	2,791	3,026	3,000	3,000	4,566	3,000
525.30	Commission & Committees Residents with Disabilities	1,287	1,848	1,300	1,300	100	300
525.45	Commission & Committees Village Board	167	-	300	300	-	-
525.50	Commission & Committees Symphonic Band	16,804	19,443	16,200	16,200	5,500	11,000
525.55	Commission & Committees Farmer's Market	2,169	3,921	2,500	2,500	2,500	2,500
	<i>Account Classification Total: 35 - Other Services</i>	46,325	55,462	50,100	50,100	20,466	43,600
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	3,456	850	2,500	2,500	25,385	15,000
580.10	All Other Expense Consultant Fees	6,722	2,745	-	-	54,954	1,000
580.45	All Other Expense Cable Television Programming	11,300	14,690	12,000	12,000	9,000	12,000
580.50	All Other Expense Senior Taxi Program	4,354	2,013	4,400	4,400	2,000	4,400
	<i>Account Classification Total: 50 - Other Expenses</i>	25,832	20,297	18,900	18,900	91,339	32,400
<i>55 - Capital Outlay</i>							
555.10	Capital Equipment Office and Other Equipment	-	246	-	-	-	-
	<i>Account Classification Total: 55 - Capital Outlay</i>	-	246	-	-	-	-
	Department Total: 10 - Legislative	156,553	160,482	168,275	168,275	207,580	175,275
Department: 15 - Office of the Village Manager							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	511,249	703,580	817,041	802,041	802,041	667,962
500.10	Personal Services Salaries - Part Time	25,977	31,920	39,568	39,568	39,568	30,000
500.31	Personal Services Payroll Reimbursement	10,532	124	-	-	-	-
500.40	Personal Services Salaries - Longevity	629	829	1,600	1,600	1,743	1,000
	<i>Account Classification Total: 10 - Salaries</i>	548,386	736,453	858,209	843,209	843,352	698,962
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	49,788	79,842	89,500	89,500	96,000	92,898
505.10	Personal Benefits Professional Training	14,545	13,691	12,000	12,000	10,000	12,525
505.15	Personal Benefits Dues & Memberships	3,928	4,118	4,600	4,600	4,600	4,600
505.75	Personal Benefits Employer's Contribution - FICA	22,816	31,484	37,855	37,855	42,000	32,102
505.80	Personal Benefits Employer's Contribution - IMRF	72,346	81,682	111,581	111,581	111,581	88,571
505.85	Personal Benefits Employer's Contribution Medicare	7,842	10,435	11,870	11,870	11,870	10,120
	<i>Account Classification Total: 15 - Taxes and Benefits</i>	171,265	221,251	267,406	267,406	276,051	240,816
<i>25 - Operating Expenses</i>							
510.03	Operating Expenses Postage	-	10	20	20	-	20
510.04	Operating Expenses Travel	3,600	5,764	3,500	3,500	500	3,500
510.06	Operating Expenses Per Diem Allowance	262	222	100	100	50	100
510.08	Operating Expenses Reception & Community Affairs	4,245	2,160	2,000	2,000	100	2,000
510.14	Operating Expenses Subscriptions & Publications	2,823	4,056	2,500	2,500	2,500	2,500
510.16	Operating Expenses Printing	257	198	300	300	200	300
510.18	Operating Expenses Village Newsletter	18,674	18,474	21,600	21,600	9,000	43,603
510.21	Operating Expenses IT Internal Svc Contribution	21,174	32,081	42,782	42,782	42,782	35,086
510.40	Operating Expenses Supplies - Office	2,449	3,424	2,500	2,500	2,500	2,500
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	30,108	66,199	31,537	31,537	31,537	101,355

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
545.01	Maintenance & Repairs - Vehicules Central Garage Internal Svc	2,053	2,932	2,191	2,191	2,191	1,332
<i>Account Classification Total: 25 - Operating Expenses</i>		85,646	135,521	109,030	109,030	91,360	192,296
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	1,209	16,778	1,118	1,118	-	1,126
515.10	Insurance Unemployment Insurance	-	-	800	800	-	-
515.15	Insurance Deductible - Worker's Comp	-	-	219	219	-	-
515.20	Insurance Deductible - Non Wrker's Co	-	-	146	146	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		1,209	16,778	2,283	2,283	-	1,126
<i>40 - Repairs and Maintenance</i>							
550.05	Maintenance & Repairs - Other Department Equipment	-	-	500	500	-	-
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		-	-	500	500	-	-
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	6,153	1,361	44,500	44,500	44,500	20,000
580.10	All Other Expense Consultant Fees	52,026	55,150	70,800	70,800	70,800	80,000
<i>Account Classification Total: 50 - Other Expenses</i>		58,179	56,511	115,300	115,300	115,300	100,000
<i>55 - Capital Outlay</i>							
555.30	Capital Equipment Reserve for Capital Replacement	22,649	-	-	-	-	-
555.40	Capital Equipment Reserve for Technology	0	-	1,250	-	-	1,250
555.50	Capital Equipment Reserve for Buildings	-	-	5,730	-	-	5,730
<i>Account Classification Total: 55 - Capital Outlay</i>		22,649	-	6,980	-	-	6,980
Department Total: 15 - Office of the Village Manager		887,335	1,166,514	1,359,708	1,337,728	1,326,063	1,240,180
Department: 20 - Legal							
<i>30 - Contractual Services</i>							
520.05	Legal Services Retainer Fee	50,000	-	95,400	95,400	95,400	-
520.10	Legal Services Prosecutor Fee	69,100	-	69,000	69,000	80,000	-
520.15	Legal Services Attorney's Fees	175,443	243,021	180,000	180,000	200,000	355,000
520.20	Legal Services Recording Fees	424	715	-	-	-	-
520.25	Legal Services Legal Notices	4,778	5,514	8,000	8,000	8,000	8,000
520.30	Legal Services Litigation Reserve	9,465	220	15,000	15,000	15,000	15,000
520.40	Legal Services Special Counsel	(2,882)	-	125,000	125,000	80,000	60,000
<i>Account Classification Total: 30 - Contractual Services</i>		306,328	249,470	492,400	492,400	478,400	438,000
Department Total: 20 - Legal		306,328	249,470	492,400	492,400	478,400	438,000
Department: 25 - Information Technology							
<i>15 - Taxes and Benefits</i>							
505.15	Personal Benefits Dues & Memberships	-	130	-	-	-	-
<i>Account Classification Total: 15 - Taxes and Benefits</i>		-	130	-	-	-	-
<i>25 - Operating Expenses</i>							
510.06	Operating Expenses Per Diem Allowance	-	16	-	-	-	-
<i>Account Classification Total: 25 - Operating Expenses</i>		-	16	-	-	-	-
Department Total: 25 - Information Technology		-	146	-	-	-	-
Department: 30 - Finance							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	811,976	779,049	864,791	501,860	588,870	786,930
500.10	Personal Services Salaries - Part Time	-	-	-	-	-	40,000
500.25	Personal Services Salaries - Elected Officials	6,000	6,000	6,000	6,000	6,000	6,000
500.31	Personal Services Payroll Reimbursement	28,670	-	-	-	166	-
500.35	Personal Services Salaries - Overtime	853	1,407	4,000	4,000	1,079	2,500
500.40	Personal Services Salaries - Longevity	3,800	3,000	2,800	2,800	1,800	1,200
<i>Account Classification Total: 10 - Salaries</i>		851,300	789,457	877,591	514,660	597,915	836,630
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	161,055	158,005	179,500	179,500	100,000	113,038
505.10	Personal Benefits Professional Training	3,306	2,498	7,000	7,000	3,500	7,000
505.15	Personal Benefits Dues & Memberships	1,568	2,172	1,965	1,965	1,965	1,965
505.50	Personal Benefits Employee Recognition	-	48	-	-	-	-
505.75	Personal Benefits Employer's Contribution - FICA	48,185	47,246	51,604	51,604	34,365	49,336
505.80	Personal Benefits Employer's Contribution - IMRF	113,625	89,117	119,888	119,888	72,000	104,347
505.85	Personal Benefits Employer's Contribution Medicare	11,991	11,050	12,754	12,754	8,539	11,990
<i>Account Classification Total: 15 - Taxes and Benefits</i>		339,729	310,135	372,711	372,711	220,369	287,676
<i>25 - Operating Expenses</i>							
510.03	Operating Expenses Postage	66,583	91,022	75,000	75,000	75,000	75,000
510.04	Operating Expenses Travel	4,086	3,762	4,000	4,000	-	4,000
510.06	Operating Expenses Per Diem Allowance	151	269	300	300	-	300
510.08	Operating Expenses Reception & Community Affairs	149	60	400	400	-	400
510.10	Operating Expenses Maintenance Contracts	2,608	3,062	2,254	2,254	2,254	2,254
510.12	Operating Expenses Equipment Rental	1,633	1,653	1,300	1,300	1,300	1,300
510.14	Operating Expenses Subscriptions & Publications	142	228	-	-	-	-
510.16	Operating Expenses Printing	5,365	3,883	8,000	8,000	5,138	8,000
510.21	Operating Expenses IT Internal Svc Contribution	57,639	57,361	106,709	101,709	101,709	61,400

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
510.28	Operating Expenses Audit Fees	43,020	29,085	35,000	35,000	35,000	35,000
510.40	Operating Expenses Supplies - Office	5,448	6,547	5,000	5,000	4,000	5,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	48,576	70,497	52,562	52,562	52,562	108,682
545.01	Maintenance & Repairs - Vehides Central Garage Internal Svc	3,690	3,289	2,458	2,458	2,458	2,664
<i>Account Classification Total: 25 - Operating Expenses</i>		239,090	270,719	292,983	287,983	279,421	304,000
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	1,520	27,180	1,493	1,493	1,493	1,503
515.15	Insurance Deductible - Worker's Comp	-	3,165	293	293	3,000	3,071
515.20	Insurance Deductible - Non Worker's Co	-	-	195	195	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		1,520	30,344	1,981	1,981	4,493	4,574
<i>35 - Other Services</i>							
525.10	Commission & Committees Buffalo Grove Days	95,845	19,476	40,000	40,000	12,500	30,000
<i>Account Classification Total: 35 - Other Services</i>		95,845	19,476	40,000	40,000	12,500	30,000
<i>40 - Repairs and Maintenance</i>							
550.05	Maintenance & Repairs - Other Department Equipment	-	1,621	-	-	-	-
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		-	1,621	-	-	-	-
<i>50 - Other Expenses</i>							
580	All Other Expense	-	175	-	-	-	-
580.05	All Other Expense All Other Expenses	9,584	11,821	2,000	2,000	2,000	2,000
580.10	All Other Expense Consultant Fees	24,574	36,589	23,000	23,000	210,000	5,000
580.11	All Other Expense Contractual Services	-	5,523	-	-	2,000	-
<i>Account Classification Total: 50 - Other Expenses</i>		34,158	54,108	25,000	25,000	214,000	7,000
<i>55 - Capital Outlay</i>							
555.40	Capital Equipment Reserve for Technology	-	-	1,500	-	-	1,500
555.50	Capital Equipment Reserve for Buildings	-	-	7,160	-	-	7,160
<i>Account Classification Total: 55 - Capital Outlay</i>		-	-	8,660	-	-	8,660
Department Total: 30 - Finance		1,561,642	1,475,860	1,618,926	1,242,335	1,328,698	1,478,540
Department: 35 - Human Resources							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	207,198	224,758	393,120	393,120	393,120	344,580
500.31	Personal Services Payroll Reimbursement	1,639	-	-	-	10	-
500.40	Personal Services Salaries - Longevity	800	1,000	1,000	1,000	1,000	1,000
<i>Account Classification Total: 10 - Salaries</i>		209,637	225,758	394,120	394,120	394,130	345,580
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	40,730	41,432	78,324	78,324	46,000	35,777
505.10	Personal Benefits Professional Training	38,577	31,865	32,719	32,719	10,000	28,200
505.15	Personal Benefits Dues & Memberships	1,301	1,196	850	850	1,300	2,100
505.40	Personal Benefits Tuition Reimbursement	49,921	49,450	50,000	50,000	25,000	50,000
505.50	Personal Benefits Employee Recognition	9,389	8,816	15,000	15,000	5,000	10,000
505.75	Personal Benefits Employer's Contribution - FICA	11,358	12,167	34,815	34,815	34,815	19,889
505.80	Personal Benefits Employer's Contribution - IMRF	28,644	25,546	78,609	78,609	78,609	45,691
505.85	Personal Benefits Employer's Contribution Medicare	3,016	3,129	8,915	8,915	8,915	4,997
<i>Account Classification Total: 15 - Taxes and Benefits</i>		182,938	173,601	299,232	299,232	209,639	196,654
<i>25 - Operating Expenses</i>							
510.02	Operating Expenses Telephone	435	-	-	-	-	-
510.04	Operating Expenses Travel	87	-	2,000	2,000	-	2,000
510.06	Operating Expenses Per Diem Allowance	196	-	440	440	-	350
510.10	Operating Expenses Maintenance Contracts	-	6,800	21,000	21,000	7,000	-
510.14	Operating Expenses Subscriptions & Publications	390	1,654	1,590	1,590	2,000	1,500
510.21	Operating Expenses IT Internal Svc Contribution	12,779	13,751	32,800	32,800	32,800	14,619
510.22	Operating Expenses Recruitment Charges	8,114	25,307	8,500	8,500	20,000	8,500
510.24	Operating Expenses CDL Testing	12,017	1,439	2,800	2,800	400	2,800
510.40	Operating Expenses Supplies - Office	489	767	700	700	100	700
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	19,431	23,037	21,025	21,025	21,025	35,413
545.01	Maintenance & Repairs - Vehides Central Garage Internal Svc	1,056	1,141	853	853	853	1,332
<i>Account Classification Total: 25 - Operating Expenses</i>		54,994	73,897	91,708	91,708	84,178	67,214
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	1,476	7,988	1,493	1,493	1,493	1,503
515.10	Insurance Unemployment Insurance	-	-	160	160	-	-
515.15	Insurance Deductible - Worker's Comp	-	5,000	92	92	100	4,853
515.20	Insurance Deductible - Non Worker's Co	-	-	62	62	-	-
520.40	Legal Services Special Counsel	96,701	125,257	-	-	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		98,177	138,246	1,807	1,807	1,593	6,356
<i>35 - Other Services</i>							
525.15	Commission & Committees Fire and Police Commission	26,414	23,393	25,000	25,000	40,000	40,000
<i>Account Classification Total: 35 - Other Services</i>		26,414	23,393	25,000	25,000	40,000	40,000
<i>50 - Other Expenses</i>							

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
580.05	All Other Expense All Other Expenses	1,644	4,116	1,000	1,000	2,000	-
580.66	All Other Expense IRMA Deductible - Non Wrkr's Cmp	(870)	-	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		774	4,116	1,000	1,000	2,000	-
<i>55 - Capital Outlay</i>							
555.40	Capital Equipment Reserve for Technology	-	-	150	-	-	-
555.50	Capital Equipment Reserve for Buildings	-	-	895	-	-	-
<i>Account Classification Total: 55 - Capital Outlay</i>		-	-	1,045	-	-	-
Department Total: 35 - Human Resources		572,934	639,009	813,912	812,867	731,540	655,804
Department: 40 - Fire							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	166,939	294,337	330,045	330,045	310,000	328,337
500.10	Personal Services Salaries - Part Time	68,800	84,241	94,137	94,137	73,000	30,115
500.20	Personal Services Salaries - Sworn	5,652,314	5,754,792	5,768,000	5,624,438	5,624,438	6,085,463
500.30	Personal Services Salaries - Special Duty	(13,134)	(8,683)	-	-	-	-
500.31	Personal Services Payroll Reimbursement	49,616	-	-	-	-	-
500.35	Personal Services Salaries - Overtime	870,208	886,697	830,000	830,000	890,000	830,000
500.40	Personal Services Salaries - Longevity	33,629	33,443	30,000	30,000	32,000	26,800
<i>Account Classification Total: 10 - Salaries</i>		6,828,370	7,044,827	7,052,182	6,908,620	6,929,438	7,300,715
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	1,112,432	1,101,781	1,302,000	1,302,000	1,165,000	1,159,160
505.10	Personal Benefits Professional Training	26,352	41,555	40,000	40,000	26,600	30,000
505.15	Personal Benefits Dues & Memberships	8,330	9,396	15,500	15,500	15,000	15,500
505.20	Personal Benefits Clothing Allowance	34,186	38,100	39,500	39,500	39,000	39,500
505.35	Personal Benefits Safety Equipment	55,734	63,340	71,900	71,900	65,000	71,900
505.61	Personal Benefits Pension Payment - Fire	1,897,603	1,915,164	2,032,773	2,032,773	2,032,773	2,390,386
505.75	Personal Benefits Employer's Contribution - FICA	16,532	22,988	26,547	26,547	24,000	22,224
505.80	Personal Benefits Employer's Contribution - IMRF	22,323	33,221	58,361	58,361	44,000	43,537
505.85	Personal Benefits Employer's Contribution Medicare	98,825	97,178	102,257	102,257	91,000	92,248
<i>Account Classification Total: 15 - Taxes and Benefits</i>		3,272,315	3,322,724	3,688,838	3,688,838	3,502,373	3,864,455
<i>25 - Operating Expenses</i>							
510.04	Operating Expenses Travel	5,021	6,035	6,600	6,600	1,600	3,600
510.06	Operating Expenses Per Diem Allowance	2,208	2,565	3,500	3,500	1,500	2,000
510.08	Operating Expenses Reception & Community Affairs	113	47	100	100	100	100
510.10	Operating Expenses Maintenance Contracts	79,546	55,760	37,200	37,200	35,000	37,200
510.14	Operating Expenses Subscriptions & Publications	1,892	3,838	3,000	3,000	2,800	3,000
510.16	Operating Expenses Printing	1,729	1,709	1,500	1,500	1,500	1,500
510.21	Operating Expenses IT Internal Svc Contribution	375,911	483,563	544,006	544,006	544,006	520,441
510.40	Operating Expenses Supplies - Office	3,235	5,047	4,000	4,000	3,900	4,000
510.50	Operating Expenses Supplies - All Other	13,613	13,973	14,000	14,000	20,000	14,000
510.55	Operating Expenses Operating Equip - Department	67,149	77,815	53,000	53,000	45,000	53,000
510.59	Operating Expenses SCBA Equipment	203	-	-	-	-	-
510.65	Operating Expenses Northwest Central Dispatch	157,210	155,374	143,057	115,757	125,000	150,210
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	92,307	170,427	164,424	164,424	164,424	261,326
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	438,178	605,880	452,682	452,682	452,682	386,269
<i>Account Classification Total: 25 - Operating Expenses</i>		1,238,315	1,582,033	1,427,069	1,399,769	1,397,512	1,436,646
<i>30 - Contractual Services</i>							
515	Insurance	-	218	-	-	-	-
515.05	Insurance Premium	243,731	217,476	239,565	239,565	239,565	241,201
515.10	Insurance Unemployment Insurance	-	(600)	10,300	10,300	-	-
515.15	Insurance Deductible - Worker's Comp	30,456	28,291	36,050	36,050	28,000	27,459
515.20	Insurance Deductible - Non Worker's Co	15,948	-	15,450	15,450	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		290,135	245,386	301,365	301,365	267,565	268,660
<i>40 - Repairs and Maintenance</i>							
535.20	Maintenance & Repairs - Facilities Buildings & Facilities	24,127	35,610	28,500	28,500	25,000	28,500
545.05	Maintenance & Repairs - Vehicles Gasoline	37	96	-	-	-	-
545.15	Maintenance & Repairs - Vehicles Automotive Parts	312	-	-	-	-	-
550.05	Maintenance & Repairs - Other Department Equipment	7,819	10,475	16,900	16,900	15,500	16,900
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		32,295	46,181	45,400	45,400	40,500	45,400
<i>45 - Commodities</i>							
530.50	Commodities Small Equipment Tools & Hardware	18,947	25,516	20,000	20,000	19,000	20,000
<i>Account Classification Total: 45 - Commodities</i>		18,947	25,516	20,000	20,000	19,000	20,000
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	4,959	12,002	10,500	466,500	466,500	10,500
580.10	All Other Expense Consultant Fees	-	-	10,000	10,000	10,000	6,250
580.11	All Other Expense Contractual Services	35,444	25,137	25,800	25,800	24,000	25,800
580.20	All Other Expense CAFT Site	115,401	(86,030)	10,000	10,000	(50,000)	10,000

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
580.21	All Other Expense NWCH Administration Fee	14,251	5,000	5,000	5,000	5,000	5,000
<i>Account Classification Total: 50 - Other Expenses</i>		170,055	(43,891)	61,300	517,300	455,500	57,550
<i>55 - Capital Outlay</i>							
555.10	Capital Equipment Office and Other Equipment	1,349	186,500	-	-	50,000	-
555.30	Capital Equipment Reserve for Capital Replacement	-	-	135,000	-	-	185,000
555.40	Capital Equipment Reserve for Technology	0	-	18,200	-	-	18,200
555.50	Capital Equipment Reserve for Buildings	-	-	44,595	-	-	44,595
560.10	Capital Projects Land Improvements	2,000	-	-	-	-	-
560.30	Capital Projects Buildings & Structures	1,000	-	-	-	-	-
<i>Account Classification Total: 55 - Capital Outlay</i>		4,349	186,500	197,795	-	50,000	247,795
Department Total: 40 - Fire		11,854,781	12,409,275	12,793,949	12,881,292	12,661,888	13,241,221
Department: 45 - Police							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	783,221	838,840	879,661	879,661	840,000	804,242
500.10	Personal Services Salaries - Part Time	104,701	106,990	115,709	115,709	100,000	139,458
500.20	Personal Services Salaries - Sworn	6,816,567	6,810,560	7,344,899	7,344,899	6,900,000	6,837,281
500.30	Personal Services Salaries - Special Duty	(59)	-	-	-	-	-
500.31	Personal Services Payroll Reimbursement	50,032	1,482	-	-	-	-
500.35	Personal Services Salaries - Overtime	338,439	359,807	320,000	320,000	320,000	310,000
500.40	Personal Services Salaries - Longevity	50,086	47,686	49,000	49,000	49,000	40,600
<i>Account Classification Total: 10 - Salaries</i>		8,142,986	8,165,364	8,709,269	8,709,269	8,209,000	8,131,581
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	1,203,203	1,270,172	1,495,726	1,495,726	1,400,000	1,255,743
505.10	Personal Benefits Professional Training	54,770	54,256	58,700	58,700	58,700	48,700
505.15	Personal Benefits Dues & Memberships	3,569	4,666	4,900	4,900	4,900	5,900
505.20	Personal Benefits Clothing Allowance	80,782	102,590	69,600	69,600	60,000	67,400
505.25	Personal Benefits Uniform Maintenance	2,095	3,777	3,250	3,250	3,250	3,250
505.30	Personal Benefits Recruit Uniforms	3,844	3,950	4,250	4,250	4,250	4,250
505.60	Personal Benefits Pension Payment - Police	2,669,373	2,899,820	3,115,296	3,115,296	3,115,296	3,361,940
505.75	Personal Benefits Employer's Contribution - FICA	58,304	58,222	61,881	61,881	61,500	58,509
505.80	Personal Benefits Employer's Contribution - IMRF	114,226	96,465	120,453	120,453	106,000	106,643
505.85	Personal Benefits Employer's Contribution Medicare	113,097	111,497	120,185	120,185	106,000	112,824
<i>Account Classification Total: 15 - Taxes and Benefits</i>		4,303,262	4,605,414	5,054,241	5,054,241	4,919,896	5,025,159
<i>25 - Operating Expenses</i>							
510.04	Operating Expenses Travel	6,030	7,319	8,300	8,300	6,000	3,750
510.06	Operating Expenses Per Diem Allowance	1,848	1,429	2,025	2,025	2,025	2,025
510.10	Operating Expenses Maintenance Contracts	41,148	-	-	-	-	-
510.14	Operating Expenses Subscriptions & Publications	740	790	1,000	1,000	1,000	1,000
510.16	Operating Expenses Printing	10,662	10,286	11,000	11,000	11,000	11,000
510.21	Operating Expenses IT Internal Svc Contribution	483,711	494,685	576,998	576,998	576,998	530,674
510.22	Operating Expenses Recruitment Charges	987	495	1,000	1,000	-	500
510.26	Operating Expenses Physical Fitness Equipment	5,115	4,671	5,000	5,000	5,000	5,000
510.30	Operating Expenses Safety Equipment - Patrol	17,155	18,711	18,000	18,000	11,500	19,750
510.32	Operating Expenses Safety Equipment - FOSG	279	190	500	500	500	500
510.33	Operating Expenses Operating Equip - Staff	4,108	3,936	4,000	4,000	4,000	4,000
510.34	Operating Expenses DUI Assessment Purchases	11,595	16,146	-	-	3,500	-
510.35	Operating Expenses Reimbursable Expenses	141,516	24,365	-	-	80,000	-
510.41	Operating Expenses Supplies - Patrol	2,569	2,284	12,775	12,775	12,775	12,775
510.42	Operating Expenses Supplies - FOSG	15,799	11,858	4,025	4,025	4,025	1,000
510.43	Operating Expenses Supplies - Communications	1,283	1,983	2,000	2,000	2,000	2,000
510.44	Operating Expenses Supplies - Records	7,324	8,264	8,000	8,000	8,000	7,500
510.45	Operating Expenses Supplies - OCOP	876	865	950	950	950	950
510.46	Operating Expenses Supplies - Training	13,143	15,843	14,000	14,000	9,000	12,000
510.47	Operating Expenses Supplies - Crime Prevention	8,994	7,310	8,250	8,250	5,250	6,750
510.48	Operating Expenses Supplies - Detention	238	608	1,000	1,000	750	950
510.55	Operating Expenses Operating Equip - Department	1,371	28,093	15,000	15,000	15,000	15,000
510.56	Operating Expenses Operating Equip - Patrol	1,073	1,626	2,000	2,000	2,000	1,500
510.57	Operating Expenses Operating Equip - FOSG	7,401	11,499	10,016	10,016	10,000	10,753
510.58	Operating Expenses Operating Equip - Communications	459	412	500	500	500	500
510.60	Operating Expenses Operating Equip - OCOP	654	641	900	900	900	900
510.61	Operating Expenses Operating Equip - Training	535	312	700	700	700	700
510.62	Operating Expenses Operating Equip - Detention	-	-	150	150	150	150
510.63	Operating Expenses Operating Equip - Bike Patrol	500	270	500	500	500	500
510.64	Operating Expenses Operating Equipment - Records	716	903	1,048	1,048	1,048	1,048
510.65	Operating Expenses Northwest Central Dispatch	380,350	378,925	358,558	294,858	300,000	294,218
510.66	Operating Expenses NIPAS	6,445	6,575	7,405	7,405	7,405	7,405

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
510.67	Operating Expenses Northern IL Police Crime Lab	59,321	61,755	66,029	66,029	65,000	65,570
510.68	Operating Expenses Animal Control	2,658	1,215	3,350	3,350	3,000	3,100
510.69	Operating Expenses Prisoner Care	1,102	262	1,250	1,250	1,000	1,250
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	203,617	210,564	285,579	285,579	285,579	355,355
545.01	Maintenance & Repairs - Vehides Central Garage Internal Svc	415,040	632,604	454,719	454,719	454,719	387,601
<i>Account Classification Total: 25 - Operating Expenses</i>		1,856,361	1,967,695	1,886,527	1,822,827	1,891,774	1,767,674
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	322,144	245,784	318,153	318,153	318,153	320,326
515.10	Insurance Unemployment Insurance	11,908	-	15,000	15,000	-	-
515.15	Insurance Deductible - Worker's Comp	8,882	68,868	62,371	62,371	62,371	66,842
515.20	Insurance Deductible - Non Wrker's Co	24,075	925	41,580	41,580	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		367,009	315,577	437,104	437,104	380,524	387,168
<i>40 - Repairs and Maintenance</i>							
545.05	Maintenance & Repairs - Vehicles Gasoline	-	99	-	-	-	-
550.10	Maintenance & Repairs - Other Radios	2,636	3,173	3,000	3,000	3,000	3,000
550.15	Maintenance & Repairs - Other Mobile Data Terminals	512	318	500	500	500	500
550.20	Maintenance & Repairs - Other Patrol Equipment	1,089	3,386	2,750	2,750	2,750	2,750
550.25	Maintenance & Repairs - Other F.O.S.G. Equipment	601	533	650	650	650	650
550.30	Maintenance & Repairs - Other Staff Equipment	3,985	4,471	5,000	5,000	4,600	5,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		8,822	11,980	11,900	11,900	11,500	11,900
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	10,664	37,644	14,650	14,650	14,650	14,650
580.10	All Other Expense Consultant Fees	-	100	-	-	-	-
580.15	All Other Expense Committee on Accreditation	6,781	7,478	7,500	7,500	7,000	7,500
580.30	All Other Expense Overweight Truck Enforcement	3,246	3,571	3,550	3,550	3,550	3,550
580.55	All Other Expense Records Management	16,345	10,345	10,345	10,345	10,345	10,345
580.57	All Other Expense Police Grant Charges	11,904	9,968	10,000	10,000	17,000	10,000
<i>Account Classification Total: 50 - Other Expenses</i>		48,939	69,106	46,045	46,045	52,545	46,045
<i>55 - Capital Outlay</i>							
555.10	Capital Equipment Office and Other Equipment	20,296	17,423	-	-	-	-
555.20	Capital Equipment Automobiles & Trucks	111,586	-	-	-	-	-
555.30	Capital Equipment Reserve for Capital Replacement	0	-	100,000	-	-	150,000
555.40	Capital Equipment Reserve for Technology	(0)	-	10,000	-	-	10,000
555.50	Capital Equipment Reserve for Buildings	-	-	58,915	-	-	58,915
<i>Account Classification Total: 55 - Capital Outlay</i>		131,881	17,423	168,915	-	-	218,915
Department Total: 45 - Police		14,859,260	15,152,560	16,314,001	16,081,386	15,465,239	15,588,442
Department: 50 - Community Development							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	1,220,523	1,186,584	1,191,953	1,191,953	1,191,953	831,101
500.10	Personal Services Salaries - Part Time	57,695	26,928	32,282	32,282	37,000	91,715
500.31	Personal Services Payroll Reimbursement	32,953	-	-	-	200	-
500.35	Personal Services Salaries - Overtime	1,006	3,142	3,000	3,000	1,500	2,000
500.40	Personal Services Salaries - Longevity	7,800	8,000	7,400	7,400	7,400	4,400
<i>Account Classification Total: 10 - Salaries</i>		1,319,977	1,224,654	1,234,635	1,234,635	1,238,053	929,216
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	189,211	200,220	238,000	238,000	238,000	157,171
505.10	Personal Benefits Professional Training	6,538	3,147	3,500	3,500	3,500	2,500
505.15	Personal Benefits Dues & Memberships	2,129	1,517	2,000	2,000	1,000	1,500
505.35	Personal Benefits Safety Equipment	-	-	-	-	100	-
505.75	Personal Benefits Employer's Contribution - FICA	78,846	73,177	74,789	74,789	65,000	61,926
505.80	Personal Benefits Employer's Contribution - IMRF	175,053	135,562	139,267	139,267	138,000	110,204
505.85	Personal Benefits Employer's Contribution Medicare	18,840	17,115	17,902	17,902	15,000	13,381
<i>Account Classification Total: 15 - Taxes and Benefits</i>		470,617	430,738	475,458	475,458	460,600	346,682
<i>25 - Operating Expenses</i>							
510.04	Operating Expenses Travel	2,572	70	3,000	3,000	-	1,000
510.06	Operating Expenses Per Diem Allowance	126	149	500	500	-	-
510.08	Operating Expenses Reception & Community Affairs	868	252	-	-	500	-
510.10	Operating Expenses Maintenance Contracts	61,628	51,410	53,550	53,550	53,550	53,000
510.14	Operating Expenses Subscriptions & Publications	-	105	500	500	1,000	700
510.16	Operating Expenses Printing	1,560	1,783	1,500	1,500	500	500
510.21	Operating Expenses IT Internal Svc Contribution	89,137	87,746	94,753	94,753	94,753	95,024
510.40	Operating Expenses Supplies - Office	2,108	2,560	2,000	2,000	2,000	2,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	97,153	90,434	105,124	105,124	105,124	139,212
545.01	Maintenance & Repairs - Vehides Central Garage Internal Svc	28,208	74,200	55,438	55,438	55,438	46,619
<i>Account Classification Total: 25 - Operating Expenses</i>		283,361	308,711	316,365	316,365	312,865	338,055

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	1,543	34,090	1,493	1,493	1,493	1,503
515.10	Insurance Unemployment Insurance	-	-	250	250	-	-
515.15	Insurance Deductible - Worker's Comp	156	25	297	297	-	24
515.20	Insurance Deductible - Non Worker's Co	-	-	198	198	-	-
580.12	All Other Expense Contractual Inspections	15,753	17,557	20,000	20,000	10,000	230,000
<i>Account Classification Total: 30 - Contractual Services</i>		17,451	51,672	22,238	22,238	11,493	231,527
<i>40 - Repairs and Maintenance</i>							
550	Maintenance & Repairs - Other	-	-	-	-	1,000	1,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		-	-	-	-	1,000	1,000
<i>45 - Commodities</i>							
530.50	Commodities Small Equipment Tools & Hardware	106	-	500	500	-	500
<i>Account Classification Total: 45 - Commodities</i>		106	-	500	500	-	500
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	1,299	1,953	1,000	1,000	-	-
580.10	All Other Expense Consultant Fees	59,190	(8,279)	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		60,488	(6,326)	1,000	1,000	-	-
<i>55 - Capital Outlay</i>							
555.30	Capital Equipment Reserve for Capital Replacement	-	-	4,000	-	-	4,000
555.40	Capital Equipment Reserve for Technology	-	-	1,800	-	-	1,800
555.50	Capital Equipment Reserve for Buildings	-	-	8,055	-	-	8,055
<i>Account Classification Total: 55 - Capital Outlay</i>		-	-	13,855	-	-	13,855
Department Total: 50 - Community Development		2,152,000	2,009,449	2,064,051	2,050,196	2,024,011	1,860,835
Department: 55 - Public Works							
Division: 05 - Building Services							
<i>10 - Salaries</i>							
500.35	Personal Services Salaries - Overtime	-	59	-	-	-	-
<i>Account Classification Total: 10 - Salaries</i>		-	59	-	-	-	-
<i>15 - Taxes and Benefits</i>							
505.75	Personal Benefits Employer's Contribution - FICA	-	4	-	-	-	-
505.85	Personal Benefits Employer's Contribution Medicare	-	1	-	-	-	-
<i>Account Classification Total: 15 - Taxes and Benefits</i>		-	4	-	-	-	-
<i>55 - Capital Outlay</i>							
555.20	Capital Equipment Automobiles & Trucks	3,218	-	-	-	-	-
<i>Account Classification Total: 55 - Capital Outlay</i>		3,218	-	-	-	-	-
Division Total: 05 - Building Services		3,218	63	-	-	-	-
Division: 10 - Streets							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	536,101	385,443	564,744	516,259	516,244	548,648
500.10	Personal Services Salaries - Part Time	35,406	42,183	37,020	37,020	29,000	37,020
500.31	Personal Services Payroll Reimbursement	15,554	-	-	-	75	-
500.35	Personal Services Salaries - Overtime	172,233	195,898	203,154	203,154	203,154	203,154
500.40	Personal Services Salaries - Longevity	4,143	5,343	5,000	5,000	5,200	5,200
<i>Account Classification Total: 10 - Salaries</i>		763,436	628,867	809,918	761,433	753,673	794,022
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	116,125	129,323	184,000	184,000	165,000	130,911
505.10	Personal Benefits Professional Training	5,288	6,056	5,500	5,500	2,070	2,000
505.15	Personal Benefits Dues & Memberships	330	999	600	600	600	650
505.20	Personal Benefits Clothing Allowance	4,612	5,474	4,725	4,725	2,977	4,956
505.26	Personal Benefits Uniform Rental	87	-	-	-	-	-
505.35	Personal Benefits Safety Equipment	518	1,926	1,280	1,280	7,000	880
505.75	Personal Benefits Employer's Contribution - FICA	47,173	49,033	50,215	50,215	39,853	36,316
505.80	Personal Benefits Employer's Contribution - IMRF	88,875	75,847	110,392	110,392	95,000	72,751
505.85	Personal Benefits Employer's Contribution Medicare	11,036	11,477	11,744	11,744	9,320	8,495
<i>Account Classification Total: 15 - Taxes and Benefits</i>		274,043	280,135	368,456	368,456	321,820	256,959
<i>25 - Operating Expenses</i>							
510	Operating Expenses	-	13	-	-	-	-
510.06	Operating Expenses Per Diem Allowance	95	-	-	-	-	-
510.10	Operating Expenses Maintenance Contracts	69,026	1,435	158,000	158,000	158,000	236,000
510.12	Operating Expenses Equipment Rental	-	-	430	430	-	-
510.14	Operating Expenses Subscriptions & Publications	-	90	96	96	96	96
510.21	Operating Expenses IT Internal Svc Contribution	39,785	44,642	41,694	41,694	41,694	48,243
510.40	Operating Expenses Supplies - Office	134	608	650	650	300	390
510.50	Operating Expenses Supplies - All Other	9,576	3,795	6,900	6,900	2,621	6,700
510.55	Operating Expenses Operating Equip - Department	2,746	2,600	3,000	3,000	2,800	2,800
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	368,065	48,931	488,564	488,564	488,564	75,711
545.01	Maintenance & Repairs - Vehicules Central Garage Internal Svc	271,956	430,021	321,289	321,289	321,289	274,384

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
<i>Account Classification Total: 25 - Operating Expenses</i>		761,383	532,134	1,020,623	1,020,623	1,015,364	644,324
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	24,768	24,186	32,402	32,402	32,402	32,624
515.10	Insurance Unemployment Insurance	296	-	1,200	1,200	-	-
515.15	Insurance Deductible - Worker's Comp	201	1,478	4,772	4,772	1,500	1,435
515.20	Insurance Deductible - Non Worker's Co	3,383	150	3,182	3,182	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		28,647	25,814	41,556	41,556	33,902	34,059
<i>40 - Repairs and Maintenance</i>							
535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	169,347	40,043	-	-	210,297	-
535.10	Maintenance & Repairs - Facilities Streets & Highways	715,798	75,605	271,000	271,000	271,000	295,390
545.05	Maintenance & Repairs - Vehicles Gasoline	8,982	(17,547)	-	-	-	-
545.10	Maintenance & Repairs - Vehicles Diesel Fuel	12,073	(5,679)	-	-	-	-
545.15	Maintenance & Repairs - Vehicles Automotive Parts	(11,540)	(10,102)	-	-	-	-
550	Maintenance & Repairs - Other	-	630	-	-	-	-
550.05	Maintenance & Repairs - Other Department Equipment	8,316	9,718	8,500	8,500	3,874	9,200
550.10	Maintenance & Repairs - Other Radios	-	6	600	600	300	600
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		902,976	92,675	280,100	280,100	485,471	305,190
<i>45 - Commodities</i>							
530.40	Commodities Snow & Ice Control Mix	248,670	84,576	285,000	285,000	285,000	260,000
530.50	Commodities Small Equipment Tools & Hardware	-	386	500	500	300	500
530.55	Commodities Traffic & Street Signs	2,749	39,935	40,000	40,000	40,000	25,000
<i>Account Classification Total: 45 - Commodities</i>		251,419	124,896	325,500	325,500	325,300	285,500
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	1,708	3,636	-	-	370	-
<i>Account Classification Total: 50 - Other Expenses</i>		1,708	3,636	-	-	370	-
<i>55 - Capital Outlay</i>							
555.10	Capital Equipment Office and Other Equipment	-	-	600	600	300	600
555.20	Capital Equipment Automobiles & Trucks	302,043	-	-	-	-	-
555.30	Capital Equipment Reserve for Capital Replacement	-	-	72,998	-	-	72,998
555.40	Capital Equipment Reserve for Technology	(0)	-	1,000	-	-	1,000
555.50	Capital Equipment Reserve for Buildings	-	-	5,370	-	-	5,370
<i>Account Classification Total: 55 - Capital Outlay</i>		302,043	-	79,968	600	300	79,968
Division Total: 10 - Streets		3,285,656	1,688,157	2,926,121	2,798,268	2,936,200	2,400,022
Division: 15 - Administration							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	765,849	813,868	828,552	731,521	731,521	826,321
500.10	Personal Services Salaries - Part Time	131	-	-	-	-	-
500.31	Personal Services Payroll Reimbursement	14,575	-	-	-	62	-
500.35	Personal Services Salaries - Overtime	12	52	100	100	200	100
500.40	Personal Services Salaries - Longevity	4,200	4,200	4,800	4,800	4,800	3,600
<i>Account Classification Total: 10 - Salaries</i>		784,767	818,121	833,452	736,421	736,583	830,021
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	139,056	159,087	164,000	164,000	140,000	141,506
505.10	Personal Benefits Professional Training	12,233	30,478	12,000	12,000	6,500	5,450
505.15	Personal Benefits Dues & Memberships	9,379	4,224	7,683	2,000	2,000	7,228
505.20	Personal Benefits Clothing Allowance	2,195	2,858	3,120	3,120	3,120	3,200
505.35	Personal Benefits Safety Equipment	29	-	400	400	100	100
505.75	Personal Benefits Employer's Contribution - FICA	44,597	45,487	45,842	45,842	45,842	48,724
505.80	Personal Benefits Employer's Contribution - IMRF	106,454	92,521	113,586	113,586	105,000	109,570
505.85	Personal Benefits Employer's Contribution Medicare	11,282	11,431	12,084	12,084	12,084	11,982
<i>Account Classification Total: 15 - Taxes and Benefits</i>		325,226	346,086	358,715	353,032	314,646	327,760
<i>25 - Operating Expenses</i>							
510.02	Operating Expenses Telephone	-	1,147	-	-	-	-
510.04	Operating Expenses Travel	2,252	3,582	10,000	10,000	-	3,400
510.06	Operating Expenses Per Diem Allowance	42	2,019	500	500	-	500
510.10	Operating Expenses Maintenance Contracts	495	-	-	-	495	-
510.14	Operating Expenses Subscriptions & Publications	-	-	500	500	-	-
510.21	Operating Expenses IT Internal Svc Contribution	39,331	38,782	48,849	48,849	48,849	42,395
510.40	Operating Expenses Supplies - Office	667	1,838	2,500	2,500	1,000	1,500
510.50	Operating Expenses Supplies - All Other	22	798	1,000	1,000	600	600
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	-	20,339	14,711	14,711	14,711	31,750
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	1,515	2,926	2,186	2,186	2,186	1,332
<i>Account Classification Total: 25 - Operating Expenses</i>		44,324	71,431	80,246	80,246	67,841	81,477
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	7,492	25,260	7,442	7,442	7,442	7,493
515.10	Insurance Unemployment Insurance	-	-	1,475	1,475	-	-
515.15	Insurance Deductible - Worker's Comp	-	-	1,600	1,600	-	-

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
515.20	Insurance Deductible - Non Worker's Co	-	-	1,075	1,075	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		7,492	25,260	11,592	11,592	7,442	7,493
<i>40 - Repairs and Maintenance</i>							
550.05	Maintenance & Repairs - Other Department Equipment	-	-	1,000	1,000	200	200
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		-	-	1,000	1,000	200	200
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	347	2,446	-	-	100	-
<i>Account Classification Total: 50 - Other Expenses</i>		347	2,446	-	-	100	-
<i>55 - Capital Outlay</i>							
555.10	Capital Equipment Office and Other Equipment	529	460	3,800	3,800	500	3,800
555.40	Capital Equipment Reserve for Technology	(0)	-	1,000	-	-	1,000
555.50	Capital Equipment Reserve for Buildings	-	-	3,580	-	-	3,580
<i>Account Classification Total: 55 - Capital Outlay</i>		528	460	8,380	3,800	500	8,380
<i>Division Total: 15 - Administration</i>		1,162,684	1,263,803	1,293,385	1,186,091	1,127,312	1,255,331
<i>Division: 20 - Forestry</i>							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	727,969	717,540	741,649	741,649	740,000	598,502
500.10	Personal Services Salaries - Part Time	46,936	61,117	93,534	93,534	93,534	93,534
500.31	Personal Services Payroll Reimbursement	24,322	-	-	-	174	-
500.35	Personal Services Salaries - Overtime	54,630	42,128	55,390	55,390	28,989	55,000
500.40	Personal Services Salaries - Longevity	7,400	7,400	7,400	7,400	7,400	5,400
<i>Account Classification Total: 10 - Salaries</i>		861,257	828,185	897,973	897,973	870,097	752,436
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	183,307	201,521	206,000	206,000	206,000	157,647
505.10	Personal Benefits Professional Training	13,203	14,979	12,000	12,000	2,000	2,000
505.15	Personal Benefits Dues & Memberships	1,929	2,485	2,500	1,000	650	1,900
505.20	Personal Benefits Clothing Allowance	6,389	7,200	6,275	6,275	6,275	6,400
505.35	Personal Benefits Safety Equipment	1,717	2,705	2,625	2,625	2,600	2,125
505.75	Personal Benefits Employer's Contribution - FICA	53,086	49,848	55,674	55,674	48,000	42,907
505.80	Personal Benefits Employer's Contribution - IMRF	117,787	97,031	122,394	122,394	105,000	79,361
505.85	Personal Benefits Employer's Contribution Medicare	12,415	11,658	13,021	13,021	11,200	10,028
<i>Account Classification Total: 15 - Taxes and Benefits</i>		389,834	387,427	420,489	418,989	381,725	302,368
<i>25 - Operating Expenses</i>							
510.04	Operating Expenses Travel	-	2,236	3,300	3,300	-	500
510.06	Operating Expenses Per Diem Allowance	50	82	500	500	-	500
510.10	Operating Expenses Maintenance Contracts	214,206	307,538	421,575	271,575	271,575	495,000
510.12	Operating Expenses Equipment Rental	790	-	1,075	1,075	-	250
510.14	Operating Expenses Subscriptions & Publications	-	-	100	100	-	-
510.21	Operating Expenses IT Internal Svc Contribution	50,982	55,068	75,665	75,665	75,665	59,938
510.40	Operating Expenses Supplies - Office	320	343	500	500	310	280
510.50	Operating Expenses Supplies - All Other	22,825	20,241	21,500	21,500	13,795	21,000
510.55	Operating Expenses Operating Equip - Department	7,419	14,060	10,000	10,000	5,100	8,300
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	92,105	43,487	102,982	102,982	102,982	67,163
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	138,229	273,094	204,042	204,042	204,042	174,487
<i>Account Classification Total: 25 - Operating Expenses</i>		526,924	716,149	841,239	691,239	673,469	827,418
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	21,923	37,303	21,548	21,548	21,548	21,695
515.10	Insurance Unemployment Insurance	-	-	2,200	2,200	2,200	-
515.15	Insurance Deductible - Worker's Comp	34,096	2,333	4,224	4,224	2,500	2,265
515.20	Insurance Deductible - Non Worker's Co	25,948	398	2,816	2,816	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		81,967	40,034	30,788	30,788	26,248	23,960
<i>40 - Repairs and Maintenance</i>							
535.30	Maintenance & Repairs - Facilities Parkway Trees	(13,331)	85,271	156,000	76,000	76,000	76,000
550.05	Maintenance & Repairs - Other Department Equipment	79	-	650	650	650	650
550.10	Maintenance & Repairs - Other Radios	-	-	250	250	250	250
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		(13,251)	85,271	156,900	76,900	76,900	76,900
<i>45 - Commodities</i>							
530.45	Commodities Chemicals and Fertilizers	7,261	3,814	10,000	10,000	2,130	3,000
530.50	Commodities Small Equipment Tools & Hardware	88	599	750	750	750	750
<i>Account Classification Total: 45 - Commodities</i>		7,349	4,413	10,750	10,750	2,880	3,750
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	39	2,519	-	-	370	-
<i>Account Classification Total: 50 - Other Expenses</i>		39	2,519	-	-	370	-
<i>55 - Capital Outlay</i>							
555.30	Capital Equipment Reserve for Capital Replacement	-	-	60,000	-	-	60,000
555.40	Capital Equipment Reserve for Technology	(0)	-	1,000	-	-	1,000
555.50	Capital Equipment Reserve for Buildings	-	-	9,845	-	-	9,845

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
<i>Account Classification Total: 55 - Capital Outlay</i>		(0)	-	70,845	-	-	70,845
Division Total: 20 - Forestry		1,854,118	2,063,997	2,428,984	2,126,639	2,031,689	2,057,677
Division: 25 - Drainage							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	143,353	136,601	194,073	194,073	160,000	175,263
500.31	Personal Services Payroll Reimbursement	1,722	-	-	-	-	-
500.35	Personal Services Salaries - Overtime	6,852	5,501	7,000	7,000	7,000	7,000
500.40	Personal Services Salaries - Longevity	286	536	500	500	700	700
<i>Account Classification Total: 10 - Salaries</i>		152,213	142,638	201,573	201,573	167,700	182,963
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	28,404	28,152	64,000	64,000	64,000	32,088
505.10	Personal Benefits Professional Training	60	125	500	500	380	500
505.15	Personal Benefits Dues & Memberships	3,887	3,722	4,300	1,483	4,300	4,300
505.20	Personal Benefits Clothing Allowance	1,122	2,522	1,600	1,600	1,600	1,600
505.35	Personal Benefits Safety Equipment	1,071	913	1,500	1,500	1,100	1,500
505.75	Personal Benefits Employer's Contribution - FICA	9,470	8,699	12,826	12,826	10,000	10,866
505.80	Personal Benefits Employer's Contribution - IMRF	21,785	16,974	28,197	28,197	23,000	23,240
505.85	Personal Benefits Employer's Contribution Medicare	2,215	2,034	3,000	3,000	3,000	2,541
<i>Account Classification Total: 15 - Taxes and Benefits</i>		68,013	63,142	115,923	113,106	107,380	76,635
<i>25 - Operating Expenses</i>							
510.10	Operating Expenses Maintenance Contracts	-	-	-	-	2,550	-
510.12	Operating Expenses Equipment Rental	-	4,635	325	325	100	300
510.14	Operating Expenses Subscriptions & Publications	325	-	500	500	250	500
510.21	Operating Expenses IT Internal Svc Contribution	12,260	13,419	14,401	14,401	14,401	14,619
510.40	Operating Expenses Supplies - Office	209	514	500	500	400	500
510.50	Operating Expenses Supplies - All Other	89	504	500	500	370	500
510.55	Operating Expenses Operating Equip - Department	-	17	500	500	480	2,500
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	57,566	15,723	58,847	58,847	58,847	24,423
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	65,614	65,698	49,086	49,086	49,086	41,291
<i>Account Classification Total: 25 - Operating Expenses</i>		136,063	100,511	124,659	124,659	126,484	84,633
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	9,587	9,195	9,423	9,423	9,423	9,487
515.10	Insurance Unemployment Insurance	-	12,207	800	800	10,000	10,341
515.15	Insurance Deductible - Worker's Comp	-	-	1,850	1,850	-	-
515.20	Insurance Deductible - Non Worker's Co	-	-	1,231	1,231	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		9,587	21,402	13,304	13,304	19,423	19,828
<i>40 - Repairs and Maintenance</i>							
540.35	Maintenance & Repairs - Water & Sewer Storm and Sanitary Sewers	5,910	10,116	10,000	10,000	5,600	10,000
550.05	Maintenance & Repairs - Other Department Equipment	2,643	2,557	3,000	3,000	2,600	3,000
550.10	Maintenance & Repairs - Other Radios	-	-	300	300	-	-
550.30	Maintenance & Repairs - Other Staff Equipment	-	795	650	650	550	650
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		8,553	13,468	13,950	13,950	8,750	13,650
<i>45 - Commodities</i>							
530.50	Commodities Small Equipment Tools & Hardware	1,033	821	1,250	1,250	1,250	1,250
<i>Account Classification Total: 45 - Commodities</i>		1,033	821	1,250	1,250	1,250	1,250
<i>55 - Capital Outlay</i>							
555.30	Capital Equipment Reserve for Capital Replacement	-	-	18,301	-	-	18,301
555.40	Capital Equipment Reserve for Technology	-	-	750	-	-	750
555.50	Capital Equipment Reserve for Buildings	-	-	1,800	-	-	1,800
555.60	Capital Equipment Reserve for Infrastructure	-	-	150,000	-	-	200,000
560.40	Capital Projects Improvements Other Than Building	549,603	220,407	70,000	70,000	70,000	70,000
<i>Account Classification Total: 55 - Capital Outlay</i>		549,603	220,407	240,851	70,000	70,000	290,851
Division Total: 25 - Drainage		925,064	562,389	711,510	537,842	500,987	669,810
Department Total: 55 - Public Works		7,230,740	5,578,409	7,360,000	6,648,840	6,596,188	6,382,840
Department: 60 - Engineering							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	457,608	459,974	556,020	556,020	556,020	465,929
500.10	Personal Services Salaries - Part Time	10,513	-	11,000	11,000	11,000	12,000
500.31	Personal Services Payroll Reimbursement	10,359	-	-	-	-	-
500.35	Personal Services Salaries - Overtime	177	-	600	600	500	600
500.40	Personal Services Salaries - Longevity	2,000	2,000	1,400	1,400	1,400	1,400
<i>Account Classification Total: 10 - Salaries</i>		480,657	461,974	569,020	569,020	568,920	479,929
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	83,652	71,439	144,000	144,000	144,000	61,467
505.10	Personal Benefits Professional Training	1,932	5,905	5,000	5,000	1,000	3,000
505.15	Personal Benefits Dues & Memberships	1,340	1,403	1,500	1,500	1,000	1,500

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
505.20	Personal Benefits Clothing Allowance	1,368	1,553	1,700	1,700	1,400	1,700
505.35	Personal Benefits Safety Equipment	266	-	300	300	200	300
505.75	Personal Benefits Employer's Contribution - FICA	28,558	26,600	32,714	32,714	32,471	28,888
505.80	Personal Benefits Employer's Contribution - IMRF	63,542	52,385	76,031	76,031	76,031	61,782
505.85	Personal Benefits Employer's Contribution Medicare	6,892	6,434	8,088	8,088	8,100	6,756
<i>Account Classification Total: 15 - Taxes and Benefits</i>		187,551	165,719	269,333	269,333	264,202	165,393
<i>25 - Operating Expenses</i>							
510.04	Operating Expenses Travel	598	4,680	2,500	2,500	-	1,500
510.06	Operating Expenses Per Diem Allowance	92	823	400	400	-	500
510.14	Operating Expenses Subscriptions & Publications	242	163	250	250	200	250
510.16	Operating Expenses Printing	44	800	600	600	2,000	600
510.21	Operating Expenses IT Internal Svc Contribution	31,224	37,345	52,726	52,726	52,726	39,472
510.40	Operating Expenses Supplies - Office	1,653	684	1,700	1,700	1,200	1,700
510.50	Operating Expenses Supplies - All Other	2,155	1,710	2,100	2,100	1,200	2,100
510.55	Operating Expenses Operating Equip - Department	548	407	-	-	240	-
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	23,026	13,552	14,712	14,712	14,712	20,760
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	16,659	22,682	16,947	16,947	16,947	14,652
<i>Account Classification Total: 25 - Operating Expenses</i>		76,241	82,847	91,935	91,935	89,225	81,534
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	13,062	13,978	13,063	13,063	13,063	13,152
515.10	Insurance Unemployment Insurance	-	-	500	500	-	-
515.15	Insurance Deductible - Worker's Comp	-	-	2,700	2,700	-	-
515.20	Insurance Deductible - Non Worker's Co	-	-	1,800	1,800	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		13,062	13,978	18,063	18,063	13,063	13,152
<i>40 - Repairs and Maintenance</i>							
550.05	Maintenance & Repairs - Other Department Equipment	3,891	-	3,200	3,200	3,200	3,200
550.10	Maintenance & Repairs - Other Radios	-	-	300	300	-	300
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		3,891	-	3,500	3,500	3,200	3,500
<i>45 - Commodities</i>							
530.50	Commodities Small Equipment Tools & Hardware	2,995	-	-	-	-	-
<i>Account Classification Total: 45 - Commodities</i>		2,995	-	-	-	-	-
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	430	39	-	-	-	-
580.10	All Other Expense Consultant Fees	-	8,876	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		430	8,915	-	-	-	-
<i>55 - Capital Outlay</i>							
555.30	Capital Equipment Reserve for Capital Replacement	-	-	3,800	-	-	3,800
555.40	Capital Equipment Reserve for Technology	-	-	3,000	-	-	3,000
555.50	Capital Equipment Reserve for Buildings	-	-	4,475	-	-	4,475
<i>Account Classification Total: 55 - Capital Outlay</i>		-	-	11,275	-	-	11,275
Department Total: 60 - Engineering		764,828	733,433	963,126	951,851	938,610	754,783
Department: 65 - Emergency Management Agency							
<i>25 - Operating Expenses</i>							
510.10	Operating Expenses Maintenance Contracts	-	199	-	-	-	-
<i>Account Classification Total: 25 - Operating Expenses</i>		-	199	-	-	-	-
Department Total: 65 - Emergency Management Agency		-	199	-	-	-	-
Department: 67 - Non-Departmental							
<i>25 - Operating Expenses</i>							
580.07	All Other Expense Sales Tax Rebates/Incentives	-	-	-	-	-	2,394,547
<i>Account Classification Total: 25 - Operating Expenses</i>		-	-	-	-	-	2,394,547
Department Total: 67 - Non-Departmental		-	-	-	-	-	2,394,547
Department: 70 - Transfer Non-Operating							
Division: 40 - General Government							
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	49,335	67,217	200,000	200,000	-	400,000
<i>Account Classification Total: 50 - Other Expenses</i>		49,335	67,217	200,000	200,000	-	400,000
<i>65 - Other Financing Uses</i>							
570.01	Operating Transfers From Assigned Reserves-Veh/Equip	-	-	-	-	-	1,969,850
570.02	Operating Transfers Fr Assigned Reserves-Facilities	-	-	-	-	-	159,000
570.20	Operating Transfers Debt Service Fund	41,008	-	118,600	118,600	118,600	402,511
570.30	Operating Transfers Capital Projects Fund	3,341,925	476,398	-	-	-	-
570.60	Operating Transfers Arboretum Golf Course Fund	631,382	292,452	129,794	129,794	129,794	129,794
570.70	Operating Transfers Buffalo Grove Golf Course Fund	1,033,147	158,960	-	-	-	-
570.85	Operating Transfers Metra Parking Lot Fund	-	-	-	130,000	130,000	125,000
<i>Account Classification Total: 65 - Other Financing Uses</i>		5,047,462	927,810	248,394	378,394	378,394	2,786,155

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
Division Total: 40 - General Government		5,096,797	995,027	448,394	578,394	378,394	3,186,155
Division:	50 - Public Works						
65 - Other Financing Uses							
570.30	Operating Transfers Capital Projects Fund	2,392,011	3,231,898	980,000	-	-	1,780,000
Account Classification Total: 65 - Other Financing Uses		2,392,011	3,231,898	980,000	-	-	1,780,000
Division Total: 50 - Public Works		2,392,011	3,231,898	980,000	-	-	1,780,000
Department Total: 70 - Transfer Non-Operating		7,488,808	4,226,924	1,428,394	578,394	378,394	4,966,155
EXPENSES Total		47,835,208	43,801,730	45,376,742	43,245,564	42,136,611	49,176,622
Fund EXPENSE Total: 100 - General Fund		47,835,208	43,801,730	45,376,742	43,245,564	42,136,611	49,176,622
Fund:	120 - Metra Parking Lot Fund						
EXPENSES							
Department: 81 - Metra Parking							
25 - Operating Expenses							
510.10	Operating Expenses Maintenance Contracts	9,070	9,401	8,000	8,000	9,000	9,000
510.50	Operating Expenses Supplies - All Other	309	5,106	-	-	-	-
510.83	Operating Expenses Credit Card Fees	20,773	22,042	20,000	20,000	2,000	6,000
510.92	Operating Expenses Lease Payments	130,246	132,865	130,904	130,904	130,904	136,193
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	57,566	42,311	30,000	30,000	30,000	45,724
Account Classification Total: 25 - Operating Expenses		217,964	211,725	188,904	188,904	171,904	196,917
40 - Repairs and Maintenance							
535.25	Maintenance & Repairs - Facilities Parking Lots	-	20,087	-	-	-	-
Account Classification Total: 40 - Repairs and Maintenance		-	20,087	-	-	-	-
45 - Commodities							
530.05	Commodities Electricity - Facilities	-	-	10,000	10,000	-	-
530.10	Commodities Electricity - Street Lights	-	-	2,000	2,000	-	-
530.20	Commodities Gas - Facilities	-	-	1,750	1,750	-	-
Account Classification Total: 45 - Commodities		-	-	13,750	13,750	-	-
65 - Other Financing Uses							
570.10	Operating Transfers Corporate Fund	12,000	12,000	12,000	12,000	-	-
Account Classification Total: 65 - Other Financing Uses		12,000	12,000	12,000	12,000	-	-
Department Total: 81 - Metra Parking		229,964	243,811	214,654	214,654	171,904	196,917
EXPENSES Total		229,964	243,811	214,654	214,654	171,904	196,917
Fund EXPENSE Total: 120 - Metra Parking Lot Fund		229,964	243,811	214,654	214,654	171,904	196,917
Fund:	130 - Motor Fuel Tax Fund						
EXPENSES							
Department: 75 - Capital Improvement							
40 - Repairs and Maintenance							
535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	-	186,798	-	-	-	-
535.10	Maintenance & Repairs - Facilities Streets & Highways	-	588,260	-	-	-	-
535.15	Maintenance & Repairs - Facilities Street Lights	-	293,456	-	-	-	-
Account Classification Total: 40 - Repairs and Maintenance		-	1,068,513	-	-	-	-
45 - Commodities							
530.40	Commodities Snow & Ice Control Mix	-	181,464	-	-	-	-
Account Classification Total: 45 - Commodities		-	181,464	-	-	-	-
55 - Capital Outlay							
560.20	Capital Projects Streets & Highways	(133,103)	-	1,600,000	1,600,000	-	-
Account Classification Total: 55 - Capital Outlay		(133,103)	-	1,600,000	1,600,000	-	-
65 - Other Financing Uses							
570.10	Operating Transfers Corporate Fund	1,500,000	-	-	-	1,600,000	800,000
570.15	Operating Transfers Capital Projects Streets	-	-	-	-	-	553,139
570.20	Operating Transfers Debt Service Fund	-	-	-	-	-	800,000
Account Classification Total: 65 - Other Financing Uses		1,500,000	-	-	-	1,600,000	2,153,139
Department Total: 75 - Capital Improvement		1,366,897	1,249,978	1,600,000	1,600,000	1,600,000	2,153,139
EXPENSES Total		1,366,897	1,249,978	1,600,000	1,600,000	1,600,000	2,153,139
Fund EXPENSE Total: 130 - Motor Fuel Tax Fund		1,366,897	1,249,978	1,600,000	1,600,000	1,600,000	2,153,139
Fund:	135 - Local Motor Fuel Tax Fund						
EXPENSES							
Department: 75 - Capital Improvement							
65 - Other Financing Uses							
570.20	Operating Transfers Debt Service Fund	-	-	-	-	-	481,950
Account Classification Total: 65 - Other Financing Uses		-	-	-	-	-	481,950
Department Total: 75 - Capital Improvement		-	-	-	-	-	481,950
EXPENSES Total		-	-	-	-	-	481,950
Fund EXPENSE Total: 135 - Local Motor Fuel Tax Fund		-	-	-	-	-	481,950
Fund:	140 - Debt Service Fund						
EXPENSES							
Department: 85 - Debt							
60 - Debt Service							
565.10	Debt Service Principal	1,315,000	1,210,000	1,285,000	1,285,000	1,285,000	2,550,445

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
565.20	Debt Service Interest	367,694	304,913	296,369	296,369	296,369	1,198,614
565.30	Debt Service Paying Agent Fees	2,509	1,477,910	5,000	5,000	5,000	5,000
<i>Account Classification Total: 60 - Debt Service</i>		1,685,203	2,992,822	1,586,369	1,586,369	1,586,369	3,754,059
<i>65 - Other Financing Uses</i>							
570.15	Operating Transfers Capital Projects Streets	-	-	-	-	5,796,390	5,301,487
570.40	Operating Transfers Water & Sewer Fund	-	-	-	-	4,904,000	6,089,461
<i>Account Classification Total: 65 - Other Financing Uses</i>		-	-	-	-	10,700,390	11,390,948
Department Total: 85 - Debt		1,685,203	2,992,822	1,586,369	1,586,369	12,286,759	15,145,007
EXPENSES Total		1,685,203	2,992,822	1,586,369	1,586,369	12,286,759	15,145,007
Fund EXPENSE Total: 140 - Debt Service Fund		1,685,203	2,992,822	1,586,369	1,586,369	12,286,759	15,145,007
Fund: 150 - Capital Projects Facilities Fund							
EXPENSES							
Department: 75 - Capital Improvement							
<i>55 - Capital Outlay</i>							
560.30	Capital Projects Buildings & Structures	306,635	769,584	195,000	195,000	-	159,000
560.40	Capital Projects Improvements Other Than Building	349,550	-	180,000	180,000	-	-
560.50	Capital Projects Technology	743	-	-	-	-	-
<i>Account Classification Total: 55 - Capital Outlay</i>		656,928	769,584	375,000	375,000	-	159,000
Department Total: 75 - Capital Improvement		656,928	769,584	375,000	375,000	-	159,000
EXPENSES Total		656,928	769,584	375,000	375,000	-	159,000
Fund EXPENSE Total: 150 - Capital Projects Facilities Fund		656,928	769,584	375,000	375,000	-	159,000
Fund: 155 - Capital Projects Vehicles/Equip							
EXPENSES							
Department: 75 - Capital Improvement							
<i>55 - Capital Outlay</i>							
555.20	Capital Equipment Automobiles & Trucks	-	-	-	-	-	1,319,850
560.50	Capital Projects Technology	-	-	-	-	-	650,000
<i>Account Classification Total: 55 - Capital Outlay</i>		-	-	-	-	-	1,969,850
Department Total: 75 - Capital Improvement		-	-	-	-	-	1,969,850
EXPENSES Total		-	-	-	-	-	1,969,850
Fund EXPENSE Total: 155 - Capital Projects Vehicles/Equip		-	-	-	-	-	1,969,850
Fund: 160 - Capital Projects Streets Fund							
EXPENSES							
Department: 75 - Capital Improvement							
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	-	-	-	-	4,000	-
<i>Account Classification Total: 50 - Other Expenses</i>		-	-	-	-	4,000	-
<i>55 - Capital Outlay</i>							
560.20	Capital Projects Streets & Highways	292,741	2,699,384	1,600,000	6,504,000	6,504,000	7,634,626
<i>Account Classification Total: 55 - Capital Outlay</i>		292,741	2,699,384	1,600,000	6,504,000	6,504,000	7,634,626
Department Total: 75 - Capital Improvement		292,741	2,699,384	1,600,000	6,504,000	6,508,000	7,634,626
EXPENSES Total		292,741	2,699,384	1,600,000	6,504,000	6,508,000	7,634,626
Fund EXPENSE Total: 160 - Capital Projects Streets Fund		292,741	2,699,384	1,600,000	6,504,000	6,508,000	7,634,626
Fund: 170 - Water & Sewer Fund							
EXPENSES							
Department: 55 - Public Works							
Division: 35 - Water							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	540,306	582,682	598,182	598,182	598,182	599,116
500.31	Personal Services Payroll Reimbursement	8,788	-	-	-	77	-
500.35	Personal Services Salaries - Overtime	87,568	96,443	100,000	100,000	73,239	100,000
500.40	Personal Services Salaries - Longevity	3,200	3,200	3,500	3,500	3,500	2,800
<i>Account Classification Total: 10 - Salaries</i>		639,862	682,325	701,682	701,682	674,998	701,916
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	95,205	92,009	172,285	172,285	172,285	99,449
505.10	Personal Benefits Professional Training	5,182	6,577	6,900	6,900	1,400	5,000
505.15	Personal Benefits Dues & Memberships	1,895	1,736	1,000	1,000	1,000	1,000
505.20	Personal Benefits Clothing Allowance	6,121	5,442	6,000	6,000	6,000	6,000
505.35	Personal Benefits Safety Equipment	7,290	9,460	8,200	8,200	3,500	5,000
505.75	Personal Benefits Employer's Contribution - FICA	39,249	41,595	43,504	43,504	43,504	37,145
505.80	Personal Benefits Employer's Contribution - IMRF	88,074	76,999	95,639	95,639	95,639	79,443
505.85	Personal Benefits Employer's Contribution Medicare	9,280	9,728	10,174	10,174	10,174	8,687
<i>Account Classification Total: 15 - Taxes and Benefits</i>		252,295	243,546	343,702	343,702	333,502	241,724
<i>25 - Operating Expenses</i>							
510.04	Operating Expenses Travel	-	-	500	500	-	500
510.06	Operating Expenses Per Diem Allowance	-	-	1,250	1,250	-	500
510.10	Operating Expenses Maintenance Contracts	89,269	37,101	122,005	122,005	40,000	45,500
510.12	Operating Expenses Equipment Rental	-	4,635	1,100	1,100	-	500

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
510.14	Operating Expenses Subscriptions & Publications	-	276	-	-	-	-
510.16	Operating Expenses Printing	3,079	6,094	6,500	6,500	5,222	6,500
510.21	Operating Expenses IT Internal Svc Contribution	132,299	150,273	62,047	62,047	62,047	48,704
510.40	Operating Expenses Supplies - Office	901	405	600	600	400	600
510.50	Operating Expenses Supplies - All Other	3,724	1,758	3,700	3,700	3,700	2,500
510.55	Operating Expenses Operating Equip - Department	3,067	5,113	6,700	6,700	5,800	5,000
510.83	Operating Expenses Credit Card Fees	14,440	11,007	9,600	9,600	9,600	9,600
510.84	Operating Expenses Bank Fees	-	79	-	-	-	-
510.90	Operating Expenses Northwest Water Commission	1,722,150	1,722,150	1,725,000	1,725,000	1,725,000	1,725,000
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	281,228	147,024	155,770	155,770	155,770	158,890
545.01	Maintenance & Repairs - Vehicles Central Garage Internal Svc	145,919	225,065	168,157	168,157	168,157	142,613
<i>Account Classification Total: 25 - Operating Expenses</i>		2,396,076	2,310,982	2,262,929	2,262,929	2,175,696	2,146,407
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	52,121	14,976	52,162	52,162	52,162	52,518
515.10	Insurance Unemployment Insurance	2,195	(2,195)	1,600	1,600	1,600	-
515.15	Insurance Deductible - Worker's Comp	1,183	5,244	10,043	10,043	10,043	5,090
515.20	Insurance Deductible - Non Worker's Co	-	-	6,995	6,995	6,995	-
<i>Account Classification Total: 30 - Contractual Services</i>		55,499	18,026	70,800	70,800	70,800	57,608
<i>40 - Repairs and Maintenance</i>							
535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	1,614	-	40,000	40,000	40,000	40,000
540.05	Maintenance & Repairs - Water & Sewer Well Equipment	7,648	5,265	11,000	11,000	6,700	10,000
540.10	Maintenance & Repairs - Water & Sewer Pumping Stations	9,111	6,275	13,000	13,000	14,932	14,000
540.15	Maintenance & Repairs - Water & Sewer Watermains & Services	17,075	21,603	20,000	20,000	30,000	20,000
540.20	Maintenance & Repairs - Water & Sewer Reservoirs	2,400	16	5,600	5,600	1,000	2,000
540.25	Maintenance & Repairs - Water & Sewer Water Meters	5,254	9,180	15,000	15,000	10,000	8,000
540.30	Maintenance & Repairs - Water & Sewer Hydrants & Valves	21,872	23,339	21,000	21,000	21,000	21,000
550.05	Maintenance & Repairs - Other Department Equipment	14,430	4,987	20,000	20,000	18,000	16,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		79,404	70,664	145,600	145,600	141,632	131,000
<i>45 - Commodities</i>							
530.15	Commodities Electricity - Water & Sewer	197,886	199,067	200,000	200,000	200,000	200,000
530.20	Commodities Gas - Facilities	1,444	2,134	2,000	2,000	1,952	2,000
530.45	Commodities Chemicals and Fertilizers	1,844	3,188	5,200	5,200	3,152	5,200
530.50	Commodities Small Equipment Tools & Hardware	1,514	1,254	1,700	1,700	1,500	1,700
530.60	Commodities Water Sample Analysis	21,676	15,235	25,000	25,000	24,000	25,000
530.65	Commodities Water Meter Purchases	6,473	12,215	20,000	20,000	13,553	15,000
<i>Account Classification Total: 45 - Commodities</i>		230,837	233,092	253,900	253,900	244,157	248,900
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	639	16,341	78,750	78,750	78,750	78,750
800	Depreciation	1,575,469	1,611,101	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		1,576,108	1,627,442	78,750	78,750	78,750	78,750
<i>55 - Capital Outlay</i>							
555	Capital Equipment	-	-	-	-	-	25,000
555.30	Capital Equipment Reserve for Capital Replacement	-	-	54,000	54,000	-	54,000
555.40	Capital Equipment Reserve for Technology	-	-	1,500	1,500	-	1,500
555.50	Capital Equipment Reserve for Buildings	-	-	6,200	6,200	-	6,200
560.60	Capital Projects Water System	246,324	200,494	1,216,750	5,274,223	5,274,223	4,424,077
<i>Account Classification Total: 55 - Capital Outlay</i>		246,324	200,494	1,278,450	5,335,923	5,274,223	4,510,777
<i>60 - Debt Service</i>							
565.10	Debt Service Principal	-	-	386,802	386,802	386,802	456,502
565.20	Debt Service Interest	161,591	153,805	137,921	137,921	137,921	134,968
<i>Account Classification Total: 60 - Debt Service</i>		161,591	153,805	524,723	524,723	524,723	591,470
<i>65 - Other Financing Uses</i>							
570.10	Operating Transfers Corporate Fund	857,644	777,600	780,000	780,000	780,000	980,000
570.20	Operating Transfers Debt Service Fund	180,000	180,000	180,000	180,000	180,000	1,461,950
<i>Account Classification Total: 65 - Other Financing Uses</i>		1,037,644	957,600	960,000	960,000	960,000	2,441,950
Division Total: 35 - Water		6,675,640	6,497,977	6,620,536	10,678,009	10,478,481	11,150,502
Division: 36 - Sewer							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	262,765	269,479	238,319	238,319	220,000	292,213
500.31	Personal Services Payroll Reimbursement	9,512	-	-	-	-	-
500.35	Personal Services Salaries - Overtime	26,589	32,651	24,000	24,000	20,000	24,000
500.40	Personal Services Salaries - Longevity	1,086	1,736	800	800	800	2,200
<i>Account Classification Total: 10 - Salaries</i>		299,951	303,866	263,119	263,119	240,800	318,413
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	84,960	91,488	95,174	95,174	93,000	94,423

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
505.10	Personal Benefits Professional Training	806	2,008	1,800	1,800	600	1,000
505.15	Personal Benefits Dues & Memberships	929	459	460	460	460	500
505.20	Personal Benefits Clothing Allowance	2,629	2,617	2,700	2,700	2,700	3,000
505.35	Personal Benefits Safety Equipment	4,061	1,737	6,000	6,000	4,500	5,000
505.45	Personal Benefits ICMA Deferred Compensation	30	-	-	-	-	-
505.75	Personal Benefits Employer's Contribution - FICA	18,392	17,209	16,313	16,313	16,392	18,117
505.80	Personal Benefits Employer's Contribution - IMRF	40,483	35,374	29,680	29,680	29,680	38,747
505.85	Personal Benefits Employer's Contribution Medicare	4,301	4,025	3,815	3,815	3,815	4,237
<i>Account Classification Total: 15 - Taxes and Benefits</i>		156,591	154,917	155,942	155,942	151,147	165,024
<i>25 - Operating Expenses</i>							
510.04	Operating Expenses Travel	-	30	-	-	-	-
510.10	Operating Expenses Maintenance Contracts	6,175	29,006	24,000	24,000	27,000	47,125
510.12	Operating Expenses Equipment Rental	-	4,636	300	300	100	250
510.14	Operating Expenses Subscriptions & Publications	16	-	-	-	-	-
510.21	Operating Expenses IT Internal Svc Contribution	24,916	25,663	27,646	27,646	27,646	27,635
510.40	Operating Expenses Supplies - Office	268	88	500	500	250	500
510.50	Operating Expenses Supplies - All Other	3,635	4,275	3,800	3,800	6,000	4,500
510.55	Operating Expenses Operating Equip - Department	3,116	7,942	6,500	6,500	1,389	6,500
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	64,139	123,748	43,270	43,270	43,270	133,725
545.01	Maintenance & Repairs - Vehides Central Garage Internal Svc	54,561	80,566	60,195	60,195	60,195	51,155
<i>Account Classification Total: 25 - Operating Expenses</i>		156,826	275,954	166,211	166,211	165,850	271,390
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	33,466	17,116	35,255	35,255	35,255	35,496
515.10	Insurance Unemployment Insurance	-	-	800	800	800	-
515.15	Insurance Deductible - Worker's Comp	-	-	6,500	6,500	6,500	-
515.20	Insurance Deductible - Non Wrker's Co	-	-	4,300	4,300	4,300	-
<i>Account Classification Total: 30 - Contractual Services</i>		33,466	17,116	46,855	46,855	46,855	35,496
<i>40 - Repairs and Maintenance</i>							
535.05	Maintenance & Repairs - Facilities Sidewalks, Curbs, & Bikeways	1,481	1,209	10,000	10,000	10,000	10,000
540.35	Maintenance & Repairs - Water & Sewer Storm and Sanitary Sewers	4,278	1,532	6,000	6,000	6,000	6,200
540.40	Maintenance & Repairs - Water & Sewer Lift Stations	15,163	19,474	20,000	20,000	13,000	15,000
550.05	Maintenance & Repairs - Other Department Equipment	5,008	3,928	6,600	6,600	4,685	6,600
550.10	Maintenance & Repairs - Other Radios	-	-	200	200	-	-
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		25,931	26,143	42,800	42,800	33,685	37,800
<i>45 - Commodities</i>							
530.15	Commodities Electricity - Water & Sewer	41,981	46,185	40,000	40,000	40,000	40,000
530.50	Commodities Small Equipment Tools & Hardware	539	1,690	1,750	1,750	1,500	1,500
530.70	Commodities Lake County Tap-On Fees	447,135	128,892	100,000	100,000	250,000	100,000
530.75	Commodities Lake County Sanitary Sewer Fees	3,174,622	3,107,411	3,554,700	3,554,700	3,554,700	3,554,700
<i>Account Classification Total: 45 - Commodities</i>		3,664,278	3,284,178	3,696,450	3,696,450	3,846,200	3,696,200
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	672	(141)	78,750	78,750	78,750	78,750
<i>Account Classification Total: 50 - Other Expenses</i>		672	(141)	78,750	78,750	78,750	78,750
<i>55 - Capital Outlay</i>							
555.30	Capital Equipment Reserve for Capital Replacement	-	-	26,044	26,044	-	26,044
555.40	Capital Equipment Reserve for Technology	0	-	1,400	1,400	-	1,400
555.50	Capital Equipment Reserve for Buildings	-	-	3,500	3,500	-	3,500
560.70	Capital Projects Sewer System	158,145	29,361	1,776,150	3,515,067	3,515,067	2,949,384
<i>Account Classification Total: 55 - Capital Outlay</i>		158,145	29,361	1,807,094	3,546,011	3,515,067	2,980,328
<i>Division Total: 36 - Sewer</i>		4,495,861	4,091,393	6,257,221	7,996,138	8,078,354	7,583,401
<i>Department Total: 55 - Public Works</i>		11,171,500	10,589,371	12,877,757	18,674,147	18,556,835	18,733,903
<i>EXPENSES Total</i>		11,171,500	10,589,371	12,877,757	18,674,147	18,556,835	18,733,903
<i>Fund EXPENSE Total: 170 - Water & Sewer Fund</i>		11,171,500	10,589,371	12,877,757	18,674,147	18,556,835	18,733,903
Fund: 180 - Buffalo Grove Golf Fund							
EXPENSES							
Department: 84 - Golf							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	166,243	147,428	150,240	150,240	150,240	156,559
500.10	Personal Services Salaries - Part Time	50,943	51,345	53,988	53,988	45,000	55,067
500.15	Personal Services Salaries - Seasonal	78,437	75,361	82,000	82,000	65,000	83,640
500.31	Personal Services Payroll Reimbursement	5,172	-	-	-	-	-
500.40	Personal Services Salaries - Longevity	1,400	1,400	1,400	1,400	1,500	1,500
<i>Account Classification Total: 10 - Salaries</i>		302,194	275,533	287,628	287,628	261,740	296,766
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	32,851	27,453	20,100	20,100	26,600	27,828

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
505.15	Personal Benefits Dues & Memberships	1,488	1,512	1,512	1,512	1,512	1,550
505.75	Personal Benefits Employer's Contribution - FICA	18,442	16,726	17,746	17,746	16,198	18,306
505.80	Personal Benefits Employer's Contribution - IMRF	30,118	22,487	23,037	23,037	24,671	20,760
505.85	Personal Benefits Employer's Contribution Medicare	4,313	3,912	4,150	4,150	4,150	4,281
<i>Account Classification Total: 15 - Taxes and Benefits</i>		87,213	72,089	66,545	66,545	73,131	72,725
<i>25 - Operating Expenses</i>							
510.10	Operating Expenses Maintenance Contracts	395,620	397,373	409,143	409,143	409,143	413,234
510.16	Operating Expenses Printing	233	1,061	500	500	1,306	800
510.20	Operating Expenses Computer Services	-	-	12,500	12,500	-	-
510.21	Operating Expenses IT Internal Svc Contribution	13,083	18,451	19,163	19,163	19,163	19,856
510.40	Operating Expenses Supplies - Office	2,663	1,308	2,500	2,500	2,400	2,500
510.49	Operating Expenses Supplies - Golf Course	6,074	4,078	6,000	6,000	5,500	6,000
510.70	Operating Expenses Merchandise Purchases	47,788	53,526	50,000	50,000	40,000	45,000
510.73	Operating Expenses Golf Cart Rental	35,466	38,323	34,000	34,000	40,000	34,000
510.76	Operating Expenses Driving Range	5,339	3,296	3,000	3,000	3,114	3,000
510.79	Operating Expenses Advertising & Promotions	5,317	1,595	5,000	5,000	4,000	5,000
510.83	Operating Expenses Credit Card Fees	26,326	36,484	35,000	35,000	-	35,000
510.85	Operating Expenses State Sales Tax	5,860	5,601	6,700	6,700	3,800	6,700
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	129,642	108,422	112,501	112,501	112,501	117,168
<i>Account Classification Total: 25 - Operating Expenses</i>		673,410	669,517	696,007	696,007	640,927	688,258
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	-	5,134	-	-	-	-
515.10	Insurance Unemployment Insurance	5,927	13,343	12,500	12,500	11,000	14,659
515.15	Insurance Deductible - Worker's Comp	-	3,035	57	57	-	2,946
515.20	Insurance Deductible - Non Wrker's Co	-	-	38	38	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		5,927	21,512	12,595	12,595	11,000	17,605
<i>40 - Repairs and Maintenance</i>							
535.20	Maintenance & Repairs - Facilities Buildings & Facilities	121	649	-	-	-	-
535.35	Maintenance & Repairs - Facilities Golf Course	3,162	5,295	5,000	5,000	4,858	5,000
535.40	Maintenance & Repairs - Facilities Irrigation System	1,672	1,687	14,000	14,000	5,000	14,000
545.05	Maintenance & Repairs - Vehicles Gasoline	6,908	4,922	7,000	7,000	4,000	7,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		11,863	12,553	26,000	26,000	13,858	26,000
<i>45 - Commodities</i>							
530.05	Commodities Electricity - Facilities	53,563	10,857	-	-	-	-
530.20	Commodities Gas - Facilities	6,100	2,766	-	-	-	-
<i>Account Classification Total: 45 - Commodities</i>		59,663	13,623	-	-	-	-
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	(77,906)	25,190	1,000	1,000	-	-
800	Depreciation	84,798	86,449	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		6,892	111,639	1,000	1,000	-	-
<i>55 - Capital Outlay</i>							
555.40	Capital Equipment Reserve for Technology	(0)	-	1,000	1,000	-	-
555.50	Capital Equipment Reserve for Buildings	-	-	10,000	10,000	-	-
555.60	Capital Equipment Reserve for Infrastructure	-	-	59,600	59,600	-	-
560.80	Capital Projects Golf Course	5,660	3,278	5,000	5,000	3,000	5,000
<i>Account Classification Total: 55 - Capital Outlay</i>		5,660	3,278	75,600	75,600	3,000	5,000
<i>65 - Other Financing Uses</i>							
570.10	Operating Transfers Corporate Fund	70,600	70,600	-	-	-	-
<i>Account Classification Total: 65 - Other Financing Uses</i>		70,600	70,600	-	-	-	-
Department Total: 84 - Golf		1,223,421	1,250,344	1,165,375	1,165,375	1,003,656	1,106,354
EXPENSES Total		1,223,421	1,250,344	1,165,375	1,165,375	1,003,656	1,106,354
Fund EXPENSE Total: 180 - Buffalo Grove Golf Fund		1,223,421	1,250,344	1,165,375	1,165,375	1,003,656	1,106,354
Fund: 190 - Arboretum Golf Fund							
EXPENSES							
Department: 84 - Golf							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	51,903	55,854	56,676	56,676	56,676	59,895
500.10	Personal Services Salaries - Part Time	23,374	26,333	35,000	35,000	25,000	38,000
500.15	Personal Services Salaries - Seasonal	67,208	70,749	75,000	75,000	65,000	76,500
500.31	Personal Services Payroll Reimbursement	5,266	-	-	-	-	-
500.40	Personal Services Salaries - Longevity	400	400	400	400	500	500
<i>Account Classification Total: 10 - Salaries</i>		148,151	153,336	167,076	167,076	147,176	174,895
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	4	5	20,100	20,100	-	-
505.15	Personal Benefits Dues & Memberships	739	886	886	886	736	750
505.75	Personal Benefits Employer's Contribution - FICA	8,861	9,509	10,443	10,443	10,443	10,812
505.80	Personal Benefits Employer's Contribution - IMRF	10,627	9,357	12,736	12,736	12,736	7,942

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
505.85	Personal Benefits Employer's Contribution Medicare	2,072	2,224	2,442	2,442	2,442	2,528
<i>Account Classification Total: 15 - Taxes and Benefits</i>		22,304	21,981	46,607	46,607	26,357	22,032
<i>25 - Operating Expenses</i>							
510.10	Operating Expenses Maintenance Contracts	692,253	696,029	715,096	715,096	660,000	722,246
510.16	Operating Expenses Printing	723	283	750	750	400	750
510.20	Operating Expenses Computer Services	-	14,570	12,500	12,500	-	-
510.21	Operating Expenses IT Internal Svc Contribution	6,992	17,615	19,034	19,034	19,034	18,957
510.40	Operating Expenses Supplies - Office	5,001	5,032	5,000	5,000	5,000	5,000
510.49	Operating Expenses Supplies - Golf Course	13,430	13,334	12,000	12,000	12,000	12,000
510.55	Operating Expenses Operating Equip - Department	-	198	-	-	-	-
510.70	Operating Expenses Merchandise Purchases	40,062	31,570	45,000	45,000	39,000	45,000
510.73	Operating Expenses Golf Cart Rental	56,506	56,954	55,000	55,000	57,000	55,000
510.79	Operating Expenses Advertising & Promotions	10,895	9,377	10,000	10,000	8,000	10,000
510.83	Operating Expenses Credit Card Fees	24,138	33,089	35,000	35,000	35,000	35,000
510.85	Operating Expenses State Sales Tax	3,356	3,670	4,120	4,120	4,300	4,120
535.01	Maintenance & Repairs - Facilities Building Mnt Internal Svc Cntrb	75,595	141,746	103,847	103,847	103,847	108,727
<i>Account Classification Total: 25 - Operating Expenses</i>		928,951	1,023,468	1,017,347	1,017,347	943,581	1,016,800
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	295	1	300	300	300	302
515.10	Insurance Unemployment Insurance	-	-	4,000	4,000	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		295	1	4,300	4,300	300	302
<i>40 - Repairs and Maintenance</i>							
535.35	Maintenance & Repairs - Facilities Golf Course	3,584	6,003	4,500	4,500	7,500	4,500
535.40	Maintenance & Repairs - Facilities Irrigation System	2,085	-	14,500	14,500	14,500	14,500
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		5,669	6,003	19,000	19,000	22,000	19,000
<i>45 - Commodities</i>							
530.05	Commodities Electricity - Facilities	53,027	11,388	-	-	-	-
530.20	Commodities Gas - Facilities	17,700	6,587	-	-	-	-
<i>Account Classification Total: 45 - Commodities</i>		70,726	17,975	-	-	-	-
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	1,968	872	500	500	-	-
581	IMRF Expenditure	3,604	2,834	-	-	-	-
800	Depreciation	431,732	430,256	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		437,304	433,961	500	500	-	-
<i>55 - Capital Outlay</i>							
555.50	Capital Equipment Reserve for Buildings	-	-	10,000	10,000	-	-
560.30	Capital Projects Buildings & Structures	-	-	-	-	-	25,000
560.80	Capital Projects Golf Course	9,851	21,359	15,000	15,000	15,000	15,000
<i>Account Classification Total: 55 - Capital Outlay</i>		9,851	21,359	25,000	25,000	15,000	40,000
<i>65 - Other Financing Uses</i>							
570.10	Operating Transfers Corporate Fund	10,000	10,000	-	-	-	-
<i>Account Classification Total: 65 - Other Financing Uses</i>		10,000	10,000	-	-	-	-
Department Total: 84 - Golf		1,633,250	1,688,084	1,279,830	1,279,830	1,154,414	1,273,029
EXPENSES Total		1,633,250	1,688,084	1,279,830	1,279,830	1,154,414	1,273,029
Fund EXPENSE Total: 190 - Arboretum Golf Fund		1,633,250	1,688,084	1,279,830	1,279,830	1,154,414	1,273,029
Fund: 200 - Refuse Fund							
EXPENSES							
Department: 86 - Refuse							
<i>50 - Other Expenses</i>							
580.35	All Other Expense SWANCC User Fees	782,195	816,849	870,000	870,000	870,921	837,663
<i>Account Classification Total: 50 - Other Expenses</i>		782,195	816,849	870,000	870,000	870,921	837,663
<i>65 - Other Financing Uses</i>							
570.10	Operating Transfers Corporate Fund	100,000	100,000	-	-	-	-
570.20	Operating Transfers Debt Service Fund	500,000	500,000	375,000	375,000	375,000	200,000
<i>Account Classification Total: 65 - Other Financing Uses</i>		600,000	600,000	375,000	375,000	375,000	200,000
Department Total: 86 - Refuse		1,382,195	1,416,849	1,245,000	1,245,000	1,245,921	1,037,663
EXPENSES Total		1,382,195	1,416,849	1,245,000	1,245,000	1,245,921	1,037,663
Fund EXPENSE Total: 200 - Refuse Fund		1,382,195	1,416,849	1,245,000	1,245,000	1,245,921	1,037,663
Fund: 211 - Information Technology Fund							
EXPENSES							
Department: 92 - Information Technology							
<i>15 - Taxes and Benefits</i>							
505.10	Personal Benefits Professional Training	-	51	10,000	10,000	-	-
<i>Account Classification Total: 15 - Taxes and Benefits</i>		-	51	10,000	10,000	-	-
<i>25 - Operating Expenses</i>							
510.02	Operating Expenses Telephone	261,224	286,941	273,769	273,769	273,769	268,481
510.04	Operating Expenses Travel	-	-	3,000	3,000	-	-
510.06	Operating Expenses Per Diem Allowance	-	-	500	500	-	-
510.10	Operating Expenses Maintenance Contracts	975,130	1,067,865	1,180,910	1,180,910	1,180,910	1,218,080

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
510.14	Operating Expenses Subscriptions & Publications	963	56	1,500	1,500	-	2,060
510.20	Operating Expenses Computer Services	91,312	241,397	320,116	320,116	320,116	136,090
510.40	Operating Expenses Supplies - Office	1,551	11,867	2,000	2,000	3,500	2,400
<i>Account Classification Total: 25 - Operating Expenses</i>		1,330,180	1,608,126	1,781,795	1,781,795	1,778,295	1,627,111
<i>30 - Contractual Services</i>							
515.20	Insurance Deductible - Non Worker's Co	-	-	17,357	17,357	17,357	-
<i>Account Classification Total: 30 - Contractual Services</i>		-	-	17,357	17,357	17,357	-
<i>40 - Repairs and Maintenance</i>							
550.05	Maintenance & Repairs - Other Department Equipment	33,654	15,310	10,000	10,000	10,000	10,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		33,654	15,310	10,000	10,000	10,000	10,000
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	299	2,757	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		299	2,757	-	-	-	-
<i>55 - Capital Outlay</i>							
555.40	Capital Equipment Reserve for Technology	78,894	-	-	-	-	-
<i>Account Classification Total: 55 - Capital Outlay</i>		78,894	-	-	-	-	-
Department Total: 92 - Information Technology		1,443,027	1,626,243	1,819,152	1,819,152	1,805,652	1,637,111
EXPENSES Total		1,443,027	1,626,243	1,819,152	1,819,152	1,805,652	1,637,111
Fund EXPENSE Total: 211 - Information Technology Fund		1,443,027	1,626,243	1,819,152	1,819,152	1,805,652	1,637,111
Fund: 212 - Central Garage Fund							
EXPENSES							
Department: 93 - Central Garage							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	498,224	512,035	520,966	520,966	500,000	409,457
500.10	Personal Services Salaries - Part Time	21,044	34,870	48,656	48,656	35,000	44,132
500.31	Personal Services Payroll Reimbursement	16,405	-	-	-	-	-
500.35	Personal Services Salaries - Overtime	9,172	18,939	24,000	24,000	24,000	24,000
500.40	Personal Services Salaries - Longevity	4,600	4,600	4,600	4,600	4,600	3,800
<i>Account Classification Total: 10 - Salaries</i>		549,445	570,444	598,222	598,222	563,600	481,389
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	111,041	103,506	138,000	138,000	105,000	87,274
505.10	Personal Benefits Professional Training	50	-	1,500	1,500	500	1,000
505.15	Personal Benefits Dues & Memberships	315	235	200	200	200	200
505.20	Personal Benefits Clothing Allowance	4,446	4,417	4,170	4,170	4,170	4,248
505.26	Personal Benefits Uniform Rental	-	-	1,350	1,350	1,350	1,350
505.35	Personal Benefits Safety Equipment	432	619	815	815	1,300	815
505.75	Personal Benefits Employer's Contribution - FICA	33,933	34,033	37,090	37,090	35,000	28,123
505.80	Personal Benefits Employer's Contribution - IMRF	75,632	66,649	81,538	81,538	76,000	60,146
505.85	Personal Benefits Employer's Contribution Medicare	7,959	8,049	8,674	8,674	7,600	6,577
<i>Account Classification Total: 15 - Taxes and Benefits</i>		233,809	217,508	273,337	273,337	231,120	189,733
<i>25 - Operating Expenses</i>							
510.10	Operating Expenses Maintenance Contracts	135	7,450	3,500	3,500	3,500	3,500
510.12	Operating Expenses Equipment Rental	-	32	300	300	-	300
510.14	Operating Expenses Subscriptions & Publications	-	-	80	80	80	80
510.21	Operating Expenses IT Internal Svc Contribution	27,982	30,629	33,891	33,891	33,891	32,962
510.40	Operating Expenses Supplies - Office	15	58	472	472	312	450
510.50	Operating Expenses Supplies - All Other	6,321	9,947	7,500	7,500	8,931	7,500
510.55	Operating Expenses Operating Equip - Department	7,097	16,561	12,000	12,000	9,875	9,875
<i>Account Classification Total: 25 - Operating Expenses</i>		41,550	64,676	57,743	57,743	56,589	54,667
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	24,536	19,054	23,078	23,078	23,078	23,236
515.10	Insurance Unemployment Insurance	-	-	1,000	1,000	-	-
515.15	Insurance Deductible - Worker's Comp	-	2,969	4,945	4,945	3,000	2,882
515.20	Insurance Deductible - Non Worker's Co	-	-	3,297	3,297	-	-
<i>Account Classification Total: 30 - Contractual Services</i>		24,536	22,023	32,320	32,320	26,078	26,118
<i>40 - Repairs and Maintenance</i>							
545	Maintenance & Repairs - Vehicles	1,672	-	-	-	-	-
545.05	Maintenance & Repairs - Vehicles Gasoline	148,185	155,068	160,000	160,000	92,946	137,000
545.10	Maintenance & Repairs - Vehicles Diesel Fuel	133,318	122,377	135,000	135,000	96,046	113,950
545.15	Maintenance & Repairs - Vehicles Automotive Parts	196,719	204,869	225,000	225,000	131,480	186,000
545.20	Maintenance & Repairs - Vehicles Garage Labor	748	-	-	-	-	-
545.25	Maintenance & Repairs - Vehicles Lubricants	6,104	8,747	9,500	9,500	6,548	7,300
545.35	Maintenance & Repairs - Vehicles Body Work	2,488	-	-	-	-	-
545.40	Maintenance & Repairs - Vehicles Contractual Auto Services	202,624	239,922	250,000	250,000	219,500	299,827
550	Maintenance & Repairs - Other	202	-	-	-	-	-
550.05	Maintenance & Repairs - Other Department Equipment	-	-	4,395	4,395	-	-
550.10	Maintenance & Repairs - Other Radios	1,266	-	200	200	-	-

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		693,326	730,983	784,095	784,095	546,520	744,077
<i>45 - Commodities</i>							
530.50	Commodities Small Equipment Tools & Hardware	19,575	4,591	5,000	5,000	5,973	5,000
<i>Account Classification Total: 45 - Commodities</i>		19,575	4,591	5,000	5,000	5,973	5,000
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	563	-	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		563	-	-	-	-	-
<i>55 - Capital Outlay</i>							
555.10	Capital Equipment Office and Other Equipment	-	-	14,400	14,400	-	-
555.20	Capital Equipment Automobiles & Trucks	-	787,606	18,743	18,743	18,743	18,743
555.40	Capital Equipment Reserve for Technology	-	-	600	600	-	600
555.50	Capital Equipment Reserve for Buildings	-	-	4,475	4,475	-	4,475
<i>Account Classification Total: 55 - Capital Outlay</i>		-	787,606	38,218	38,218	18,743	23,818
<i>Department Total: 93 - Central Garage</i>		1,562,804	2,397,831	1,788,935	1,788,935	1,448,623	1,524,802
EXPENSES Total		1,562,804	2,397,831	1,788,935	1,788,935	1,448,623	1,524,802
Fund EXPENSE Total: 212 - Central Garage Fund		1,562,804	2,397,831	1,788,935	1,788,935	1,448,623	1,524,802
Fund: 213 - Building Maintenance Fund							
EXPENSES							
Department: 94 - Building Maintenance							
<i>10 - Salaries</i>							
500.05	Personal Services Salaries - Full Time	375,686	393,071	402,688	402,688	402,688	412,269
500.10	Personal Services Salaries - Part Time	6,491	10,004	36,199	36,199	36,199	42,694
500.31	Personal Services Payroll Reimbursement	11,595	-	-	-	-	-
500.35	Personal Services Salaries - Overtime	8,587	6,449	6,500	6,500	6,500	6,500
500.40	Personal Services Salaries - Longevity	2,600	2,600	2,600	2,600	2,600	2,600
<i>Account Classification Total: 10 - Salaries</i>		404,959	412,124	447,987	447,987	447,987	464,063
<i>15 - Taxes and Benefits</i>							
505.05	Personal Benefits Group & Medical Life	107,195	104,884	95,250	95,250	97,500	99,293
505.10	Personal Benefits Professional Training	1,974	1,630	2,000	2,000	-	1,000
505.15	Personal Benefits Dues & Memberships	395	340	675	675	300	500
505.20	Personal Benefits Clothing Allowance	3,160	3,391	3,100	3,100	2,126	3,540
505.26	Personal Benefits Uniform Rental	9,161	6,875	7,000	7,000	4,700	7,000
505.35	Personal Benefits Safety Equipment	1,661	1,732	2,700	2,700	2,500	2,700
505.75	Personal Benefits Employer's Contribution - FICA	24,957	24,718	28,395	28,395	26,000	28,208
505.80	Personal Benefits Employer's Contribution - IMRF	54,438	48,184	57,490	57,490	57,490	60,328
505.85	Personal Benefits Employer's Contribution Medicare	5,837	5,781	6,641	6,641	6,641	6,597
<i>Account Classification Total: 15 - Taxes and Benefits</i>		208,778	197,535	203,251	203,251	197,257	209,166
<i>25 - Operating Expenses</i>							
510.10	Operating Expenses Maintenance Contracts	391,330	189,384	229,772	229,772	231,037	236,665
510.12	Operating Expenses Equipment Rental	-	-	700	700	500	500
510.14	Operating Expenses Subscriptions & Publications	183	-	325	325	250	200
510.21	Operating Expenses IT Internal Svc Contribution	24,021	25,169	27,555	27,555	27,555	27,086
510.40	Operating Expenses Supplies - Office	333	580	700	700	500	500
510.50	Operating Expenses Supplies - All Other	60,219	59,504	76,000	76,000	75,000	75,000
510.55	Operating Expenses Operating Equip - Department	507	-	800	800	691	600
<i>Account Classification Total: 25 - Operating Expenses</i>		476,593	274,637	335,852	335,852	335,533	340,551
<i>30 - Contractual Services</i>							
515.05	Insurance Premium	19,366	18,328	19,700	19,700	19,700	19,835
515.10	Insurance Unemployment Insurance	-	-	800	800	-	-
515.15	Insurance Deductible - Worker's Comp	47,261	3,228	5,600	5,600	3,000	3,133
515.20	Insurance Deductible - Non Worker's Co	-	-	2,456	2,456	2,456	-
<i>Account Classification Total: 30 - Contractual Services</i>		66,628	21,556	28,556	28,556	25,156	22,968
<i>40 - Repairs and Maintenance</i>							
535.10	Maintenance & Repairs - Facilities Streets & Highways	-	322	-	-	-	-
535.15	Maintenance & Repairs - Facilities Street Lights	211,430	59,502	266,134	266,134	145,652	266,134
535.20	Maintenance & Repairs - Facilities Buildings & Facilities	141,917	202,497	244,800	244,800	158,603	126,300
550.05	Maintenance & Repairs - Other Department Equipment	-	-	3,000	3,000	2,923	3,000
<i>Account Classification Total: 40 - Repairs and Maintenance</i>		353,347	262,321	513,934	513,934	307,178	395,434
<i>45 - Commodities</i>							
530.05	Commodities Electricity - Facilities	-	85,420	100,000	100,000	95,510	100,000
530.10	Commodities Electricity - Street Lights	74,390	4,632	88,013	88,013	57,483	88,013
530.20	Commodities Gas - Facilities	43,596	58,170	17,510	17,510	53,797	40,168
530.50	Commodities Small Equipment Tools & Hardware	800	595	900	900	1,400	1,400
<i>Account Classification Total: 45 - Commodities</i>		118,786	148,817	206,423	206,423	208,190	229,581
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	2,000	2,515	-	-	-	-
<i>Account Classification Total: 50 - Other Expenses</i>		2,000	2,515	-	-	-	-

Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Estimated Amount	2021 Finance/OVM Approval
<i>55 - Capital Outlay</i>							
555.10	Capital Equipment Office and Other Equipment	-	-	325	325	325	325
555.30	Capital Equipment Reserve for Capital Replacement	-	-	14,207	14,207	-	14,207
555.40	Capital Equipment Reserve for Technology	(0)	-	1,000	1,000	-	1,000
555.50	Capital Equipment Reserve for Buildings	-	-	3,920	3,920	-	3,920
<i>Account Classification Total: 55 - Capital Outlay</i>		(0)	-	19,452	19,452	325	19,452
Department Total: 94 - Building Maintenance		1,631,090	1,319,504	1,755,455	1,755,455	1,521,626	1,681,215
EXPENSES Total		1,631,090	1,319,504	1,755,455	1,755,455	1,521,626	1,681,215
Fund EXPENSE Total: 213 - Building Maintenance Fund		1,631,090	1,319,504	1,755,455	1,755,455	1,521,626	1,681,215
Fund: 220 - Police Pension Fund							
EXPENSES							
Department: 88 - Police Pension							
<i>15 - Taxes and Benefits</i>							
505.55	Personal Benefits Survivor Pension - Police	288,683	288,683	297,370	297,370	297,370	297,342
505.60	Personal Benefits Pension Payment - Police	3,467,554	3,818,899	3,935,943	3,935,943	3,935,943	4,449,651
505.65	Personal Benefits Disability Payment - Police	42,580	42,580	44,000	44,000	44,000	43,856
505.70	Personal Benefits Pension Refund - Police	5,102	-	100,000	100,000	100,000	-
<i>Account Classification Total: 15 - Taxes and Benefits</i>		3,803,918	4,150,161	4,377,313	4,377,313	4,377,313	4,790,849
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	111,753	64,340	65,000	65,000	65,000	65,000
580.40	All Other Expense Investment Fees	179,576	238,446	250,000	250,000	250,000	250,000
<i>Account Classification Total: 50 - Other Expenses</i>		291,329	302,786	315,000	315,000	315,000	315,000
Department Total: 88 - Police Pension		4,095,247	4,452,947	4,692,313	4,692,313	4,692,313	5,105,849
EXPENSES Total		4,095,247	4,452,947	4,692,313	4,692,313	4,692,313	5,105,849
Fund EXPENSE Total: 220 - Police Pension Fund		4,095,247	4,452,947	4,692,313	4,692,313	4,692,313	5,105,849
Fund: 230 - Fire Pension Fund							
EXPENSES							
Department: 89 - Fire Pension							
<i>15 - Taxes and Benefits</i>							
505.56	Personal Benefits Survivor Pension - Fire	261,736	287,480	296,121	296,121	296,121	296,100
505.61	Personal Benefits Pension Payment - Fire	2,446,931	2,935,054	2,636,184	2,636,184	2,636,184	3,393,182
505.66	Personal Benefits Disability Payment - Fire	221,581	222,558	228,240	228,240	228,240	230,240
505.71	Personal Benefits Pension Refund - Fire	10,525	-	-	-	-	-
<i>Account Classification Total: 15 - Taxes and Benefits</i>		2,940,773	3,445,092	3,160,545	3,160,545	3,160,545	3,919,522
<i>50 - Other Expenses</i>							
580.05	All Other Expense All Other Expenses	75,110	104,665	100,000	100,000	100,000	110,000
580.40	All Other Expense Investment Fees	154,299	163,344	200,000	200,000	200,000	175,000
<i>Account Classification Total: 50 - Other Expenses</i>		229,409	268,009	300,000	300,000	300,000	285,000
Department Total: 89 - Fire Pension		3,170,181	3,713,101	3,460,545	3,460,545	3,460,545	4,204,522
EXPENSES Total		3,170,181	3,713,101	3,460,545	3,460,545	3,460,545	4,204,522
Fund EXPENSE Total: 230 - Fire Pension Fund		3,170,181	3,713,101	3,460,545	3,460,545	3,460,545	4,204,522
Fund: 250 - Retiree Health Savings Fund							
EXPENSES							
Department: 91 - Retiree Health Savings							
<i>15 - Taxes and Benefits</i>							
505.90	Personal Benefits RHS Contribution	163,345	292,709	-	-	699,026	-
<i>Account Classification Total: 15 - Taxes and Benefits</i>		163,345	292,709	-	-	699,026	-
Department Total: 91 - Retiree Health Savings		163,345	292,709	-	-	699,026	-
EXPENSES Total		163,345	292,709	-	-	699,026	-
Fund EXPENSE Total: 250 - Retiree Health Savings Fund		163,345	292,709	-	-	699,026	-
EXPENSE GRAND Totals:		79,543,001	80,504,295	80,837,127	89,406,339	98,291,885	113,221,559



Ordinance No. O-2020-99 : Ordinance Abating Taxes Levied for the Village of Buffalo Grove, Cook and Lake Counties, Illinois

Recommendation of Action

Staff recommends approval.

A total of 3,346,411 in tax abatement has been applied to the 2020 tax levy. The abatements will be applied to both the series 2012, 2016 and 2020 principal and interest. The impact to the levy is shown below. The final proposed 2020 levy is \$17,115,541.

ATTACHMENTS:

- 120720_memo_2020 property tax levy (PDF)
- 120720_ord_tax abatement -consolidated 2020 Property Tax Levy (corrected) (DOCX)

Trustee Liaison

Weidenfeld

Staff Contact

Chris Black, Finance

Monday, December 7, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: December 7, 2020

TO: Dane Bragg, Village Manager

FROM: Chris Black, Finance Director

SUBJECT: Proposed 2020 Tax Levy

In conjunction with the development of the FY 2021 Village Budget, staff is providing a recommendation for the FY 2020 Property Tax Levy to be extended and collected in 2021. The current year's initial levy proposal (2019 Tax Levy) is \$17,784,141, minus abatements of \$668,600, resulting in a net levy of \$17,115,541. The net levy increased 3.9 percent from 2018. The components of the change were the following:

2019 Levy Purpose	Increase/(Decrease)
Corporate Levy	0.0%
Special Purpose/IMRF	19.8%
Public Safety Pensions	6.0%
Debt Service	2.6%

The initial levy request for 2020 as part of the budget process (prior to abatement consideration) is \$20,461,952 or a 15.1 percent increase. The components of the change are as follows:

2020 Levy Purpose	Increase/(Decrease)	Amount
Corporate Levy	0.0%	\$0.00
Special Purpose/IMRF	-5.0%	-\$94,136
Public Safety Pensions	11.7%	\$604,257
Debt Service	137.1%	\$2,167,690

Corporate Levy

The amount requested of \$9,171,988 remains the same as the last two years 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 MCI for the annual period ending May 2020 is – 0.44% percent.

Debt Service

Last year's debt service requirement was \$1,581,369. The FY 2021 debt service is \$3,749,059. The components of the debt payments are as follows:

Purpose	Debt Payment	Percent to Total
Series 2012 - Street Improvements (Various)	\$546,525	14.6%
Series 2016 - Street Improvements (Various)	\$383,231	10.2%
Series 2019 - Refunding of Series 2010B Bonds	\$255,402	6.8%
Series 2020 - Water & Sewer Improvements and Street Improvements	\$2,563,900	68.4%

As part of the Series 2020 bond issue, the Village has committed a combination of water/sewer fund revenue and state/local motor fuel tax revenue to service the debt. When factoring in these abatements, the Series 2020 bonds will have no net impact on the tax levy. In 2019, the Village refunded the remaining bond coupons on the Series 2010B bonds, resulting in a net debt service decrease of \$17,000 due to reduced interest costs. The Series 2010B bonds are shown in the table above as Series 2019.

The Village will make its final payment on the Series 2010A general obligation bonds in 2020, thus a bond payment for this debt instrument will no longer be included in the levy for 2020 (payable 2021), resulting in a reduction to the debt service levy of \$410,000 annually.

Pensions

The Village's independent actuary calculated the levy amounts for both the Police and Fire Pension Funds. The Illinois Municipal Retirement Fund (IMRF) calculates the employer portion of the pension. The IMRF rate decreased from 13.63 percent to 13.26 percent for FY 2021 and reduces the IMRF levy by \$64,232. The projected decrease for the employer portion of social security is \$29,904.

The General Assembly passed a public safety pension consolidation bill in 2019 that expanded the Tier II benefits for sworn police and fire personnel. The pension funds' actuaries have recalculated the required contribution due to the expanded benefits. The Firefighter Pension Levy is proposed for FY 2021 to be \$2,390,386, an increase of 17.6 percent. The estimate for the Police Pension Levy will be 7.9 percent growth, resulting in a levy amount of \$3,361,940. Both pension levies are equal to the actuarial determined annual levy amount.

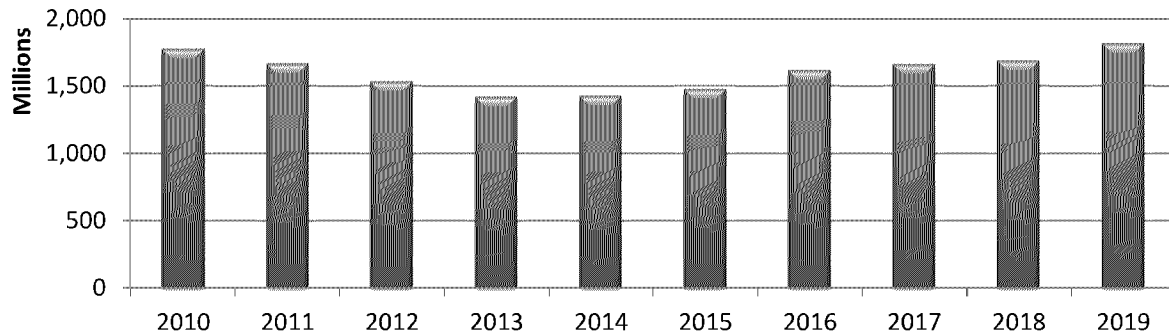
The total additional required amount for all pension levies is estimated to be \$604,257, an increase of 11.7 percent from 2019.

Equalized Assessed Values (EAV)

The last five years have posted positive growth including a 7.63 percent increase for the FY 2020 tax levy. The total EAV in Buffalo Grove is \$1.82 billion. The growth between the two counties was disproportionate as Lake County grew by 5.8 percent and Cook County grew by 15.1 percent. Lake County properties are assigned 85 percent of the total property tax burden for the Village. EAV calculations reside with each county's assessor's office. 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.

Equalized Assessed Value



Impact

The result of the increases noted above would result in a tentative levy of \$20,461,952 or 15.1 percent growth. At this point in the process the gross levy appears as follows:

Estimated Distribution of 2020 Property Tax - Before Abatement		Cook County Levy	Lake County Levy	Total 2019 Levy	Total 2020 Levy
County Tax Burden		15.00%	85.00%	100.00%	100.00%
Tax Levies:					
	Police Protection	3,118,476	550,319	3,668,795	3,668,795
	Fire Protection	4,677,714	825,479	5,503,193	5,503,193
Sub-Total: Corporate Levy		7,796,190	1,375,798	9,171,988	9,171,988
	IMRF/Social Security	1,520,292	268,287	1,882,715	1,788,580
	Corp. Purpose Bonds Facilities (2010A)	0	0	410,800	0
	Corp. Purpose Bonds Facilities (2010B)	0	0	272,413	0
	Corp. Purpose Bonds Roads (2012)	464,546	81,979	233,525	546,525
	Corp. Purpose Bonds Roads (2016)	325,747	57,485	664,631	383,231
	2019 Series GO Bonds	217,092	38,310	0	255,402
	2020 Series GO Bonds	2,179,315	384,585	0	2,563,900
	Police Pension	2,857,649	504,291	3,115,296	3,361,940
	Fire Pension	2,031,828	358,558	2,032,773	2,390,386
Total		17,392,659	3,069,293	17,784,141	20,461,952

The truth in taxation determination was presented to the Village Board on November 2, 2020. Accompanying this memorandum is an ordinance for the property tax levy and collection of tax as well as the FY 2021 Village Budget in a line-item format.

Abatement Considerations

Staff is recommending an abatement of \$3,346,411 made up of \$399,280 on the series 2012 bonds, \$383,231 on the Series 2016 Bonds and \$2,563,900 on the Series 2020 bonds. With the proposed abatements, the net levy will be \$17,115,541, the same amount as the prior year. It should be noted that

the 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, agricultural).

Levy	Section	Levy	Abatement	Net Levy
Corporate Purpose	2	\$9,171,988	\$0	\$9,171,988
Illinois Municipal Retirement Fund	3	\$1,220,390	\$0	\$1,220,390
Social Security Fund	4	\$568,190	\$0	\$568,190
Police Pension	5	\$3,361,940	\$0	\$3,361,940
Fire Pension	6	\$2,390,386	\$0	\$2,390,386
Corporate Purpose Bonds Series 2012	7	\$546,525	\$399,280	\$147,245
Corporate Purpose Bonds Series 2016	8	\$383,231	\$383,231	\$0
Series 2019 GO Bonds	9	\$255,402	\$0	\$255,402
Series 2020 GO Bonds	10	\$2,563,900	\$2,563,900	\$0
Total		\$20,461,952	\$3,346,411	\$17,115,541

ORDINANCE NO. 2020-_____

**AN ORDINANCE ABATING TAXES LEVIED FOR THE
VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS**

WHEREAS, the Village did on the 7th day of December, 2020 pass and approve Ordinance No. 2020- , which ordinance provided for the levy of a direct tax on all property in the Village for the year 2020 for general corporate, pension and debt service purposes in the Village of Buffalo Grove, in the amount of \$20,461,952, a certified copy of which will be filed with the County Clerks of Cook and Lake Counties, Illinois, and;

WHEREAS, the Village has sufficient funds on hand to pay either a portion, or the entire amount, of the taxes levied in certain sections, as identified below, of Ordinance No. 2020- for the fiscal year commencing January 1st, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS the following:

Section 1.

Section 7 of Ordinance No. 2012-36 provided for the levy of a direct tax on all property in the Village for the year 2020 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 \$546,525 and the Village has sufficient funds on hand to pay \$399,280 of the amount of the tax levied for the fiscal year commencing January 1st, and the levy of the entire \$546,525 is unnecessary.

Therefore, the Village hereby authorizes and directs the County Clerks of Cook and Lake Counties, Illinois to levy only \$147,245 and abate and not spread the sum of \$546,525 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 2.

Section 10 of Ordinance No. 2016-24 provided for the levy of a direct tax on all property in the Village for the year 2020 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 \$383,231 and the Village has sufficient funds on hand to pay \$383,231 of the amount of the tax levied for the fiscal year commencing January 1st, and the levy of the entire \$383,231 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 \$383,231 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 3.

Section 10 of Ordinance No. 2020-29 provided for the levy of a direct tax on all property in the Village for the year 2020 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 \$2,563,900 and the Village has sufficient funds on hand to pay \$2,563,900 of the amount of the tax levied for the fiscal year commencing January 1st, and the levy of the entire \$2,563,900 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 \$2,563,900 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 4. The following represents a summary of the amounts levied and, if applicable, abated for the year 2020 as part of Village Ordinance No. 2020- :

Levy	Section	Levy	Abatement	Net Levy
Corporate Purpose	2	\$9,171,988	\$0	\$9,171,988
Illinois Municipal Retirement Fund	3	\$1,220,390	\$0	\$1,220,390
Social Security Fund	4	\$568,190	\$0	\$568,190
Police Pension	5	\$3,361,940	\$0	\$3,361,940
Fire Pension	6	\$2,390,386	\$0	\$2,390,386
Corporate Purpose Bonds Series 2012	7	\$546,525	\$399,280	\$147,245
Corporate Purpose Bonds Series 2016	8	\$383,231	\$383,231	\$0
Series 2019 GO Bonds	9	\$255,402	\$0	\$255,402
Series 2020 GO Bonds	10	\$2,563,900	\$2,563,900	\$0
Total		\$20,461,952	\$3,346,411	\$17,115,541

Section 5. 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 6. 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: _____, 2020 APPROVED: _____, 2020

Village President

ATTEST:

Village Clerk



Resolution No. R-2020-59 : Resolution Requesting the County of Cook Not to Collect the Loss in Collection on Taxable Property in the Village of Buffalo Grove

Recommendation of Action

Staff recommends approval.

The County Clerks of both Cook and Lake County have statutory authority to increase local tax levies in order to offset losses due to non-collection of property taxes. In Cook, the increase is 3 percent of corporate purpose and pension levies with an additional five percent for debt principal and interest levies. In Lake County, the levy can be increased two percent for bonded principal and interest levies. For the 2020 Tax Levy an additional amount of **\$132,991** will be extended automatically to offset loss in collections if no action is taken.

The Village has the option, through the adoption of resolutions, to direct the County Clerks not to overextend the tax levy as the Village has a strong collection history in both Cook County (98.5 percent over the last ten years) and in Lake County (99.4 percent for the same period).

The Tax Levy Ordinance for 2020 will not include any cost of collection due to extension losses. Annual tax collections will continue to be reviewed to determine if there will ever be a need to re-institute the supplemental levies. For tax year 2020, resolutions have been prepared for Village Board consideration.

ATTACHMENTS:

- 2020 Cost of Collection Resolutions - Cook (DOCX)

Trustee Liaison
Weidenfeld

Staff Contact
Chris Black, Finance

Monday, December 7, 2020

RESOLUTION NO. 2020-_____

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 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, that:

SECTION 1. 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 2020 Tax Levy Ordinance upon all taxable property within the Cook County boundaries of the Village.

SECTION 2. The Village Clerk is hereby directed to send a certified copy of this Resolution to the County Clerk of Cook County.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2020. APPROVED: _____, 2020.

Village President

ATTEST:

Village Clerk



Resolution No. R-2020-60 : Resolution Requesting the County of Lake Not to Collect the Loss in Collection on Taxable Property

Recommendation of Action

Staff recommends approval.

The County Clerks of both Cook and Lake County have statutory authority to increase local tax levies in order to offset losses due to non-collection of property taxes. In Cook, the increase is 3 percent of corporate purpose and pension levies with an additional five percent for debt principal and interest levies. In Lake County, the levy can be increased two percent for bonded principal and interest levies. For the 2020 Tax Levy an additional amount of \$132,991 will be extended automatically to offset loss in collections if no action is taken.

The Village has the option, through the adoption of resolutions, to direct the County Clerks not to overextend the tax levy as the Village has a strong collection history in both Cook County (98.5 percent over the last ten years) and in Lake County (99.4 percent for the same period).

The Tax Levy Ordinance for 2020 will not include any cost of collection due to extension losses. Annual tax collections will continue to be reviewed to determine if there will ever be a need to re-institute the supplemental levies. For tax year 2020, resolutions have been prepared for Village Board consideration.

ATTACHMENTS:

- 2020 Cost of Collection Resolutions - Lake (DOCX)

Trustee Liaison
Weidenfeld

Staff Contact
Chris Black, Finance

Monday, December 7, 2020

RESOLUTION NO. 2020-_____

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 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, that:

SECTION 1. 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 2020 Tax Levy Ordinance upon all taxable property within the Lake County boundaries of the Village.

SECTION 2. The Village Clerk is hereby directed to send a certified copy of this Resolution to the County Clerk of Lake County.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2020. APPROVED: _____, 2020.

Village President

ATTEST:

Village Clerk



**Ordinance No. O-2020-100 : Ordinance Adopting the Fiscal 2021
(January 1-December 31, 2021) Budget for the Village of Buffalo
Grove**

Recommendation of Action

Staff recommends approval.

Attached, please find an Ordinance for consideration by the President and Board of Trustees formally adopting the Village's FY 2021 Budget. The public budget presentation was held on November 16, 2020. A public hearing notice was published on October 16th.

The draft budget was provided to the Village Board on October 5, 2020. The budget was published electronically on the Village's web site 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 16 presentation material.

<http://www.vbg.org/budget>

ATTACHMENTS:

- 120720_ord_2021 budget (DOCX)

Trustee Liaison
Sussman

Staff Contact
Chris Black, Finance

Monday, December 7, 2020

ORDINANCE NO. 2020 - _____

ADOPTING THE FISCAL 2021 (JANUARY 1-DECEMBER 31, 2021) BUDGET FOR THE VILLAGE OF BUFFALO GROVE

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, 2021 to December 31, 2021; and

WHEREAS, the Fiscal Year 2021 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, 2020, and a copy of the FY 2021 Budget was made available to the public; and

WHEREAS, the President and Board of Trustees reviewed and considered the FY 2021 Budget at the Special Meeting of the President and Board of Trustees of November 16, 2020; and

WHEREAS, pending any final review of changes to, or supplemental reports on, various elements of the Budget content, the FY 2021 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 that:

SECTION 1. The FY 2021 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 7, 2020.

SECTION 2. Upon adoption of the Budget, authority is given to the Village Manager to place the document in final form for distribution.

AYES: _____

NAYES: _____

ABSENT: _____

PASSED: _____, 2020.

APPROVED: _____, 2020.

Village President

ATTEST:

Village Clerk



Information Item : Executive Session - Section 2(C)(1) of the Illinois Open Meetings Act: the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine Its Validity.

Recommendation of Action

Staff recommends going into executive session.

Executive Session - Section 2(C)(1) of the Illinois Open Meetings Act: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Trustee Liaison

Sussman

Staff Contact

Dane Bragg, Office of the Village Manager

Monday, December 7, 2020