



Meeting of the Village of Buffalo Grove
Village Board
Committee of the Whole
February 1, 2021 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 electronically by utilizing the Zoom link below.

Zoom Link: www.vbg.org/february1meeting

Phone Number: 312-626-6799

Meeting ID: 863 2699 5079

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

B. Pledge of Allegiance

2. Special Business

- A. Review Code of Conduct (President Sussman) (Staff Contact: Dane Bragg)**
- B. Code Review Committee Process (President Sussman) (Staff Contact: Dane Bragg)**
- C. Infrastructure Modernization Program Update (Trustee Pike) (Staff Contact: Michael Skibbe)**
- D. Business Support Program /BG Delivers (Trustee Weidenfeld) (Staff Contact: Nicole Woods)**

3. 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.

4. 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.



Information Item : Review Code of Conduct

Recommendation of Action

As part of the Village Board's Strategic Plan goals, it is recommended that the corporate authorities periodically review the Code of Conduct.

The Code of Conduct was adopted in 2009 and has not been modified since. The Code covers meeting procedures, ethical conduct, communication, confidentiality and influence pertaining to the role of public officials and Village staff.

ATTACHMENTS:

- Code of Ethical Behavior-Final_12-414-2009 (DOC)

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Monday, February 1, 2021

12/14/2009

Exhibit "A"

**VILLAGE OF BUFFALO GROVE
CODE OF BEHAVIOR AND CONDUCT
FOR VILLAGE ELECTED AND APPOINTED OFFICIALS**

ARTICLE I

The residents of, as well as those conducting their business, in the Village of Buffalo Grove are entitled to have fair and accountable local government. It shall be the policy of the Village to uphold, promote and demand the highest standards of conduct and ethics from all its officials, whether elected or appointed. For purposes of this Code, the term "Public Officials" is defined as an elected or appointed official of the Village; regardless of whether the official is compensated and shall include, but not by way of limitation, members of Village commissions, committees and boards appointed by the Village President by and with the consent of the Board of Trustees.

Public Officials shall:

- Comply with the letter and spirit of laws and policies that affect the governance and operation of the Village.
- Maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties.
- Be independent, impartial and fair in their judgment and actions.
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.
- Use their public office or position for the public good, not for any personal gain.
- Act in a way that will enhance public confidence in the integrity of local government.
- Maintain the obligation to promote and support the key principles of this Code by leadership and example so as to maintain and strengthen the public's trust and confidence in the Village and its governance.

Behavior and conduct by Public Officials during meetings, as well as outside of meetings, may be subject to sanctions set out within this Code of Behavior and Conduct ("Code"). This Code sets forth principals and examples of proper behavior and conduct and also constitutes guidelines and standards that are enforceable, not merely suggestions. If there is deliberate violation of principals and guidelines set out herein, a Public Official may be subject to sanctions set out in this Code. Sanctions may be applicable if Public Officials fail to obey and observe the letter and spirit of the Constitution of the United States, the Constitution of the State of Illinois, and all federal, state and local laws, codes and ordinances, including this Code.

Attachment: Code of Ethical Behavior-Final_12-4-14-2009 (Review Code of Conduct)

The President and Board of Trustees of the Village of Buffalo Grove (“Corporate Authorities”) have the right to make and enforce its own rules and rules for its various commissions, committees and boards and to ensure compliance with those laws, rules, codes and regulations generally applicable to public bodies. Should any Public Official, act in any manner constituting a deliberate violation of this Code or other general laws, rules, codes or regulations, the Corporate Authorities may discipline that Public Official, including but not by way of limitation, by reprimand, public or private.

To exercise the rights noted herein and to enforce the provisions of this Code, the Corporate Authorities has the right to investigate, or have investigated, the actions of any Public Official and impose any penalty or sanction, in a manner provided hereunder.

ARTICLE II

Behavior and conduct of Village Public Officials will be guided by the following Canons:

CANON 1

Acting in the Public Interest

The public interest must be a primary concern of Public Officials working for the common good of the residents of the Village and not for any private or personal interest.

CANON 2

Compliance with the Law

Public Officials shall comply with the statutes of the State of Illinois and Village ordinances in the performance of their public duties. These laws include, but are not limited to: conflicts of interest, election campaigns, financial disclosure, purchasing, employer responsibilities, and open process for government.

CANON 3

Conduct of Public Officials

Public Officials shall refrain from abusive conduct, personal charges or verbal attacks, direct or inferred attacks, or implied attacks upon the character or motives of other Public Officials, Village staff or the public. Public Officials and Village staff who are belligerent, impertinent, slanderous, threatening, and abusive or who engage in personal or disparaging attacks on other Public Officials or Village staff denigrate the governance process and preclude effective discussions and the successful resolution of issues.

CANON 4

Respect for Process

Public Officials’ duties shall be performed in accordance with and respect for the processes and rules of order established by the Village.

CANON 5
Conduct of Public Meetings

Public Officials shall inform themselves of public issues, listen attentively to public discussions before them and focus on the business at hand. Decisions shall be based upon the merits and substance of the matter at hand.

CANON 6
Communication

It will be the responsibility of all Public Officials to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other members of their respective Boards, Commissions or Committees.

CANON 7
Confidential Information

Public Officials and Village staff shall respect the confidentiality of information provided to them concerning the confidential matters of the Village. They shall never disclose confidential information without proper authorization nor use such information to advance a personal, financial or private interest. Public Officials shall not release information subject to attorney-client privilege, unless expressly authorized by the Corporate Authorities or as required by law.

CANON 8
Advocacy

To the best of their ability, Public Officials shall (i) represent the official policies and positions of the Corporate Authorities and (ii) shall support and defend the ordinances of the Village. When presenting their personal opinions or positions, Public Officials shall explicitly state that they do not represent the Corporate Authorities or the Village.

CANON 9
Improper Influence

Public Officials shall refrain from using their position to improperly influence the deliberations or decisions of Village staff, and boards, commissions or committees of the Village.

CANON 10
Positive Work Environment

Public Officials shall support the maintenance of a positive and constructive environment for residents, businesses and Village employees.

CANON 11
Personal Opinion

Public Officials have a right to individual opinions, which should be respected. The assumption is that all Public Officials have the appropriate motives and interest of the public in mind and will not criticize differing opinions because they believe them to be lacking judgment or were improperly motivated.

CANON 12
Being Accountable

Public Officials and Village staff shall be accountable to the public for their decisions and actions and as such, must consider all issues and actions on their merit, taking into account the views of others and the results that are expected from their actions.

CANON 13
Respect and Cooperation

The governance of the Village relies upon the cooperative efforts of the entire Corporate Authorities, who set policy, and the Village staff, who implement and administer the Corporate Authorities' policies and directives. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the Village, its residents and businesses. The Village staff has been directed to serve the Corporate Authorities as a whole, and therefore:

- 13.1 A member of the Corporate Authorities shall not direct Village staff to initiate any action, change a course of action or prepare any report, nor shall a member of the Corporate Authorities initiate any project or study without the approval of a majority of the Corporate Authorities. The Corporate Authorities may direct routine inquiries, or requests for information, to either the Village Manager or appropriate department/division director, as may be directed by the Village Manager.
- 13.2 The Corporate Authorities shall not attempt to pressure or influence discussions, recommendations, workloads, schedules or department/divisions priorities without the approval of a majority of the Corporate Authorities.
- 13.3 When preparing for any meeting of the Corporate Authorities, members should, to the greatest extent possible, direct questions ahead of time to the Village Manager, or designee, so that staff can provide the desired information at the Corporate Authorities meeting.
- 13.4 Any concerns of any member of the Corporate Authorities regarding the behavior or work of a Village employee should be directed to the Village Manager privately to ensure the concern is resolved. Members of the Corporate Authorities shall not reprimand employees directly nor should they communicate their concerns to anyone other than the Village Manager.
- 13.5 Information that is provided to a member of the Corporate Authorities in response to a request will be made available to all members of the Corporate Authorities so

that all have equal access to such information. Care must be taken in the sharing and discussion of information so as to not violate the Illinois Open Meetings Act.

CANON 14 CONDUCT DURING MEETINGS

During public meetings, the public is to feel welcome as an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of any Public Official toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- 14.1 Be welcoming to speakers and treat them with care and respect.
- 14.2 Be fair and equitable in allocating public hearing time to individual speakers.
- 14.3 Ask for clarification, but avoid debate and argument with the public. It is proper for only the Chair, to interrupt a speaker during a presentation. However, a Public Official can ask the Chair for a point of order if a speaker is off topic or exhibiting behavior or language that is deemed offensive or disturbing. Questions should be for the purpose of clarification or to expand information and should not be intended to challenge or belittle a speaker.
- 14.4 Make no promises on behalf of the Village. While it will always be appropriate to give an overview of Village policy and to refer the matter to the Village for further information, it is inappropriate to overtly or implicitly promise Village action, as well as staff action, to undertake a specific matter. The only exception is if a representation or promise has been duly authorized by the Corporate Authorities.
- 14.5 While it is acceptable to publicly disagree about an issue, it is unacceptable to make derogatory comments about other Public Officials, their opinions or actions, within any venue.
- 14.6 When making public comments or statements, Public Officials shall make it clear whether they are authorized to speak on behalf of the Village or the Corporate Authorities or whether they are presenting their own views.
- 14.7 If a member of the Corporate Authorities appears before another governmental agency or other entity to give a statement on an issue affecting the Village or its citizens, the member should indicate the majority position and opinion of the entire Corporate Authorities.
- 14.8 Personal opinions and comments will only be expressed if the elected or appointed official clarifies that such statements do not reflect the official position of the Corporate Authorities.
- 14.9 The Corporate Authorities are the policy making body of the Village. The Corporate Authorities speaks on policies and issues with one voice or not at all. While matters of opinion and debate are to be encouraged and respected, and while decisions of the Corporate Authorities may not be unanimous, once voted upon they should and will define the position of the Corporate Authorities. Village correspondence will reflect the Corporate Authorities adopted position, without regard to vote.

- 14.10 Members of the Corporate Authorities shall refrain from openly sending or receiving text messages during meetings of the Village Board. In addition, cells phones and similar devices shall be kept on “silent” and off the dais so as to not be distractive to both the public and Corporate Authority.
- 14.11 The passing of notes to or the receiving of notes from, the audience who are attending Village Board meetings is distracting and must be discouraged. However, the passing of notes between members of the Corporate Authorities absolutely necessary in the conduct of business can be undertaken but should only occur if absolutely necessary.

CANON 15 INTERACTION WITH STAFF

The Village of Buffalo Grove operates under the council-manager form of government as set forth in the Village’s Municipal Code as well as State statute. Under this form of government, the Corporate Authorities provide legislative direction, set Village policy and monitor its execution by Village staff. The Village Manager serves as the Village’s chief administrative officer and is responsible for directing the day-to-day operations of the Village. The Corporate Authorities shall:

- 15.1 Not interfere with the Village Manager’s execution of his or her powers or duties, as they have been assigned by the Corporate Authorities.
- 15.2 Not interfere with the appointment by the Village Manager of any of the department or division directors or any other person to any position of employment with the Village; however, this is not intended to preclude the Village Manager from discussing employment decisions with the Corporate Authorities.
- 15.3 Address matters related to community delivered services only to the Village Manager unless, for purposes of efficiency and effectiveness, the Village Manager suggests that such questions or comments be directed to the appropriate department or division director. In all cases, the Village Manager will follow up for purposes of accountability.
- 15.4 Not give orders to any subordinate of the Village Manager, either publicly or privately.
- 15.5 Direct the Village Manager acting as a body, not as individual members, unless directed by a majority of the Corporate Authorities.
- 15.6 Once a project or program has been approved for implementation, not interfere with or direct the Village Manager’s method of carrying out the decision, even if the project or program was conceived and initiated by an individual member of the Corporate Authorities, unless requested by the Village Manager or staff.
- 15.7 Allow the freedom and discretion necessary for the Village Manager to responsibly ensure the implementation of the Corporate Authorities decisions and directions in an efficient and effective manner.

CANON 16

RESPECT AND INTEGRITY

Public Officials must act with a spirit of public service to the residents and businesses of the community with standards of conduct and integrity in all actions. Conduct and behavior must be fair, impartial, responsible and trustworthy so as to advance the common good for the Village. Accordingly, Public Officials must:

- 16.1 Treat everyone fairly and with respect.
- 16.2 Be professional and responsive.
- 16.3 Work to make public services accessible and effective.
- 16.4 Strive to make a difference to the well-being of the Village of Buffalo Grove and all its residents and business owners/operators.
- 16.5 Be dedicated to the highest ideals of honor and integrity in all public and personal relationships so as to merit respect and confidence.
- 16.6 Make decisions in a fair, objective manner, in public and understandable.
- 16.7 Maintain the political climate that is required to enable us to work in a collaborative way with all stakeholders.
- 16.8 Carry out the functions of the Village, unaffected by any personal beliefs.
- 16.9 Support the Village so as to provide for dynamic and unbiased advice and information.
- 16.10 Respect the proper and appropriate authorities that affect Village operations.
- 16.11 Recognize that the chief function of local government at all times is to serve the best interests of all people.
- 16.12 Support the right of every citizen to full and equal participation in the Village's democratic processes.
- 16.13 Act lawfully and objectively.
- 16.14 Use the Village's resources carefully and only for intended purposes, avoiding waste and abuse.
- 16.15 Treat information with care and use it only for proper purposes.
- 16.16 Work to improve the performance and efficiency of the Village as we undertake day-to-day operations.
- 16.17 Be honest.
- 16.18 Ensure our actions are not affected by our personal interests or relationships.
- 16.19 Never misuse our positions for personal gain.
- 16.20 Never allow ourselves to be placed under any obligation or perceived influence.
- 16.21 Avoid any activities, work or non-work that may harm the reputation of the Village of Buffalo Grove.
- 16.22 Show respect for other Public Officials and Village staff.
- 16.23 Refrain from acting in a manner that would constitute a disturbance at any meeting.

CANON 17
MEETING PROCEDURES

Meetings of the Corporate Authorities and appointed Village commissions and committees are governed by Chapters 2.02 and 2.03 of the Village's Municipal Code and State statutes. In addition to the Village's Municipal Code and State statutes, the following are to supplement established meeting procedures:

- 17.1 Members of the Corporate Authorities shall address all questions and comments to the Village President upon recognition by the Village President. Only the Village President, not individual members of the Corporate Authorities, may interrupt a speaker during a presentation. However, a member of the Corporate Authorities may ask the Village President for permission to question the speaker.
- 17.2 The Village President will maintain order during all meetings of the Corporate Authorities. This may include, but not be limited to, indication that a comment is out of order or that further inappropriate comments may be dealt with within the authority granted to the Village President.
- 17.3 Members of the Corporate Authorities shall assist the Village President to preserve decorum during meetings of the Corporate Authorities and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the directions of the Village President. Members of staff attending Corporate Authorities meetings shall observe the same rules of procedure, decorum and good conduct as applicable to the Corporate Authorities.



Information Item : Code Review Committee Process

Recommendation of Action

Staff recommends a review and revision of the Village Codes and Ordinance be undertaken and respectfully requests that a trustee liaison be assigned to work with staff to promote a better understanding of the project and provide a Village Board perspective to the process.

The Village wishes to undertake a comprehensive review of the Municipal Code to update and simplify language, terms and policies.

ATTACHMENTS:

- Code Review Memo (PDF)

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Monday, February 1, 2021

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: January 28, 2021

TO: Dane Bragg, Village Manager

FROM: Brett Robinson, Administrative Services Director

SUBJECT: Code Review Project

BACKGROUND

The Village Code has not undergone a complete review in recent memory. The Code has been amended on numerous occasions over the last 40 plus years. As a consequence, the codes have become overly convoluted, complex, and difficult to interpret. Staff believes it is important to review the entire language of the code in all sections (Titles 1-19) in an effort to modernize the language, streamline the organization of the code, and make it easy to read.

The Village Manager has appointed a team of subject matter experts to conduct a comprehensive review, modification and approval process. It is anticipated that a complete review and approval process will require approximately two years to complete. During this process, the Village Board will be tasked with periodically reviewing the team's recommendations, making policy decisions and, ultimately, approving the final version of the code. The Village utilizes an online codification service, Municode, which will also be highly involved in the reconstruction of the new code.

The goals of the municipal code review include:

1. Ensure that adopted code policies are relevant, useful and can be applied in practice;
2. Reduce unnecessary code provisions, simplify the code's language and improve the organization of regulations; and
3. Develop guides for frequently used areas of the code that can be accessed through the Village's web site (e.g. permit requirements, food truck licensing, etc.).

Staff has engaged MuniCode to generate a list of all definitions and define terms currently used in the code. In addition, MuniCode provided a list of cross referenced topics throughout the current code (eg, a specific reference in title 3 to another section in title 19). After reviewing the lists provided by MuniCode staff firmly believes the best starting point is a cleanup and consolidation of all defined terms and definitions.

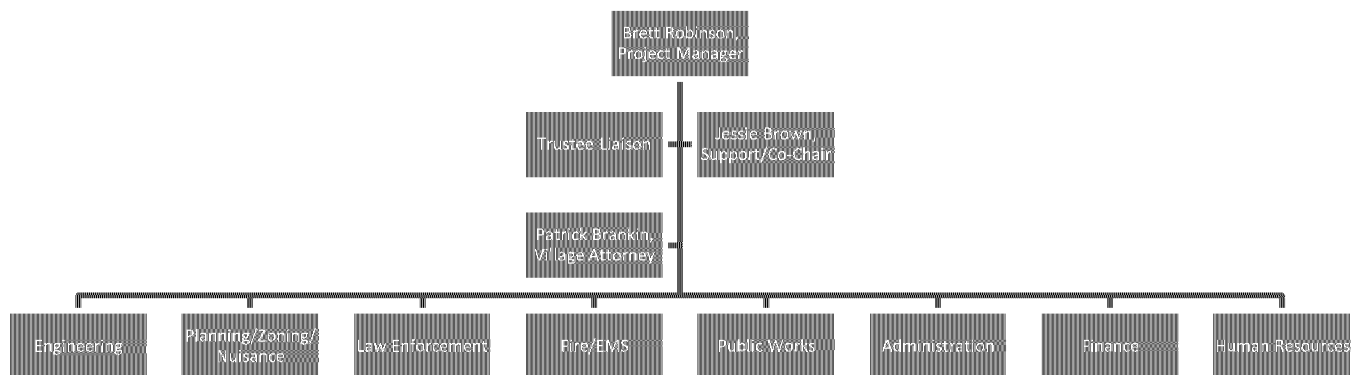
PROPOSAL

Staff estimates the first step in reviewing the definitions will take between 90 and 120 days to complete. Once this is complete, staff will then tackle the titles one by one, bringing proposed revisions for two titles back to the Village Board every quarter. Once all titles have been reviewed, revised and presented a final review will be performed prior to the entire revised codes being brought before the Village Board for approval. A Gantt chart showing a proposed schedule is attached for reference.

In addition to a review of the language used in each section, staff will also undergo a review of the structure of the code. This will entail moving language from one section to another for the sake of clarity. The most notable probable reorganization will involve Titles 14-19 which may be restructured into a Unified Development Ordinance or structured in a similarly logical collection of Titles dealing directly with Zoning, Building Codes, and Development.

PROJECT TEAM

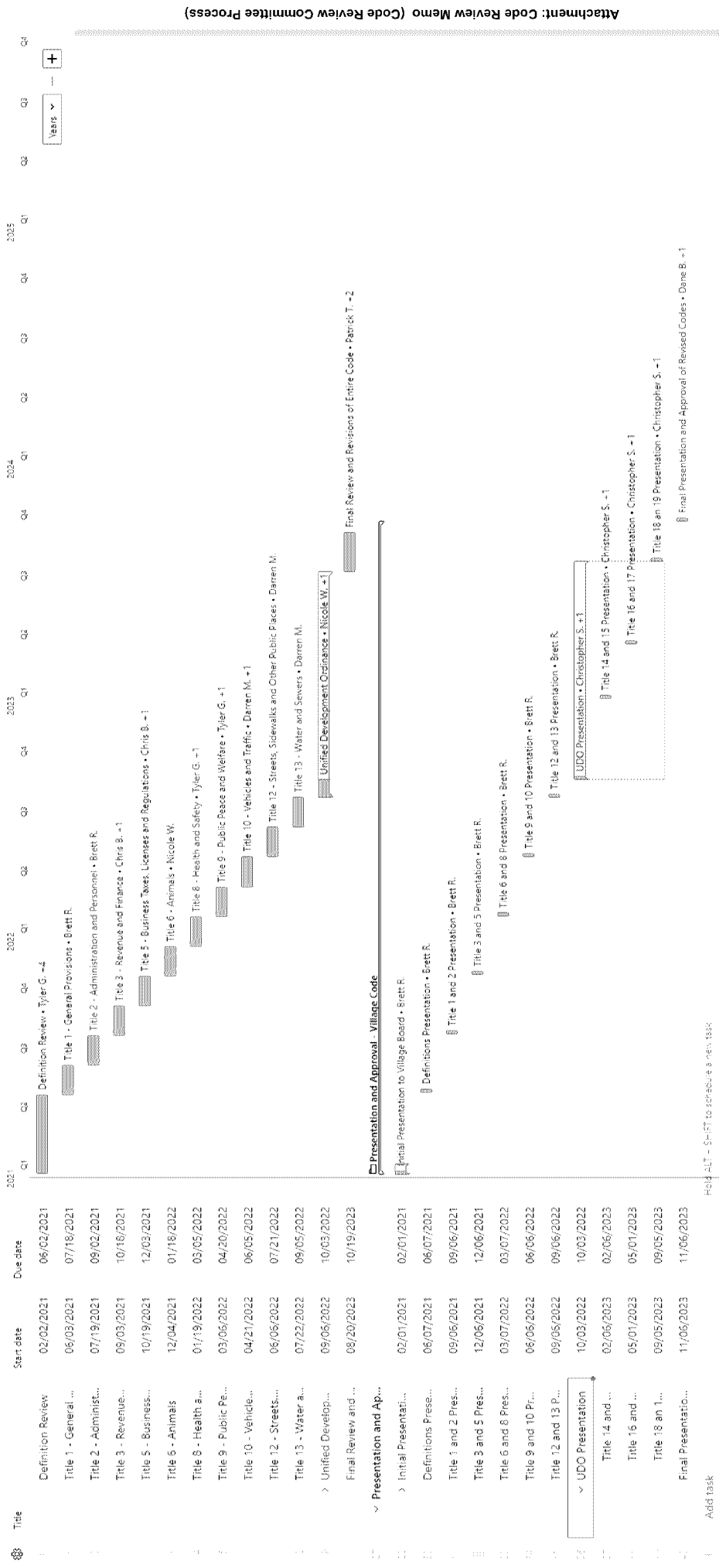
The project team will be led by Administrative Services Director Brett Robinson with administrative support from Administrative Services Manager Jessie Brown. The Village Attorney and subject matter experts from each functional area of the Village will be engaged throughout the process. The chart below illustrates the team structure.



RECOMMENDATION

Staff recommends a review and revision of the Village Codes and Ordinance be undertaken and respectfully requests that a trustee liaison be assigned to work with staff to promote a better understanding of the project and provide a Village Board perspective to the process.

Village Code Review Proposed Project Timeline



Hold ALT - Shift to schedule a new task



Information Item : Infrastructure Modernization Program Update

Recommendation of Action

Staff recommends discussion.

Staff will provide an update on the Infrastructure Modernization Program (IMP). A review of accomplishments from year 1, 2020, will be followed by a preview of 2021 goals and project areas.

Trustee Liaison

Pike

Staff Contact

Michael K Skibbe, Public Works

Monday, February 1, 2021	
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Information Item : Business Support Program /BG Delivers

Recommendation of Action

Staff recommends discussion.

In response to the COVID-19 impact on businesses, the Board has had various conversations about business relief and support. The feedback from such discussions generally indicate that the Board is interested in providing support to the business community, balanced with minimizing financial impacts to the Village. Staff will present various concepts at the February 1, 2021 Committee of the Whole meeting and is seeking the Board's comments and feedback.

ATTACHMENTS:

- BG Business Support 2.1.21 (PDF)

Trustee Liaison

Weidenfeld

Staff Contact

Nicole Woods, Community Development

Monday, February 1, 2021	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: January 28, 2021

TO: Dane Bragg, Village Manager

FROM: Nicole Woods, Deputy Director of Community Development

SUBJECT: BG Business Support Programs During Covid-19

BACKGROUND

In response to the COVID-19 impact on businesses, the Board has had various conversations about business relief and support. The feedback from such discussions generally indicate that the Board is interested in providing support to the business community, balanced with minimizing financial impacts to the Village. This memo looks to build upon the Board's feedback and direction and outlines BG Business Support Programs, which include the following:

1. Reduction in Liquor License Fees for On-Premise Users – Financial Assistance
2. BG Business Directory – Marketing and Promotion
3. "Here to Help" – Business Outreach and Facilitation

Staff will present these concepts at the February 1, 2021 Committee of the Whole meeting and is seeking the Board's comments and feedback.

LIQUOR LICENSE FEE

On January 4th, the Village Board opted to continue the discussion and consideration of reducing liquor license fees for on premise users. This program would be consistent with the actions done in 2020, where the Village could reduce 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 approximately **\$45,000**. The Board postponed taking action as the current liquor license runs through April 30, 2020. In addition, the Board expressed sentiments of reevaluating the relevancy and necessity of such a program given the status of Covid-19 rates, vaccination rates, and mitigation measures at a time closer to the liquor license expiration date.

Recommended Action: Staff recommends proceeding with a Resolution to reduce 50 percent of liquor license renewal fees for 2021 to include on premise license holders of Class A, B, E and K licenses. This Resolution can be considered by the Board at the February 16th meeting. As the renewal period does not begin until April, staff and the Board can review whether to defer the payments of liquor license by 60-90 days depending on occupancy restrictions, COVID-19 rates and vaccination rollout. Any action to defer the payments can be done administratively by staff.

BG BUSINESS DIRECTORY

In addition to reducing liquor license fees, the Village could also provide a BG Business Directory. This directory could be used as an enhanced marketing and promotion tool that would build off our BG Delivers campaign. Under this scenario, the Village would have a dedicated webpage (www.bgdelivers.org) that provides categories of the various industries of food/dining, health/fitness, retail, services etc. While the website and link are not active, staff has attached an image of the homepage. Each categorical icon would take the user to a listing of all corresponding BG Businesses which will feature all the pertinent business information, including the business logo, hours, and any specials/sales/promotions. The initiative builds off the current BG Delivers platform that provides a directory of all restaurants as well as relevant food delivery information (carry-out, curbside, delivery, or applicable third party delivery services aka Uber Eats). The Village would promote the BG Delivers Business Directory through its various communication and marketing channels including E-News, Social media, Newsletter.

The BG Business Directory would be developed and managed by Vicarious Productions, the Village's communications consultant. Vicarious has provided us a proposal that includes the development and management of the data, webpage, and related communications. As detailed in the proposal, Vicarious would structure the webpage so that businesses would be responsible for entering and updating the information as needed. The only businesses that would be "preloaded" into the directory would be restaurants. Vicarious would be responsible for quality control including monitoring the data for closed businesses or other outdated information. The business newsletter and other outreach visits (discussed below) can attempt to market this opportunity. The cost to create the website and manage it for the first 6-months would be **\$5,000**.

Recommended Action: Staff recommends proceeding with Vicarious to develop and manage the BG Delivers website. Following the 6-month engagement, staff will reevaluate its utility and whether to take over management of the webpage or seek additional services from Vicarious.

"HERE TO HELP" STRATEGY

A third and final program would be a business outreach and facilitation initiative called "Here to Help". Similar to programs above, this initiative builds upon the Village's existing efforts in terms of providing information via the Business Bulletin, business visits, as well as waiving outdoor dining permit fees and other requirements, which were established in the various Executive Orders.

The initiative includes unsolicited, friendly visits from our Health Inspectors (Peggy Starczowski and Brian Sheehan) to retail, commercial, and restaurant establishments to ask them how things are going, answer questions, and help business think innovatively on how to operate within the State's current mitigation standards. Health inspectors will also use the opportunity to build relationships and make sure businesses are aware of key resources including the Business Bulletin and the new BG Directory. The relationship and visits will be key in promoting clarity during the likely forthcoming shift of mitigation measures as the Covid pandemic progresses. The Village's Health Inspectors have already stopped by various establishments that have requested a visit and staff has found these visits to be productive and meaningful for both parties.

In addition, this program will also include looking to partner with restaurants to optimize outdoor dining this spring/summer and minimize the cost and labor associated with receiving permit approval. Staff has already developed an outdoor dining information package last year to assist businesses. Furthermore, the Village's Executive Order gives the Village Manager the authority to temporarily waive certain zoning and parking requirements to accommodate outdoor dining. We would look to continue this throughout 2021.

Recommended Action: Staff recommends proceeding with the "Here to Help" Strategy. Furthermore, we recommend continuing the temporary outdoor dining option.



Home

Interactive Map

Contact Us



Search Buffalo Grove Businesses

What are you looking for?

All Categories

SEARCH

Food/Dining

Retail

Health/Fitness

Automotive

Hospitality/Entertainment

Commercial / Industrial

Services

Beauty

BG Delivers

Browse the categories and find the services you need.



Food / Dining



Hospitality / Entertainment



Health / Fitness



Beauty



Retail



Commercial / Industrial



Automotive



Services



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123 Anywhere Place

BGDelivers@vbg.org

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