East Dundee Police Station, 2nd Floor Meeting Room 115 E. 3rd Street, East Dundee, IL 60118

- 1. Call to Order
- 2. Roll Call
- 3. Pledge of Allegiance
- 4. Public Comment Please keep comments to 5 minutes or less
- 5. Consent Agenda
 - a. Motion to Approve the Regular Village Board Meeting Minutes Dated November 20, 2023
 - b. Motion to Approve the Regular Village Board Meeting Minutes Dated December 4, 2023
 - c. Motion to Accept the Warrants List in the Amount of \$1,282,654.43
 - d. Motion to Approve an Ordinance Adopting the Village of East Dundee's Current Paid Leave and Benefits Policy and Opting Out of the Illinois Paid Leave for All Workers Act (820 ILCS 192/1 Et Seq.) for All Village of East Dundee Employees
 - e. Motion to Approve an Ordinance Amending Sections 150.01, 150.02, 150.03 and 153.15 of the Village of East Dundee Village Code to Consolidate the Historic Commission and the Planning and Zoning Commission
 - f. Motion to Approve an Ordinance Amending Section 35.17 of the Village of East Dundee Village Code Relating to the Vehicle Parking Tax
 - g. Motion to Approve an Ordinance Authorizing an Amendment to Ordinance 23-26 and the Issuance of and Increase by One Class E-4 Liquor License (Aliano's JSLS, Inc. Operating at 310 N. River St.)
 - h. Motion to Approve an Ordinance Repealing Section 50.07 and Amending Section 37.01(D)(3) of the Village of East Dundee Code of Ordinances
 - i. Motion to Approve a Resolution Approving a Policy Regarding Garbage and Refuse Collection Rates and Fees and Rebates for the Village of East Dundee
 - j. Motion to Approve a Resolution Approving the Purchase of a new Public Works Vehicle from Altorfer Industries of East Dundee
 - k. Motion to Approve a Resolution Declaring Certain Equipment as Surplus and Authorizing

the Disposal of Said Equipment via Trade-In to Altorfer Industries

- 1. <u>Motion to Approve a Resolution Approving and Ratifying the Village Administrator's</u> <u>Execution of an Indemnity and Hold Harmless Agreement Regarding the Lease Back of 110</u> <u>Railroad, in the Village of East Dundee</u>
- 7. Other Agenda Items
 - a. Swearing in of Deputy Police Chief Andrew Ritter
 - b. Swearing in of Sergeant Jessica Marinos
 - c. <u>Riverfront Master Plan Discussion</u>
 - d. Motion to Approve an Ordinance Adopting the 2024 Fiscal Year Budget
 - e. <u>Motion to Approve an Ordinance for the Levy and Assessment of Taxes for the Stub Year</u> <u>Beginning May 1, 2023, and Ending December 31, 2023, for the Village of East Dundee</u>
 - f. <u>Motion to Approve a Resolution Authorizing the Village Administrator to Enter into an</u> <u>Engineering Services Agreement with Gerald L. Heinz & Associates for the 2024 Street</u> <u>Improvement Program in an Amount Not-To-Exceed \$58,500</u>
 - g. <u>Motion to Approve a Resolution Waiving Competitive Bidding and Approving the Purchase</u> of a New Public Works Vehicle from Castle Motors of McHenry
 - h. <u>Motion to Approve a Resolution Authorizing the Village Administrator to Enter into a</u> <u>Professional Services Agreement with Baxter & Woodman Consulting Engineers for a Water</u> and Sewer Rate Study in an Amount Not-To-Exceed \$40,500
 - i. <u>Motion to Approve a Resolution Authorizing the Village Administrator to Waive</u> <u>Competitive Bidding and Enter into Agreements with Various Subcontractors to Perform</u> <u>Bathroom Renovation Work at The Depot in an Amount Not-To-Exceed \$120,000</u>
 - j. <u>Motion to Approve a Resolution Approving a Contract Agreement between the Village of</u> <u>East Dundee and University of Northern Illinois's Center for Governmental Studies for</u> <u>Strategic and Comprehensive Planning and Goal Identification</u>
- 8. Village President and Board Reports
- 9. Staff Reports
- 10. Executive Session

Closed to the public and media under the provisions of the Illinois Open Meetings Act, 5ILCS, 120/2, (c)(21) Discussion of Minutes, (c)(11) Pending Litigation, (c)(1) Personnel and Legal Counsel, (c)(5) Acquisition of Property, (c)(6) Sale of Property, (c)(3) Appointments and (c)(2) Collective Negotiating Matters.

11. Adjournment

PUBLIC NOTICE OF PROPOSED PROPERTY TAX LEVY FOR THE VILLAGE OF EAST DUNDEE

I. A public hearing to approve a proposed property tax levy increase by THE VILLAGE OF EAST DUNDEE for 2023 will be held December 4, 2023 at 6:00 p.m. in the Second Floor Meeting Room located in the East Dundee Police Department, 115 East Third Street, East Dundee, Illinois 60118.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Brandiss J. Martin, Finance & Administrative Services Director, or Katherine Diehl, Village Clerk at (847) 426-2822.

- II. The corporate property taxes extended for 2022 were \$725,241 and abated were \$1,891,518.
- III. The proposed corporate property taxes to be levied for 2023 are \$761,503. This represents a 5% increase over the previous year.

The property taxes extended for debt service and public building commission leases for 2022 were \$0. The estimated property taxes to be levied for debt service and public building commission leases for 2023 are \$0. This represents a 0% change over the previous year.

IV. The estimated total property taxes to be levied for 2023 are \$761,503. This represents a 5% increase over the previous year.

CALL TO ORDER

Trustee Mahony calls to order the Village of East Dundee Regular Village Board Meeting at 6:03 p.m.

ROLL CALL:

Trustees Mahony, Kunze, Brittin, Saviano, Treiber and Sauder. President Lynam is absent.

Also in attendance: Village Administrator Erika Storlie, Chief of Police Josh Fourdyce, Director of Public Works Phil Cotter, Assistant to the Administrator Franco Bottalico, Attorney Caitlyn Culbertson, and Clerk Katherine Diehl.

PLEDGE OF ALLEGIANCE: Recited

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Motion to Approve Executive Session Meeting Minutes dated December 19, 2022, January 23, 2023, February 6, 2023, February 20, 2023, March 6, 2023, April 17, 2023, and May 15, 2023
- b. Motion to Accept the Warrants List in the Amount of \$3,877,608.05

Motion to Approve the Consent Agenda by Kunze/Sauder.

Roll: Ayes -6 – Mahony, Kunze, Brittin, Saviano, Treiber and Sauder. Nays -0. Absent -0. Motion carries.

OTHER AGENDA ITEMS:

a. Discussion of Proposed FY2024 Budget

Administrator Storlie provided a presentation of the FY2024 budget. There was consensus of the Board to increase the Vehicle Parking Tax from 3% to 6%. There was also consensus for a proposed 5% property tax increase of the Village's portion of the total real estate tax bill, which will fund Police Pension obligations. Next, Public Works Director Cotter gave a presentation of Street projects and Water and Sewer Fund projects. He advised that in 2024, the Village is going to replace as many lead service lines as possible on 2nd Street, north of the bike path, and on Adams Street. He stated that the southern portion of 2nd Street has been replaced. Lastly, Administrator Storlie advised that at the last meeting, there was a general consensus for a desire to eliminate the refuse sunset clause and to codify the garbage fees as a practice going forward.

REPORTS: VILLAGE PRESIDENT and BOARD

Lynam: None

Brittin: Reported that Carpentersville posts signage at construction sites in town describing the project and requested that East Dundee do the same if possible.

Kunze: None

Mahony: Questioned when the Depot Council item will be discussed. Bottalico advised that the Village Attorney is drafting an ordinance. Administrator Storlie stated that this item will appear on the next meeting agenda. Mahony reminded that Dickens in Dundee is December 1 and the Riverside Parade of Lights is December 2.

Sauder: Reported that the Arts Council will be hosting a Black and White Art Show in February. He advised that more information will be posted on the Village's website in a week or so. **Saviano: None**

Treiber: None

REPORTS: STAFF

Village Administrator: None
Village Attorney: None
Police Chief: None
Public Works Director: Cotter reported that the red light enforcement cameras at the intersection of Routes
25 and 72 is scheduled to be reactivated on November 27.
Building Inspector: None
Finance Director: None
Village Engineer: None

EXECUTIVE SESSION: Yes

Motion to adjourn the Regular Village Board meeting at 7:10 p.m. to Executive Session for (c)(11) Pending Litigation, (c)(2) Collective Negotiating Matters and (c)(1) Personnel by Kunze/Brittin.

Roll: Ayes -6 – Mahony, Kunze, Brittin, Saviano, Treiber and Sauder. Nays -0. Absent -1 - President Lynam. Motion carries. Meeting adjourns.

The Village Board will not be taking any action in Executive Session and will therefore, not be returning to the Regular Board Meeting.

Respectfully submitted,

Katherine Diehl

By: ____

Village President, Jeffrey Lynam

Attest:

Village Clerk, Katherine Diehl

CALL TO ORDER

Trustee Mahony called to order the Village of East Dundee Regular Village Board Meeting at 6:01 p.m.

ROLL CALL:

Trustees Mahony, Kunze, Brittin, and Saviano were present.

President Lynam, Trustee Treiber, and Trustee Sauder were absent.

Also in attendance: Village Administrator Erika Storlie, Assistant to the Village Administrator / Deputy Clerk Franco Bottalico, Chief of Police Joshua Fourdyce, Director of Public Works Phil Cotter, Village Engineer Joe Heinz, Village Attorney Caitlyn R. Culbertson, and Financial Director Brandiss Martin.

PLEDGE OF ALLEGIANCE: Recited

PUBLIC COMMENT:

Barb Streicher- Manager of Royal's Gaming Café – Hadn't heard anything from her landlord so wanted to check with the board regarding the pending special use of live music for the business next door to hers (item f).

Eileen McNamee – Sent in her application for St. Patrick's Day parade. Looking to hold the parade a week before St. Patrick's Day on March 9th. Fireworks are planned for Memorial Day like last year.

PUBLIC HEARING:

To Consider the Proposed Budget and Appropriations for the Village's 2024 Fiscal Year, for the period January 1, 2024 through December 31, 2024

Motion to open public hearing by Kunze/Brittin seconded.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

Financial Director Brandiss Martin spoke on the Village's finances and budget for 2024. No questions were presented at the public hearing.

Motion to close public hearing by Kunze/Brittin seconded.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

CONSENT AGENDA:

- a. Motion to Approve the Regular Village Board Meeting Minutes Dated October 16, 2023
- b. Motion to Approve the Regular Village Board Meeting Minutes Dated November 6, 2023
- c. Motion to Accept the Warrants List in the Amount of \$196,130.04
- d. Motion to Approve an Ordinance Amending Title III, Chapter 32 of the Village of East Dundee Village Code to Create a New Depot Council
- e. Motion to Approve a Resolution Approving the Purchase of Rock Salt from Cargill, Inc. in the Amount of \$32,000 for Snow and Ice Control

Motion to approve the consent agenda (items **a**, **b**, **c**, **d**, and **e**) by Kunze/Saviano seconded.

Village Board Meeting Village of East Dundee Cook and Kane County, Illinois December 4, 2023 2

A discussion was had on item d regarding the structure/powers/roles of the New Depot Council. The New Depot Council will draft their own mission statement and bring it to the Board.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

OTHER AGENDA ITEMS:

a. Motion to Approve an Ordinance Authorizing the Execution of a Real Estate Sale Agreement And Purchase of Real Property at 304 Hill Street and 309 Jackson Street in East Dundee, IL

Motion to approve an Ordinance authorizing the execution of a Real Estate Sale Agreement and Purchase of Real Property at 304 Hill Street and 309 Jackson Street in East Dundee, IL by Kunze/Saviano seconded.

Discussion was had on the status of negotiations.

Trustee Kunze amended his motion to strike the following stipulations: "the property can be used for public parking", "no special events or equipment storage allowed", and "after 5 years the parking fee charge shall be equal to the fee for open street parking on River Street between Main Street and Barrington Avenue." Trustee Saviano seconded.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

b. Motion to Approve an Ordinance Adopting the Village of East Dundee's Current Paid Leave and Benefits Policy and Opting Out of the Illinois Paid Leave for All Workers Act for All Village of East Dundee Employees

Motion to Approve an Ordinance Adopting the Village of East Dundee's Current Paid Leave and Benefits Policy and Opting Out of the Illinois Paid Leave for All Workers Act for All Village of East Dundee Employees by Kunze/Brittin seconded.

Discussion ensued about ensuring the personnel manual matched up with whatever ordinance passed.

Staff was directed to include the personnel manual on the December 18th Meeting packet with the highlighted sections that pertained to part-time employees accruing paid time off at the same rate as what the State ordinance requires.

Trustee Kunze moved to table item b until the December 18th Meeting. Seconded by Trustee Brittin.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

c. Motion to Approve an Ordinance Granting a Special Use Permit for a Restaurant with Live Entertainment for the Property Located At 325 Meier Avenue, East Dundee, IL 60118 (PIN 03-23-308-002), Located in the B-1 Downtown Business District (C&F Investment Inc. – Diamond Jims)

Village Board Meeting Village of East Dundee Cook and Kane County, Illinois December 4, 2023

Motion to Approve an Ordinance Granting a Special Use Permit for a Restaurant with Live Entertainment for the Property Located At 325 Meier Avenue, East Dundee, IL 60118 (PIN 03-23-308-002), Located in the B-1 Downtown Business District (C&F Investment Inc. – Diamond Jims) by Trustee Kunze/Brittin seconded.

Conversation ensued about the overall application process and which other businesses have been applying.

Trustee Kunze leaned towards approving all special use requests regarding live music. A discussion was had about what was previously in the code and what the ordinance amended.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

Motion to Approve an Ordinance Granting a Special Use Permit for a Restaurant with Live Entertainment for the Property Located at 311 Barrington Avenue, East Dundee, IL 60118 (PIN 03-23-304-015), Located in the B-1 Downtown Business District (Dundee Cobbs, Inc. – DC Cobb's)

Motion to Approve an Ordinance Granting a Special Use Permit for a Restaurant with Live Entertainment for the Property Located at 311 Barrington Avenue, East Dundee, IL 60118 (PIN 03-23-304-015), Located in the B-1 Downtown Business District (Dundee Cobbs, Inc. – DC Cobb's) by Trustee Brittin/Saviano seconded.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

e. Motion to Approve an Ordinance Granting a Special Use Permit for a Tavern with Live Entertainment for the Property Located at 314 N. River Street, East Dundee, IL 60118 (PIN 03-23-310-015), Located in the B-1 Downtown Business District (The Distance Social LLC)

Motion to Approve an Ordinance Granting a Special Use Permit for a Tavern with Live Entertainment for the Property Located at 314 N. River Street, East Dundee, IL 60118 (PIN 03-23-310-015), Located in the B-1 Downtown Business District (The Distance Social LLC) by Trustee Brittin/Kunze seconded.

Trustee Kunze questioned the language that stated that businesses cannot have more than 3 complaints in a year. A conversation ensued about the review/adjudication process within the ordinance.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

f. Motion to Approve an Ordinance Granting a Special Use Permit for a Restaurant with Live Entertainment for the Property Located at 501-503 Dundee Avenue, East Dundee, IL 60118 (PIN 03-23-479-007), Located in the B-3 Service Business District (Bravado Enterprises LLC – La Mariskera Kitchen & Bar)

Motion to Approve an Ordinance Granting a Special Use Permit for a Restaurant with Live Entertainment for the Property Located at 501-503 Dundee Avenue, East Dundee, IL 60118 (PIN 03-23-479-007), Located in the B-3 Service Business District (Bravado Enterprises LLC – La Mariskera Kitchen & Bar) by Trustee Brittin/ Saviano seconded.

Background information was given before the subsequent conversation ensued.

Sonia with Bravado Enterprises spoke at the podium. Landlords were not getting back to either Bravado Enterprises or the Royal Gaming Café.

A discussion ensued about the PZHC's meeting on November 2nd and its recommendation to grant a special use permit to La Mariskera Kitchen. Also discussed was the background/context of what constitutes a "civil matter".

A discussion was had if this item should be tabled. It was agreed by the board that the vote should continue.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

FINANCIAL REPORTS: None

REPORTS: VILLAGE PRESIDENT and BOARD

Lynam: N/A

Brittin: Thank you to Public Works. Downtown looks great. Wondered if there was any way to have new business/development announcements around town, just so people know what is going in around them. Not every business must go through the PZHC and/or Board if there was already permitted use of the space.

Discussion ensued about the new businesses that came into town in 2023 and about Kane County's process for advertising business opportunities.

Kunze: Went to the tree lighting ceremony. A big shout out to Katherine and Public Works for setting things up and for their hard work for all events.

Mahony: Went to the Dickens Parade. It was a great turnout! Wondered if we could get a large tent like Carpentersville had done in the past at Triangle Park to help allow/shelter more vendors. Also, spoke with Rosa about the Elgin Mall. It is exciting to see the facade improvements on Dundee Avenue. They will be submitting infrastructure plans for their next build-out at the end of December. They are looking at May as a potential move-in date. They are also planning on applying for a facade grant as well.

Sauder: N/A

Saviano: Spoke with Collin, the owner of the new Mexican Restaurant that was coming into the downtown/historic district. He was having issues getting signage approved by the PZHC due to Historic District considerations. Trustee Saviano wondered if there was anything the Board could do to help expediate the issue. The owner was also worried about the gaming moratorium since he already had a build-out and worked to get that established as part of his business model.

Treiber: N/A

REPORTS:

Assistant to the Village Administrator / Deputy Clerk Franco Bottalico: Welcomed Bill as a part-time Village staffer. He officially started Wednesday 12/6.

Village Administrator Storlie: Thought all staff did a great job with Dickens.

EXECUTIVE SESSION: No

Motion to adjourn the regular Village Board meeting at 7:49 p.m. by Brittin/Kunze seconded.

Roll: Ayes -4 - Trustees Mahony, Kunze, Brittin, and Saviano. Nay -0. Absent -3 –President Lynam, Trustees Treiber, and Sauder. Motion was carried.

Respectfully submitted,

Katherine Diehl

By:

Village President, Jeffrey Lynam

Attest:

Katherine Diehl, Village Clerk

Through:

Caleb Haydock, Management Intern

Warrant Report December 18, 2023 Report dates: 12/18/2023-12/18/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number
ACE HARDWARE					
113023	- EQUIPMENT	11/30/2023	96.56		01-31-5130
113023	CABOOSE	11/30/2023	9.18		01-31-5195
113023	DEPOT	11/30/2023	139.99		01-31-5196
113023	PW SUPPLIES	11/30/2023	196.10		01-31-5630
113023	TOOLS	11/30/2023	184.93		01-31-5640
113023	SUPPLIES	11/30/2023	1.39		60-33-5630
Total ACE F	IARDWARE:		628.15		
ADVANCED AUT	OMATION & CONTROLS INC				
23-4174	WW SCADA UPGRADES	11/16/2023	15,352.00		60-33-5291
Total ADVA	NCED AUTOMATION & CONTRO	LS INC:	15,352.00		
ALARM DETECT	ION SYSTEMS				
229066-1011	WTP ALARM	12/10/2023	372.48		60-33-5290
124596-1002	WWTP ALARM SERV	12/10/2023	261.00		60-33-5291
Total ALAR	M DETECTION SYSTEMS:		633.48		
AMERICAN WAT	ER WORKS ASSC				
7002165574	DUES	10/24/2023	394.00		60-33-5410
Total AMER	ICAN WATER WORKS ASSC:		394.00		
AMS MECHANIC	AL SYSTEMS, INC				
803040-1	WTP HVAC MAINT	11/30/2023	1,464.32		60-33-5110
Total AMS N	MECHANICAL SYSTEMS, INC:		1,464.32		
ARENDS HOGAN	I WALKER LLC				
11687745	MOWER SERVICE	08/04/2023	491.13		01-31-5130
Total AREN	DS HOGAN WALKER LLC:		491.13		
AT&T					
120423	ATT W/S	12/04/2023	344.53		60-33-5320
Total AT&T:			344.53		
B&B HOLIDAY D	ECORATING, LLC				
2758	VILLAGE HOLIDAY TREE	12/05/2023	4,109.42		34-01-5940
Total B&B F	IOLIDAY DECORATING, LLC:		4,109.42		
B&F CONSTRUC	TION CODE SERVICES INC				
63389	PLAN REVIEW	12/07/2023	200.00		01-25-5290
Total B&F C	CONSTRUCTION CODE SERVICE	ES INC:	200.00		
BATEMAN LAW	OFFICES, LTD				
120723	EDPD AA HEARING	12/07/2023	237.50		01-21-5230
120723	AA BUILDING	12/07/2023	237.50		01-21-5230
Total BATEI	MAN LAW OFFICES, LTD:		475.00		

Warrant Report December 18, 2023 Report dates: 12/18/2023-12/18/2023

BONKOSKI LAWN CARE, INC. 11/27/2023 450.00 0.131.5110 112723 - 1 MOW VARUER 11/27/2023 248.00 66.33.5110 112723 - 1 MOW WATER 11/27/2023 240.00 66.33.5110 112723 - 1 MOW WATER 11/27/2023 240.00 66.33.5110 Total BONKOSKI LAWN CARE, INC.: 3.185.00 60.33.5140 60.33.5140 ZENTURION PLUMBING COMPANY 7.848.59 60.33.5140 7.848.59 Total CENTURION PLUMBING COMPANY 7.848.59 60.33.5140 39.01.5952 Total CENTURION PLUMBING COMPANY 804.000.00 39.01.5952 39.88 01-12.5110 Total CHICAGO TITLE AND TRUST COMPANY 12/06/2023 39.88 01-12.5121 Total CHICAGO TITLE AND TRUST COMPANY 12/06/2023 49.19 01-21.5121 Total CHICAGO TITLE AND TRUST COMPANY 12/06/2023 39.88 01-12.5110 Total CHICAGO TITLE AND & SAFETY 12/06/2023 39.80 01-12.5121 Total CINTAS FIRST AID & SAFETY 12/06/2023 1,713.10 28-01-5510 Total CONED: 1,713.10 <th>Invoice Number</th> <th>Description</th> <th>Invoice Date</th> <th>Net Invoice Amount</th> <th>Voided</th> <th>GL Account Number</th>	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number
112723 MOW - 7 MAIDEN 11/27/2023 450.00 01-31-5110 112723 - 1 MOW VARIOUS ROW AND VILL 11/27/2023 2205.00 01-31-5110 112723 - 1 MOW WATEN 11/27/2023 260.00 60-33-5110 112723 - 1 MOW WATEN 11/27/2023 260.00 60-33-5110 112723 - 1 MOW WATEN 11/27/2023 260.00 60-33-5140 Total BONKOSKI LAWN CARE, INC: 3,185.00 7,848.59 60-33-5140 CENTURION PLUMBING COMPANY 7,848.59 60-33-5140 7,848.59 CHICAGO TITLE AND TRUST COMPANY 804,000.00 39-01-5952 804,000.00 CINTAS FIRST AID & SAFETY 804,000.00 10-12-5110 11/17/2023 49.19 01-12-5110 Total CINTAS FIRST AID & SAFETY 12/06/2023 49.19 01-12-5110 10-12-5110 Total COMED 12/06/2023 1,713.10 28-01-5510 10-12-5110 Total COMED: 12/01/2023 329.00 01-12-5110 10-12-5110 1010722825 CLEANING PW 446 ELGINAVE 12/01/2023 329.00 01-12-5110 1010722825 CLEANING PW 446 ELGINAVE	BONKOSKI I AW	N CARE INC				
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2271 LEAD LINE REPLACEMENT 12/01/2023 7,848.59 60.33-5140 Total CENTURION PLUMBING COMPANY: 7,848.59 7,848.59 7,848.59 CHICAGO TITLE AND TRUST COMPANY 804,000.00 39-01-5952 ZOCHIZ30162 10 RAILROAD 12/12/2023 804,000.00 39-01-5952 CINTAS FIRST AID & SAFETY 804,000.00 01-12-5110 11/12/01/2023 49.19 01-21-5121 Total CINTAS FIRST AID & SAFETY: 89.07 89.07 28-01-5510 12/06/2023 1,713.10 28-01-5510 Total CINTAS FIRST AID & SAFETY: 89.07 11/13.10 28-01-5510 11/01/22/2025 1,713.10 28-01-5510 Total COMED 1/10/02/28/25 CLEANING PULCE 12/01/2023 329.00 01-31-5110 01072/28/25 01-31-5110 01-31-5110 01-31-5110 010072/28/25 01-31-5110 01-31-5110 010072/28/25 01-31-5110 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5190 01-31-5	Total BONK	OSKI LAWN CARE, INC.:		3,185.00		
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23CCHI230162 110 RAILROAD 12/12/2023 804,000.00 39-01-5952 Total CHICAGO TITLE AND TRUST COMPANY: 804,000.00 804,000.00 804,000.00 CINTAS FIRST AID & SAFETY 804,000.00 99.07 99.07 A176234460 MATS PD 12/06/2023 49.19 01-12-5110 Total CINTAS FIRST AID & SAFETY: 89.07 89.07 89.07 COMED 12/06/2023 1,713.10 28-01-5510 Total COMED: 1,713.10 28-01-5510 Total COMED: 1,713.10 28-01-5510 1010722625 CLEANING VH 12/01/2023 329.00 01-12-5110 1010722625 CLEANING PW4 40 ELGIN AVE 12/01/2023 95.00 01-31-5100 1010722625 CLEANING PW4 40 ELGIN AVE 12/01/2023 236.00 60-33-5110 1010722625 CLEANING PW 401 ELGIN AVE 12/01/2023 236.00 60-33-5110 1010722625 CLEANING PW 401 ELGIN AVE 12/01/2023 236.00 60-33-5110 1010722625 CLEANING PW APAIRIL AKE 12/01/2023 2340.00	Total CENT	URION PLUMBING COMPANY:		7,848.59		
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COMED 12/06/203 1.713.10 28-01-5510 12/06/203 1.713.10 1.713.10 28-01-5510 Total COMED: 1.713.10 1.713.10 COVERALL NORTH AMERICA DBA 1 1010722625 CLEANING VH 12/01/2023 329.00 01-12-5110 1010722625 CLEANING PW 446 ELGIN AVE 12/01/2023 1,410.00 01-21-5121 1010722625 CLEANING PW 446 ELGIN AVE 12/01/2023 95.00 01-31-5110 1010722625 CLEANING PW PRAIRIE LAKE 12/01/2023 236.00 60-33-5110 1010722625 CLEANING PW 410 ELGIN AVE 12/01/2023 236.00 60-33-5110 1010722625 CLEANING PW 401 ELGIN AVE 12/01/2023 236.00 60-33-5110 1010722625 CLEANING PW 401 ELGIN AVE 12/01/2023 2,340.00 01-31-5190 Total COVERALL NORTH AMERICA DBA: 2,340.00 01-31-5190 23340.053148 STREET LIGHTS 11/30/2023 17,374.11 60-33-5510 233340053148 STREET LIGHTS 11/30/2023 17,374.11 60-33-5510 <td>4176234460</td> <td>MATS PD</td> <td>12/06/2023</td> <td>49.19</td> <td></td> <td>01-21-5121</td>	4176234460	MATS PD	12/06/2023	49.19		01-21-5121
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1010722625 CLEANING PW PRAIRIIE LAKE 12/01/2023 236.00 60-33-5110 1010722625 CLEANING PW 401 ELGIN AVE 12/01/2023 236.00 60-33-5111 Total COVERALL NORTH AMERICA DBA: 2,401.00 DAVEY TREE EXPERT COMPANY 918185477 TREE REMOVAL 11/17/2023 2,340.00 01-31-5190 DIRECT ENERGY 233340053148 STREET LIGHTS 11/30/2023 212.67 01-31-5510 233340053148 STREET LIGHTS 11/30/2023 17,374.11 60-33-5510 DIRECT ENERGY: 17,586.78 DUNDEE NAPA AUTO PARTS 463254 SWEEPER 12/01/2023 35.84 01-31-5120 463207 OPER SUPPLIES 11/28/2023 10.85 01-31-5630 463007 WELDING WIRE 11/29/2023 51.30 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17.31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	1010722625	CLEANING PW 446 ELGIN AVE	12/01/2023	95.00		01-31-5110
1010722625 CLEANING PW 401 ELGIN AVE 12/01/2023 236.00 60-33-5111 Total COVERALL NORTH AMERICA DBA: 2,401.00 2,401.00 1000000000000000000000000000000000000	1010722625	CLEANING DEPOT	12/01/2023	95.00		01-31-5196
Total COVERALL NORTH AMERICA DBA: 2,401.00 DAVEY TREE EXPERT COMPANY 918185477 TREE REMOVAL 11/17/2023 2,340.00 01-31-5190 2,340.00 01-31-5190 Total DAVEY TREE EXPERT COMPANY: 2,340.00 01-31-5190 DIRECT ENERGY 2,340.00 01-31-5190 233340053148 STREET LIGHTS 11/30/2023 212.67 01-31-5510 233340053148 W & WW UTILITIES 11/30/2023 17,374.11 60-33-5510 Total DIRECT ENERGY: 17,586.78 17,586.78 17,586.78 DUNDEE NAPA AUTO PARTS 463254 SWEEPER 12/01/2023 35.84 01-31-5120 463254 SWEEPER 11/28/2023 10.85 01-31-5630 463007 WELDING WIRE 11/29/2023 51.30 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17,31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	1010722625	CLEANING PW PRAIRIIE LAKE	12/01/2023	236.00		60-33-5110
DAVEY TREE EXPERT COMPANY 918185477 TREE REMOVAL 11/17/2023 2,340.00 01-31-5190 Total DAVEY TREE EXPERT COMPANY: 2,340.00 2,340.00 01-31-5190 DIRECT ENERGY 2,340.00 2,340.00 01-31-5190 233340053148 STREET LIGHTS 11/30/2023 212.67 01-31-5510 233340053148 W & WW UTILITIES 11/30/2023 17,374.11 60-33-5510 Total DIRECT ENERGY: 17,586.78 17,586.78 17,586.78 DUNDEE NAPA AUTO PARTS 11/20/1/2023 35.84 01-31-5120 463254 SWEEPER 12/01/2023 10.85 01-31-5630 463007 WELDING WIRE 11/28/2023 10.85 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17.31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	1010722625	CLEANING PW 401 ELGIN AVE	12/01/2023	236.00		60-33-5111
918185477 TREE REMOVAL 11/17/2023 2,340.00 01-31-5190 Total DAVEY TREE EXPERT COMPANY: 2,340.00 2,340.00 01-31-5190 DIRECT ENERGY 233340053148 STREET LIGHTS 11/30/2023 212.67 01-31-5510 233340053148 STREET LIGHTS 11/30/2023 17,374.11 60-33-5510 233340053148 W & WW UTILITIES 11/30/2023 17,586.78 Total DIRECT ENERGY: 17,586.78 01-31-5120 463254 SWEEPER 12/01/2023 35.84 01-31-5120 463254 SWEEPER 11/28/2023 10.85 01-31-5630 463007 WELDING WIRE 11/29/2023 51.30 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17.31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	Total COVE	RALL NORTH AMERICA DBA:		2,401.00		
Total DAVEY TREE EXPERT COMPANY: 2,340.00 DIRECT ENERGY 233340053148 STREET LIGHTS 11/30/2023 212.67 01-31-5510 233340053148 W & WW UTILITIES 11/30/2023 17,374.11 60-33-5510 Total DIRECT ENERGY: 17,586.78 DUNDEE NAPA AUTO PARTS 12/01/2023 35.84 01-31-5120 463254 SWEEPER 12/01/2023 10.85 01-31-5630 463007 WELDING WIRE 11/28/2023 10.85 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17.31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	DAVEY TREE EX	PERT COMPANY				
DIRECT ENERGY 233340053148 STREET LIGHTS 11/30/2023 212.67 01-31-5510 233340053148 W & WW UTILITIES 11/30/2023 17,374.11 60-33-5510 2300053148 W & WW UTILITIES 11/30/2023 17,374.11 60-33-5510 Total DIRECT ENERGY: 17,586.78 17,586.78 17,586.78 DUNDEE NAPA AUTO PARTS 463254 SWEEPER 12/01/2023 35.84 01-31-5120 462970 OPER SUPPLIES 11/28/2023 10.85 01-31-5630 463007 WELDING WIRE 11/29/2023 51.30 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17.31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	918185477	TREE REMOVAL	11/17/2023	2,340.00		01-31-5190
233340053148 STREET LIGHTS 11/30/2023 212.67 01-31-5510 233340053148 W & WW UTILITIES 11/30/2023 17,374.11 60-33-5510 Total DIRECT ENERGY: 11/30/2023 17,374.11 60-33-5510 DUNDEE NAPA AUTO PARTS 463254 SWEEPER 12/01/2023 35.84 01-31-5120 462970 OPER SUPPLIES 11/28/2023 10.85 01-31-5630 463007 WELDING WIRE 11/29/2023 51.30 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17,31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	Total DAVE	Y TREE EXPERT COMPANY:		2,340.00		
233340053148 W & WW UTILITIES 11/30/2023 17,374.11 60-33-5510 Total DIRECT ENERGY: 17,586.78 DUNDEE NAPA AUTO PARTS 463254 SWEEPER 12/01/2023 35.84 01-31-5120 462970 OPER SUPPLIES 11/28/2023 10.85 01-31-5630 463007 WELDING WIRE 11/29/2023 51.30 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17.31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	DIRECT ENERG	(
Total DIRECT ENERGY: 17,586.78 DUNDEE NAPA AUTO PARTS 12/01/2023 35.84 01-31-5120 463254 SWEEPER 12/01/2023 10.85 01-31-5630 463007 WELDING WIRE 11/29/2023 51.30 01-31-5630 463229 OPER SUPPLIES 11/30/2023 17.31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	233340053148	STREET LIGHTS	11/30/2023	212.67		01-31-5510
DUNDEE NAPA AUTO PARTS463254SWEEPER12/01/202335.8401-31-5120462970OPER SUPPLIES11/28/202310.8501-31-5630463007WELDING WIRE11/29/202351.3001-31-5630463229OPER SUPPLIES11/30/202317.3101-31-5630463255DICKENS PARADE12/01/202352.0501-37-5631	233340053148	W & WW UTILITIES	11/30/2023	17,374.11		60-33-5510
463254SWEEPER12/01/202335.8401-31-5120462970OPER SUPPLIES11/28/202310.8501-31-5630463007WELDING WIRE11/29/202351.3001-31-5630463229OPER SUPPLIES11/30/202317.3101-31-5630463255DICKENS PARADE12/01/202352.0501-37-5631	Total DIRE	CT ENERGY:		17,586.78		
463254SWEEPER12/01/202335.8401-31-5120462970OPER SUPPLIES11/28/202310.8501-31-5630463007WELDING WIRE11/29/202351.3001-31-5630463229OPER SUPPLIES11/30/202317.3101-31-5630463255DICKENS PARADE12/01/202352.0501-37-5631	DUNDEE NAPA	AUTO PARTS				
462970OPER SUPPLIES11/28/202310.8501-31-5630463007WELDING WIRE11/29/202351.3001-31-5630463229OPER SUPPLIES11/30/202317.3101-31-5630463255DICKENS PARADE12/01/202352.0501-37-5631			12/01/2023	35.84		01-31-5120
463007WELDING WIRE11/29/202351.3001-31-5630463229OPER SUPPLIES11/30/202317.3101-31-5630463255DICKENS PARADE12/01/202352.0501-37-5631						
463229 OPER SUPPLIES 11/30/2023 17.31 01-31-5630 463255 DICKENS PARADE 12/01/2023 52.05 01-37-5631	463007	WELDING WIRE	11/29/2023			01-31-5630
	463229	OPER SUPPLIES	11/30/2023			01-31-5630
	463255	DICKENS PARADE	12/01/2023	52.05		01-37-5631
	463274	CABLE TIES - PAR OF LIGHTS	12/01/2023	18.51		01-37-5631

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Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number
464002	TOUCH UP PAINT WATER VAN	12/08/2023	22.48		60-33-5120
Total DUNE	EE NAPA AUTO PARTS:		208.34		
	AN LLP				
113023	PROFESSIONAL SERVICES	12/11/2023	17,516.00		01-12-5230
113023	TIF 3 DOWNTOWN	12/11/2023	4,162.00		39-01-5230
113023	PW WATER FUND	12/11/2023	189.00		60-33-5230
113023	PAL LAND LLC	12/11/2023	550.00		85-01-2382
Total ELRO	D FRIEDMAN LLP:		22,417.00		
ENTERPRISE FM	ITRUST				
620259-12062	PD MAINT MGMT ON LEASE	12/06/2023	200.00		01-21-5120
620259-12062	PD MAINT ON LEASE	12/06/2023	1,762.75		01-21-5120
623743-12062	PD MAINT ON LEASE	12/06/2023	1,458.19		01-21-5120
620259-12062	PD LEASE	12/06/2023	3,082.43		32-21-5942
Total ENTE	RPRISE FM TRUST:		6,503.37		
EXCEL ASSETS	LLC				
120523	ALARM PERMIT OVERPAYMEN	12/05/2023	15.00		01-09-4670
Total EXCE	LASSETS LLC:		15.00		
FEHR GRAHAM					
119814	SPEEDWAY	11/24/2023	1,339.00		85-01-2381
Total FEHR	GRAHAM:		1,339.00		
FERGUSON ENT	ERPRISES, LLC				
478958	WATER METER	11/15/2023	3,218.25		60-33-5934
480516	WATER METER	11/15/2023	1,112.08		60-33-5934
Total FERG	USON ENTERPRISES, LLC:		4,330.33		
FIRST COMMUN	ICATIONS				
126099450	VH PHONES	12/06/2023	235.83		01-12-5320
126099450	PHONE DEPOT	12/06/2023	19.17		01-12-5320
126099450	PHONES PD	12/06/2023	1,298.71		01-21-5320
126099450	PHONES WATER	12/06/2023	428.50		01-31-5320
126099450	PHONES P/W	12/06/2023	105.89		01-31-5320
126099450	PHONES SEWER	12/06/2023	464.47		60-33-5320
Total FIRST	COMMUNICATIONS:		2,552.57		
FLOOD BROTHE	RS				
120123	RUFUSE COLLECTION	12/01/2023	22,543.89		01-33-5180
Total FLOO	D BROTHERS:		22,543.89		
GALLS PARENT	HOLDINGS, LLC				
26494528	UNIFORM ALLOW KM	12/09/2023	33.13		01-21-5080
26465512	GLO LOCKOUT TOOL KIT	12/06/2023	351.01		01-21-5630
Total GALL	S PARENT HOLDINGS, LLC:		384.14		

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Invoice Number	Description	Invoice Date	Net Voided Invoice Amount		GL Account Number
GORDON FLESC	CH COMPANY, INC				
14468863	COPIER DEPOT OVERAGES	12/01/2023	56.83		01-37-5340
Total GORE	OON FLESCH COMPANY, INC:		56.83		
GRAINGER, INC.					
991322 <mark>1</mark> 868	VH SUPPLIES	11/21/2023	69.46		01-12-5110
9916756761	SOAP DISPENSER	11/28/2023	81.62		01-12-5110
9923871827	STREET SIGN POSTS	12/04/2023	414.60		01-31-5150
9876986523	DYE - STORM/SAN SEWER	10/19/2023	131.81		01-31-5630
9913221868	PWG SUPPLIES	11/21/2023	79.70		01-31-5630
9913221868	WTP SUPPLIES	11/21/2023	125.28		60-33-5630
Total GRAIN	NGER, INC.:		902.47		
GRIFFIN WILLIA	MS MCMAHON & WALSH LLP				
18761	LOCAL PROSECUTIONS	12/01/2023	750.00		01-21-5230
Total GRIFF	FIN WILLIAMS MCMAHON & WALS	SH LLP:	750.00		
HAWKINS, INC.					
6641249	W CHEMICALS	12/06/2023	2,267.47		60-33-5650
Total HAWKINS, INC.:			2,267.47		
HEINZ, GERALD	& ASSOC.				
20982	MISC ENGINEERING	12/05/2023	546.00		01-12-5220
20985	LIONS PARK	12/05/2023	468.00		01-31-5220
20994	2024 STREET PROGRAM	12/05/2023	468.00		01-31-5220
20991	2023 STREET PROGRAM	12/05/2023	2,106.00		32-31-6090
20995	110 RAILROAD	12/05/2023	3,510.00		39-01-5952
20990	REDEEMING LIFE	12/05/2023	702.00		85-01-2027
20992	23 MICHIGAN	12/05/2023	78.00		85-01-2031
20989	PENNY RD/RT 68	12/05/2023	3,510.00		85-01-2378
20993	ROCK RD/PENNY	12/05/2023	234.00		85-01-2378
20983	LOT 2 TERRA 5	12/05/2023	78.00		85-01-2386
20984	LOT 2 TERRA 5	12/05/2023	156.00		85-01-2386
20987	590 HEALY	12/05/2023	2,262.00		85-01-2395
20988	590 HEALY	12/05/2023	2,820.00		85-01-2395
20986	HIGH STREET	12/05/2023	156.00		85-01-2401
Total HEINZ	Z, GERALD & ASSOC.:		17,094.00		
HELPING HAND	іт				
23-44384	IT SERVICES	11/30/2023	455.00		01-12-5286
23-44386	IT SERVICES	11/16/2023	253.06		01-12-5286
23-44390	IT SERVICES	11/16/2023	70.00		01-12-5286
23-44391	IT SERVICES	11/16/2023	175.00		01-12-5286
23-44392	IT SERVICES	11/16/2023	70.00		01-12-5286
23-44394	IT SERVICES	11/16/2023	105.00		01-12-5286
23-44477	IT SERVICES LICENSING	12/01/2023	3,171.29		01-12-5286
23-44503	IT SERVICES	12/06/2023	70.00		01-12-5286
23-44387	LAPTOP FOR INTERN	11/16/2023	2,549.97		01-12-5611
23-44388	LAPTOP FOR FIN MGR	11/16/2023	2,019.99		01-14-5611
23-44385	NEW PD PC	11/16/2023	3,559.07		01-21-5611
23-44388	LAPTOP FOR FIN MGR	11/16/2023	2,019.99		01-14-5611

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Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number
Total HELP	ING HAND IT:		12,498.38		
HITCHCOCK DE	SIGN GROUP				
31722	RIVERFRONT MASTER PLAN	11/30/2023	4,375.00		32-31-5955
Total HITC	ICOCK DESIGN GROUP:		4,375.00		
HOPKINS FORD					
681538	TRUCK 29	10/31/2023	6,200.54		01-31-5120
Total HOPK	INS FORD:		6,200.54		
HUB INTERNATI	ONAL MIDWEST LTD				
3429116	NOTARY BOND	12/04/2023	20.00		01-21-5630
3429217	NOTARY BOND	12/04/2023	20.00		01-21-5630
Total HUB I	NTERNATIONAL MIDWEST LTD:		40.00		
HUGHES ENVIR	ONMENTAL CONSULTING				
1061	HUGHES ENVIR	11/01/2023	9,760.00		60-33-5291
Total HUGH	IES ENVIRONMENTAL CONSULTIN	G:	9,760.00		
ILLINOIS MUNIC	IPAL LEAGUE				
2024	MEMBERSHIP	12/05/2023	450.00		01-12-5410
Total ILLING	DIS MUNICIPAL LEAGUE:		450.00		
ILLINOIS PUBLIC	WORKS MUTUAL AID NETWORK				
2424	IPWMAN MEMBERSHIP	12/11/2023	100.00		01-31-5410
Total ILLIN	DIS PUBLIC WORKS MUTUAL AID N	IETWORK:	100.00		
IMPACT NETWO	RKING				
3114794	C454E ADMIN OVERAGE	12/04/2023	166.86		01-12-5340
3115487	COPIER C368 TONER FREIGHT	12/04/2023	19.50		01-12-5340
3114794	C454E FIN OVERAGE	12/04/2023	166.86		01-14-5340
3114794	C454E BZ OVERAGE	12/04/2023	166.85		01-25-5340
Total IMPA	CT NETWORKING:		520.07		
	TO AUCTIONS INC				
112923	TIF REDEVLOPMENT	11/29/2023	158,307.08		47-01-5876
Total INSU	RANCE AUTO AUCTIONS INC:		158,307.08		
IPELRA					
	TRAINING BW	12/12/2023	275.00		01-14-5430
Total IPELF	RA:		275.00		
	PLICTION				
1604002	FINAL BILL CREDIT	12/05/2023	143.77		99-00-1005
Total KEEL	EY CONSTRUCTION:		143.77		

VILLAGE OF EAS	ST DUNDEE		/arrant Report Dec eport dates: 12/18/			Page: 6 Dec 14, 2023 10:26AM
Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number	
LINDCO EQUIPM	AENT SALES					
231276P	PLOW BLADE TRUCK #36	12/06/2023	4,132.70		01-31-5160	
Total LINDO	CO EQUIPMENT SALES:		4,132.70			
LYLA BLANCHA	RD					
5738	DICKENS CARRIAGE	12/06/2023	500.00		01-37-5290	
Total LYLA	BLANCHARD:		500.00			
MENARDS - CAR	RPENTERSVILLE					
15307	SHOP SUPPLIES	11/27/2023	171.21		01-31-5630	
15882	VH RENOVATIONS	12/12/2023	156.90		32-15-5948	
Total MENA	ARDS - CARPENTERSVILLE:		328.11	-		
	I MAYORS CAUCUS			-		
2023-101	MAYOR MEMBERSHIP	06/30/2023	141.84	-	01-12-5410	
Total METR	ROPOLITAN MAYORS CAUCUS:		141.84	<u>.</u>		
MIDWEST SALT						
470813	COARSE SALT	11/28/2023	3,438.24		60-33-5650	
Total MIDW	/EST SALT:		3,438.24			
MOTOROLA SOL	LUTIONS INC					
	MAINTENANCE AGREEMENT	12/01/2023	697.00		01-21-5940	
Total MOTO	DROLA SOLUTIONS INC:		697.00			
	24					
8077		12/04/2023	230.00		01-14-5410	
Total NATIO	DNAL PELRA:		230.00	-		
NICOR GAS		44/00/0000	440.05		01-31-5510	
112823 112823	NICOR VH NICOR S/W	11/28/2023 11/28/2023	146.85 734.11		60-33-5510	
Total NICO	R GAS:		880.96	-		
				-		
341595	ULTI-REGIONAL TRAINING TRAINING BM	12/01/2023	150.00		01-21-5430	
Total NORT	TH EAST MULTI-REGIONAL TRAIN	ING:	150.00			
	N MEDICINE OCCUPATIONAL HE	ΔΙΤ				
546108	WILLIAM ZELSDORT	ALI 11/20/2023	172.00		01-12-5240	
Total NORT	THWESTERN MEDICINE OCCUPAT	FIONAL HEALT:				
			172.00			
P.F. PETTIBONE	E					
184982	TICKET BOOKS	11/28/2023	523.65		01-21-5630	

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Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number
Total P.F. P	ETTIBONE:		523.65		
PACE ANALYTIC	AL SERVICES, LLC				
9576725 9576726		11/30/2023	1,682.30		60-33-5290
9576726	WW TESTING	11/30/2023	2,821.40		60-33-5291
Total PACE	ANALYTICAL SERVICES, LLC:		4,503.70		
PALUMBO MANA	AGEMENT LLC				
19869	DISP OF MATERIAL	12/12/2023	120.00		01-31-5570
19809	DISP OF MATERIAL - DUNDEE A	12/05/2023	360.00		60-33-5140
Total PALU	MBO MANAGEMENT LLC:		480.00		
PAUL SWEIGER	T DICKENS DRONE FOOTAGE	12/05/2023	75.00		01-37-5290
		12/03/2023			01-07-0230
Total PAUL	SWEIGERT:		75.00		
PLOTE, INC. 210150-05	CHRISTINA DR/HIGGINS IMPR	12/05/2023	87,572.25		32-36-6090
Total PLOT	E, INC.:		87,572.25		
QUAD COM 9-1-	1				
23-EDPD-12	DISPATCH SERV	12/01/2023	15,538.87		01-21-5360
Total QUAD) COM 9-1-1:		15,538.87		
RILEIGHS OUTD	OOR DECOR				
12947	HOLIDAY BOWS	12/11/2023	765.00		01-31-5110
Total RILE	GHS OUTDOOR DECOR:		765.00		
SECRETARY OF	STATE INDEX DEPARTMENT				
12062023	NOTARY FEE	12/06/2023	15.00		01-21-5630
Total SECR	ETARY OF STATE INDEX DEPARTM	IENT:	15.00		
STAPLES ADVAN	ITAGE				
8072350373	OFFICE SUPP,LIES	11/18/2023	179.73		01-21-5610
Total STAP	LES ADVANTAGE:		179.73		
STEPHEN D. TO	USEY LAW OFFICES				
120123	SDT	12/01/2023	750.00		01-21-5230
Total STEP	HEN D. TOUSEY LAW OFFICES:		750.00		
	CAL				
9205100869	BATTERY PAD	11/28/2023	237.38		01-21-5611
9205114533	REPL KITS	11/29/2023	332.38		01-21-5611
Total STRY	KER MEDICAL:		569.76		

VILLAGE OF EAST DUNDEE

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Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number
SUMMIT SQUAR	E ASSOCIATION				
12132023	SUMMIT SQ LEGAL SERVICES	12/13/2023	3,024.89		01-12-5410
Total SUMM	IIT SQUARE ASSOCIATION:		3,024.89		
SYNAGRO TECH	NOLOGIES				
43796 DISPOSAL BIOSOLIDS		12/01/2023	1,725.00		60-33-5287
Total SYNA	GRO TECHNOLOGIES:		1,725.00		
THIRD MILLENN	IUM ASSOCIATES				
30713	UB REFUSE	11/30/2023	14.46		01-33-5340
30713	UTILITY BILLING	11/30/2023	130.00		60-33-5340
Total THIRE	MILLENNIUM ASSOCIATES:		144.46		
TIM COTE, INC					
27330	REPLACE ROOF - SPEC EVENT	11/21/2023	5,200.00		34-01-5946
27330	EXTRA PLYWOOD INSULL	11/21/2023	280.00		34-01-5946
Total TIM C	OTE, INC:		5,480.00		
TRAFFIC CONTE	OL & PROTECTION				
117390	SNOW PARKING SIGNS	11/30/2023	417.50		01-31-5150
Total TRAF	FIC CONTROL & PROTECTION:		417.50		
TRUE BLUE CAR	WASH LLC				
5130	PD CAR WASH	11/30/2023	75.00		01-21-5120
Total TRUE	BLUE CAR WASH LLC:		75.00		
US BANK					
	MEMBERSHIP	11/27/2023	80.00		01-12-5410
1680 112723 K	MEMBERSHIP	11/27/2023	17.83		01-12-5410
522 112723 BJ	ADOBE	11/27/2023	407.83		01-12-5410
522 112723 BJ	ADOBE CREDITS.	11/27/2023	47.98-		01-12-5410
9750 112723 F	ICMA	11/27/2023	200.00		01-12-5410
9750 112723 F					01-12-5410
	SURVEY MONKEY	11/27/2023	300.00		01 12 0110
6309 112723 E	BREAKFAST MEETING	11/27/2023 11/27/2023	300.00 21.12		01-12-5420
6309 112723 E 9750 112723 F					
	BREAKFAST MEETING	11/27/2023	21.12		01-12-5420
9750 112723 F	BREAKFAST MEETING OFFICE SUPPLIES	11/27/2023 11/27/2023	21.12 57.56		01-12-5420 01-12-5610
9750 112723 F 1680 112723 K	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY	11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34		01-12-5420 01-12-5610 01-12-5630
9750 112723 F 1680 112723 K 522 112723 BJ	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB	11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00-		01-12-5420 01-12-5610 01-12-5630 01-14-5430
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00-		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-14-5430
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 5738 112723 J	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-14-5430 01-21-5080
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 5738 112723 J	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-14-5430 01-21-5080 01-21-5080
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 5738 112723 J 5824 112723 G	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS LIGHT TUBES PD	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75 25.58		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-14-5430 01-21-5080 01-21-5080 01-21-5121
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 5738 112723 J 5824 112723 G 522 112723 BJ	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS LIGHT TUBES PD COMCAST	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75 25.58 31.62		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-14-5430 01-21-5080 01-21-5080 01-21-5121 01-21-5320
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 5738 112723 J 5824 112723 G 522 112723 BJ 1500 112723 A	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS LIGHT TUBES PD COMCAST MEMBERSHIP	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75 25.58 31.62 50.00		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-14-5430 01-21-5080 01-21-5080 01-21-5121 01-21-5320 01-21-5410
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 5738 112723 J 5824 112723 G 522 112723 BJ 1500 112723 A 1500 112723 A	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS LIGHT TUBES PD COMCAST MEMBERSHIP MEMBERSHIP	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75 25.58 31.62 50.00 115.00		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-14-5430 01-21-5080 01-21-5080 01-21-5121 01-21-5121 01-21-5320 01-21-5410
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 5738 112723 J 5824 112723 G 522 112723 BJ 1500 112723 A 1500 112723 A 2107 112723 J	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS LIGHT TUBES PD COMCAST MEMBERSHIP MEMBERSHIP	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75 25.58 31.62 50.00 115.00 14.99		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-21-5080 01-21-5080 01-21-5121 01-21-5121 01-21-5320 01-21-5410 01-21-5410
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 J 5738 112723 J 5824 112723 G 522 112723 BJ 1500 112723 A 1500 112723 A 2107 112723 J 2520 112723	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS LIGHT TUBES PD COMCAST MEMBERSHIP MEMBERSHIP MEMBERSHIP CHI TRIB	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75 25.58 31.62 50.00 115.00 14.99 27.96		01-12-5420 01-12-5610 01-14-5430 01-14-5430 01-21-5080 01-21-5080 01-21-5121 01-21-5121 01-21-5410 01-21-5410 01-21-5410
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 J 5738 112723 J 5824 112723 G 522 112723 BJ 1500 112723 A 1500 112723 A 2107 112723 J 2520 112723 2520 112723	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS LIGHT TUBES PD COMCAST MEMBERSHIP MEMBERSHIP MEMBERSHIP CHI TRIB TIDAL - FRAUD CHARGE	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75 25.58 31.62 50.00 115.00 14.99 27.96 19.99-		01-12-5420 01-12-5610 01-14-5430 01-14-5430 01-21-5080 01-21-5080 01-21-5121 01-21-5121 01-21-5410 01-21-5410 01-21-5410 01-21-5410
9750 112723 F 1680 112723 K 522 112723 BJ 522 112723 BJ 2520 112723 J 5738 112723 J 5824 112723 G 522 112723 BJ 1500 112723 A 1500 112723 A 2107 112723 J 2520 112723 2520 112723 5738 112723 J	BREAKFAST MEETING OFFICE SUPPLIES EASTDUNDEE OPOLY TRAINING REIMB IGFOA TRAINING REIMB DRY CLEANING BOOTS LIGHT TUBES PD COMCAST MEMBERSHIP MEMBERSHIP CHI TRIB TIDAL - FRAUD CHARGE MEMBERSHIP	11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023 11/27/2023	21.12 57.56 227.34 60.00- 50.00- 26.32 98.75 25.58 31.62 50.00 115.00 14.99 27.96 19.99- 190.00		01-12-5420 01-12-5610 01-12-5630 01-14-5430 01-21-5080 01-21-5080 01-21-5080 01-21-5121 01-21-5121 01-21-5410 01-21-5410 01-21-5410 01-21-5410

Warrant Report December 18, 2023 Report dates: 12/18/2023-12/18/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number
5738 112723 J	HOTEL TRAINING	11/27/2023	113.89		01-21-5420
1500 112723 A	TRAINING	11/27/2023	100.00		01-21-5430
5738 112723 J	TRAINING	11/27/2023	390.00		01-21-5430
5738 112723 J	GIVEAWAYS	11/27/2023	1,498.77		01-21-5580
2107 112723 J	SUPPLIES	11/27/2023	51.34		01-21-5610
5738 112723 J	JK RETIREMENT	11/27/2023	8.89		01-21-5610
5738 112723 J	FRAME	11/27/2023	15.11		01-21-5610
5541 112723 J	WEIGHT SCALE	11/27/2023	67.50		01-21-5630
5738 112723 J	JK RETIREMENT	11/27/2023	144.16		01-21-5630
1680 112723 K	AMAZON	11/27/2023	22.55		01-25-5610
5824 112723 G	XMAS LIGHTS	11/27/2023	1,309.75		01-31-5110
3999 112723 P	APPLE STORAGE	11/27/2023	.99		01-31-5320
5824 112723 G	IPASS	11/27/2023	20.00		01-31-5420
5824 112723 G	TRAILER DEP RET	11/27/2023	100.00-		01-31-5640
5824 112723 G	TRAILER DEP	11/27/2023	100.00		01-31-5640
5824 112723 G		11/27/2023	473.92		01-31-5640
1680 112723 K	DICKENS	11/27/2023	750.00		01-37-5290
	DICKENS				
1680 112723 K		11/27/2023	18.04		01-37-5630
1680 112723 K	DICKENS	11/27/2023	100.00		01-37-5631
1680 112723 K		11/27/2023	113.84		01-37-5631
1680 112723 K	DICKENS	11/27/2023	174.42		01-37-5631
1680 112723 K 5824 112723 G	DICKENS ICLOUD STORAGE	11/27/2023 11/27/2023	50.00 .99		01-37-5631 60-33-5320
Total US BA	ANK:		7,623.79		
USA BLUEBOOK	5				
215885	WW LAB SUPPLIES	12/07/2023	403.72		60-33-5630
Total USA E	BLUEBOOK:		403.72		
WATER WELL SO	DLUTIONS ILLINOIS, LLC				
IL23-12-103	PREV MAINT WELLS	12/05/2023	3,200.00		60-33-5130
Total WATE	R WELL SOLUTIONS ILLINOIS, LLC:		3,200.00		
WILLIAM C ZELS	DORF				
112223	DEPOT	12/03/2023	468.00		01-12-6010
Total WILLI	AM C ZELSDORF:		468.00		
WINZER FRANC	HISE COMPANY				
1657830	NUTS AND BOLTS - OPER SUPP	11/22/2023	600.00		01-31-5630
1657830	NUTS AND BOLTS - OPER SUPP	11/22/2023	328.94		60-33-5630
Total WINZ	ER FRANCHISE COMPANY:		928.94		
YULIVAN CARRI	ERS				
1608003	CREDIT DUE FROM DEP	12/08/2023	229.50		99-00-1005
Total YULIV	AN CARRIERS:		229.50		
Grand Total	s:		1,282,654.43		

VILLAGE OF EAST DUNDEE		Warrant Report December 18, 2023 Report dates: 12/18/2023-12/18/2023				Page: 10 Dec 14, 2023 10:26AM
Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account Number	
Report Criteria: Detail report. Invoices with totals Paid and unpaid in	s above \$0.00 included. voices included.					

Memorandum

То:	Village President and Board of Trustees
From:	Erika Storlie, Village Administrator Kelley A. Gandurski, Village Counsel
Subject:	Illinois Paid Leave for All Workers Act
Date:	December 18, 2023



Action Requested:

Staff recommends Village Board approval of an ordinance establishing for the Village's paid leave benefits in lieu of the requirements under the Illinois Paid Leave for All Workers Act.

Legislative History:

This item was tabled at the December 4, 2023 meeting to the December 18, 2023 meeting.

Summary:

On March 13, 2023, Governor J.B. Pritzker signed into law Public Act 102-1143 (the "Act"), establishing a mandatory paid leave standard for all workers in Illinois. Effective January 1, 2024, the Act will apply to all Illinois employers – including municipalities - unless the employer is subject to an existing municipal or county ordinance "that requires employers to give any form of paid leave to their employees."

Many municipalities are adopting their own versions of paid leave benefits and staff is recommending the Village Board do the same for East Dundee. The Village recognizes the importance of paid leave and provides all Village employees with benefits, including paid leave, that are more generous than those required under the Act.

This ordinance would codify the benefits currently provided in the Village's personnel manual and related union contracts.

Relevant requirements under the Act are as follows:

• Illinois employees are entitled to earn, and use, up to a minimum of 40 hours of paid leave during a 12-month period for any purpose in accordance with the Act. • Paid leave accrues at the rate of one hour for every 40 hours worked, maxing out at 40 hours in a 12-month period, unless the employer provides more than 40 hours of paid leave, in which case the employee is entitled to the greater amount of leave.

• Exempt employees (as defined by the Fair Labor Standards Act) are considered to work 40-hour weeks unless their regular workweek is less than 40 hours. If an exempt employee's workweek is less than 40 hours, the employee will accrue paid leave based upon their regular workweek hours. For instance, exempt employees who regularly work 35-hour weeks will accrue paid leave on a pro rata basis; in this example, at the rate of .0875 days per workweek.

• Employers may set a reasonable minimum increment for the use of paid leave not to exceed two hours per day. In other words, employers may require employees using leave under the Act to take at least two hours of leave at a given time, unless the employee's shift length is less than two hours.

• An employer may "frontload" the paid leave under the Act on the first day of the 12month period or on the first day of employment. For those employers choosing to frontload the minimum leave, employees are not entitled to carry-over time to the next year, and employers may require the employee to use the time within a 12-month period. If employers choose not to frontload the time off, then employees may carryover the time to the next 12-month period, but employees are not entitled to more than 40 hours of paid leave in a given 12-month period (unless the employer agrees otherwise).

How does the Act affect municipalities?

The Act does not apply to employees covered under collective bargaining agreements in effect on January 1, 2024, school district, or park district employees. Further, it is our opinion that the Act does not preempt home rule municipalities from passing their own ordinances, or opting out of the Act. Section 15(p) of the Act implies that home rule municipalities adopting an ordinance providing for any mandatory paid leave for their employees prior to the effective date of the Act (before January 1, 2024) are not subject to the provisions of the Act. An exemption also applies to municipalities located within a county that has adopted a paid leave ordinance enacted prior to January 1, 2024.

A municipality otherwise subject to the Act that has, prior to January 1, 2024, opted out of a mandatory paid leave ordinance adopted by the county in which it is situated, is subject to the Act's provisions unless that municipality adopts a mandatory paid leave ordinance prior to the January effective date (or opts out of this Act). If a municipality does not adopt an ordinance for mandatory paid leave for its employees prior to January 1, 2024, then any ordinance adopted

after that date must, at a minimum, conform to the Act's provisions. Any amendments made to a local ordinance on or after January 1, 2024 must also conform to the Act's provisions.

Home rule municipalities may adopt or opt-out with an ordinance requiring all employers in their communities to comply (or opt-out) with mandatory paid leave requirements. This is an unfunded mandate. There is no language in the Act exempting the Mandates Act (30 ILCS 805/6).

Attachments:

Ordinance Personnel Manual (Page 42) <u>Union Contracts</u> Paid Leave for All Workers Act (820 ILCS 192)

ORDINANCE NUMBER. __-23

AN ORDINANCE OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS ADOPTING THE VILLAGE OF EAST DUNDEE'S CURRENT PAID LEAVE AND BENEFITS POLICY AND OPTING OUT OF THE ILLINOIS PAID LEAVE FOR ALL WORKERS ACT (820 ILCS 192/1 et seq.) FOR ALL VILLAGE OF EAST DUNDEE EMPLOYEES

WHEREAS, the Village of East Dundee ("*Village*") is an Illinois home rule municipality pursuant to Article VII, § 6 of the Illinois Constitution, 1970, and may, pursuant to said authority, undertake any action and adopt any ordinance relating to its government and affairs; and

WHEREAS, on March 13, 2023, Public Act 102-1143, the Illinois Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) ("*Act*") was signed into law by Governor J.B. Pritzker; and

WHEREAS, the Act establishes a mandatory paid leave standard for all employees in Illinois, with limited exceptions; and

WHEREAS, effective January 1, 2024, the Act will apply to all Illinois employers, including municipalities, unless the employer is subject to an existing municipal or county ordinance that requires the employer to provide any form of paid leave to their employees or unless a specific exemption applies; and

WHEREAS, the Village recognizes the importance of paid leave and provides all municipal employees of the Village with benefits, including paid leave, that are more generous than those required under the Act; and

WHEREAS, the mandatory paid leave standard required by the Act constitutes an unfunded mandate on the Village under the State Mandates Act, 30 ILCS 805/1, *et seq.*; and

WHEREAS, Article VII, § 6(i) of the Illinois Constitution of 1970 provides that home rule units of local government may exercise and perform concurrently with the State any power or function to the extent that the General Assembly by law does not specifically limit the concurrent exercise or specifically declare the State's exercise to be exclusive; and

WHEREAS, the Act does not preempt the Village of East Dundee's home rule authority; and

WHEREAS, the Village Board has determined that supplementing the Village's generous existing benefits and leave policy for its employees with the Act's mandatory paid leave standard would place undue financial and operational burdens on the Village its vital operations, and, ultimately, its residents; and

WHEREAS, pursuant to 820 ILCS 192/15(p), the provisions of the Act do not apply to any

employer that is covered by a municipal or county ordinance that: (i) requires employers to provide any form of paid leave to their employees, including paid sick leave; and (ii) is in effect on the effective date of the Act; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interest of the Village and its residents to affirm the Village's commitment to providing leave benefits to all of its employees in the manner set forth in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND THE BOARD OF TRUSTEES OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1. RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the Village President and Board of Trustees.

SECTION 2. AFFIRMATION AND ADOPTION OF PAID LEAVE POLICY.

A. Pursuant to its authority as a home-rule municipality, the Village hereby affirms and adopts its current leave policy and benefits package for all Village employees as set forth in the Village's Code of Ordinances, personnel rules and any collective bargaining agreements to which the Village is a party, and other binding legislative actions governing paid leave adopted by the Village Board, as the same may be amended from time-to-time. In addition, the Village Administrator is hereby directed, prior to January 1, 2024, to amend the Village's personnel rules to provide paid leave to all part-time employees, which amendment shall be incorporated herein.

B. This Ordinance governs over and supersedes all provisions of the Act impacting the employment relationship between the Village of East Dundee and its employees.

C. This Ordinance, once adopted, shall apply to all employees of the Village; provided, however, that nothing in this Ordinance shall be deemed to affect the validity or change the terms of currently-existing collective bargaining agreements to which the Village is a party.

D. No additional obligations with regard to mandatory paid leave, including, without limitation, any obligations adopted under the Act by the State of Illinois, shall apply to the Village in its capacity as an employer, except those required by federal or State of Illinois laws and regulations preempting the Village's home rule authority.

<u>SECTION 3.</u> <u>SEVERABILITY</u>. If any section, paragraph, clause or provision of this Ordinance is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.</u>

SECTION 4. REPEALER. All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith, to the extent of such conflict, are hereby changed and amended to comply with this Ordinance; and to the extent the same cannot be so amended, are hereby repealed to the extent of such inconsistency.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

[SIGNATURE PAGE FOLLOWS]

PASSED thisday of follows:	2023 pursuant to a roll call vote as
AYES:	
NAYES:	
ABSENT:	
APPROVED by me this	of 2023.
ATTEST:	Jeffrey Lynam, Village President

Katherine Diehl, Village Clerk

Style Definition: Body Text

Village of East Dundee Personnel Manual



Adopted May 15, 2023

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About this Personnel Manual

Our Employee Personnel Manual is a general summary of our personnel practices at the time it was written and will answer many of your questions about how to make your work experience at the Village of East Dundee (referred to in this Personnel Manual as the "Village") rewarding and pleasant.

This Personnel Manual (as well as any Federal, State supplement, or addendum) does not constitute a contract between the Village and its employees and should not be construed as such. This Personnel Manual supersedes and replaces all other policies, handbooks, memoranda, summaries and/or bulletins previously distributed as well as any verbal representations which may have previously been made to you by any person(s) employed by the Village, except that this Personnel Manual does not supersede any properly negotiated and approved Collective Bargaining Agreement ("CBA") which may apply to certain employees' employment. If an employee's employment is subject to an approved CBA and there is a conflict between the terms of the CBA and this Personnel Manual, the terms of the CBA will govern, except where otherwise required by applicable law.

Absent a CBA applicable to your employment which states otherwise, employment with the Village is at-will, meaning that either you or the Village may terminate the employment relationship at any time, for any reason or no reason, and with or without cause or notice.

The at-will nature of the employment relationship may only be modified in an approved writing signed by the duly authorized Village Administrator, through the President and Board of Trustees, such as a CBA. Thus, nothing contained in this Personnel Manual or in any other writing provided by the Village shall alter the at-will nature of your employment. Furthermore, no verbal or written communication made by any Village or management representative at the time of hire or subsequently can create an employment contract, guarantee employment, or alter, waive, or supplement any provisions of this Personnel Manual.

Except for the foregoing policy on at-will employment, the provisions of this Personnel Manual may, in the discretion of the Village, be modified, revoked, or changed at any time, with or without notice. In addition, benefits, and other terms and conditions of employment, may be modified or discontinued by management from time to time at the Village's sole discretion. This Personnel Manual is not intended to be an exhaustive or complete presentation of the Village's employment policies and may not deal precisely with every situation that arises.

The personnel policies, procedures, rules, and regulations set forth in the Personnel Manual shall be applicable to all employees of the Village of East Dundee. The Village Administrator, through the President and Board of Trustees, shall administer or cause to be administered these rules and regulations. Employees of the Police Department shall also operate under the Rules and Regulations of the Board of Police Commissioners. In case of a conflict between these rules and the rules of the Board of Police Commissioners, the latter shall take precedence over any rules found herein.

To the extent that any state, federal or local laws conflict with any provision of this Personnel Manual, the state, federal and/or local law most beneficial to employees shall govern.

Failure to comply with policies contained in the Personnel Manual may result in disciplinary action, up to and including termination. Please direct questions on any Employee Personnel Manual policies to Village Human Resources representative(s).

Chapter 1 - Introduction

Section 1.1 Welcome

Congratulations on your employment with the Village of East Dundee, Illinois. In accepting employment with the Village, you take the important responsibility of being a part of a municipal organization, which provides essential services to its citizens. Please keep in mind that our primary goal is to serve the best interests of the citizens of the Village, our ultimate employer. As local public officials and employees, we are the primary service organization for Village residents. Customer service is a priority, and each public contact is an opportunity for excellent performance. As such, you are a representative of the Village of East Dundee municipal organization and are expected to conduct yourself in an appropriate and courteous manner.

The Village also recognizes that the well-being of its employees is essential to the maintenance of a high standard of operation. It is believed that the interests of the Village and its employees are complementary, rather than conflicting. As a Village employee, you receive many employment benefits in addition to a highly competitive salary. In return, you are expected to perform your job to the best of your ability, to be dependable, and to abide by the policies of the Village.

This Village of East Dundee's Personnel Manual provides relevant information regarding Village policies and benefits. Familiarity with this material will be to your advantage and is also your responsibility. If you have questions regarding the information provided herein, your supervisor or the Village Administrator's Office will be happy to discuss them with you. From time to time, you will receive email notifications when there are updates to the Manual. The most recent version of the Manual will always be available to all employees on the Village's shared online storage system.

Section 1.2 Administration of the Manual

The Village Administrator shall be responsible for the administration and interpretation of these personnel policies and procedures and may, from time to time, develop and promulgate procedural rules, interpretations, and administrative and/or technical changes or modifications. The Village Administrator may delegate the administration and implementation of the policies and procedures as they deem appropriate.

In addition, the Village Administrator may recommend amendments to these policies and procedures to the Village President and Board of Trustees.

Section 1.3 Amendments to the Manual

The policies, procedures, and practices in the Village of East Dundee's Personnel Manual are subject to modification and further development as determined by the administration, the Board of Trustees, as well as changes in state and federal law. Each member of Village management can assist in keeping the Manual up to date by notifying the Village Administrator's Office whenever problems are encountered, or improvements can be made in the administration of the personnel policies. Any amendments or revisions made to this manual shall be furnished to each employee along with a description of such a change.

Section 1.4 Departments

The Village workforce is organized into departments with specific functional responsibilities. The following are brief descriptions of Village Departments' functions:

1. Administration Department

The Administration Department coordinates inter-departmental actions as assigned by the Village Administrator and makes recommendations to the Village President and Board of Trustees regarding administrative policy.

2. Building Department

The Building Department is responsible for the process of issuing building permits, building inspections, code enforcement, and zoning requirements for the Village of East Dundee.

3. Finance and Administrative Services Department

The office is responsible for the administration of human resource functions including employee benefits, payroll, risk management program, employee relations, and provides financial reporting which encourages sound fiscal policy decision and provides support in finance and investments.

4. Police Department

The Police Department provides community service, protection, and enforcement, including administrative support functions, crime prevention, criminal investigations, patrol and community protection services, juvenile services and education, accident investigation and preventive measures, parking and traffic enforcement.

5. Public Works Department

The Public Works Department directs and coordinates the functions of generating and supplying water and sanitation services, treating wastewater, street construction and maintenance, maintenance of public rights-of-ways and public properties, snow and ice control, engineering, fleet management, and forestry conservation.

This manual shall not be construed as limiting in any way the power and authority of any Department Head to make departmental rules and regulations governing the conduct and performance of employees. Such rules and regulations shall be submitted to and approved by the Village Administrator. Departmental rules and regulations shall not conflict with the provisions of this manual except to make policies contained within more restrictive and when necessary for the unique function of the department. A copy of departmental rules and regulations should be furnished to each employee to whom they apply and to the Village Administrator. Such rules and regulations shall have the force and effect of the rules of that department and disciplinary action may be based upon breach of any such rules and regulations.

Chapter 2 - Employees' Code of Ethics

Section 2.1 Statement of Code

Employees are expected to conduct themselves in a professional and business-like manner without any appearance of impropriety. As in any organization, Village employees are ambassadors for the Village and represent the values and accepted practices of the Village.

Employees should avoid possible conflicts of interest and are required to abide by the following rules:

Fiduciary Duty

Employees shall at all times in the performance of their public duties owe a fiduciary duty to the Village of East Dundee. This means that the funds they are authorized to spend or the reimbursements they receive for expenditures that they incur are public moneys, and should be spent in a prudent, conservative fashion consistent with the appropriate account and reporting, budget approval, supervisor authorizations, and other good internal controls.

Conflict of Interest/Outside Business Activities

Village employees have an obligation to conduct Village business within guidelines that prohibit actual or potential conflicts of interest. Accordingly, the following rules apply:

- No employee shall be engaged in or involved in outside employment, business or other venture which utilizes the resources of the Village.
- No employee shall work for or receive compensation for personal services from any supplier, vendor, or customer of the Village, or any business entity that does or seeks to do business with the Village without first getting written approval from Human Resources representative(s).
- No employee shall maintain an outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests of the Village, or which interferes with the employee's ability to fully perform their job responsibilities for the Village.
- No employee shall have a financial interest in a company which is a vendor or supplier to the Village.
- No employee shall be able to influence a decision that leads to a personal gain for that employee, for a relative, or friend as a result of the Village's business dealings. Please refer to Section 2.4 for definition of relative.
- No employee may benefit directly or indirectly from a third party who furnishes products, materials, or services to the Village.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a company with which the Village does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the organization. Business dealings with outside companies should not result in unusual gains for those companies or any individuals. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit either the employer, the employee or both.

No "presumption of guilt" is created by the mere existence of a relationship with outside companies. However, if an employee has any influence or transactions involving purchases, contracts, or leases it is imperative that he/she/they disclose, as soon as possible, to a supervisor the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Confidential information (as defined in this Personnel Manual) of the Village is the property of the Village and should never be given to an outside company or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to an including possible discharge.

While the Village will not discriminate against any employee because of their lawful off-duty conduct, if an employee's personal conduct begins to adversely affect their performance on the job, or to create a material conflict of interest with the Village, disciplinary action up to and including discharge may result.

Employees will be appointed to all Village positions as authorized and in accordance with current Village ordinances. Where the Village Administrator has appointment power, each department head has full responsibility and authority, subject to the approval of the Village Administrator, for the selecting, retaining and separating employees within their department.

Misuse of Village Resources

No employee shall engage in any activity or enterprise that uses the Village's name, time, facilities, equipment or supplies for personal gain or advantage or any activity that may be subject at any time, directly or indirectly, to the control, inspection, review, audit, or enforcement by the department in which he/she/they are employed.

Criminal Misconduct

An employee shall not commit an act of bribery, intimidation, official misconduct, perjury or other criminal behavior.

Gift Ban

In compliance with the provisions of the State Officials and Employees Ethics Act, 5 ILCS 430/10-10, the Village Board adopted Ordinance 04-14 and Chapter 31 of the East Dundee Municipal Code was amended adding Section 31.04 – State Officials and Employee Ethics Act, is applicable to all elected and appointed officials, and all employees of the Village of East Dundee, without exception. This ban applies to and includes spouses of and immediate family living with the member, officer, or employee.

In accordance with the State Act, Ordinance 04-14 places a Ban on Gifts, which states: "The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the Village, is hereby prohibited." The State Act identifies the following

as "prohibited sources": a person or entity who is attempting to influence, do business, is regulated, has interests affected by performance or non-performance of officials or registered lobbyists. Examples of prohibited sources include, but are not limited to, vendors, contractors, and lobbyists.

Ordinance 04-14 is subject to certain exceptions. "When anything of value is offered to you, your spouse or a member of your immediate family living with you by a Prohibited Source, the Village requires you to review Ordinance 04-14 before accepting the gift." If you have any questions about the appropriate conduct, please consult your department head. If necessary, thereafter, please contact the Village Attorney.

Confidential Information/Non-Disclosure Policy

As a Village employee, you may have access to information that people outside the Village never see and to confidential information of third parties. Such confidential information can be in spoken, printed, electronic, or any other form or medium. "Confidential information" includes, but is not limited to: (a) the identities, contact information, financial information, or other personal information of any of the Village's constituents or residents; (b) any technical information owned or created by the Village or licensed from another entity; (c) any inventions, techniques or proprietary methods; (d) any pending or issued patents; (e) financial or tax records of Village residents; (f) personal information belonging to the Village's current or former employees, residents and/or vendors unrelated to terms or conditions of employment (including, but not limited to, Social Security numbers, birthdates, home addresses and telephone numbers, banking or credit card information, and medical information); and/or (g) such other confidential information or data of any kind, nature, or description as may be designated as "confidential" from time to time by the Village.

The definition of "confidential information" does not include a statutory employee's terms and conditions of employment. Moreover, this policy is not intended to restrict any rights that statutory employees may have under the National Labor Relations Act (NLRA) or other similar laws to discuss their wages, terms, and conditions of employment, and/or legally required activities.

No employee is prohibited from inquiring about, disclosing, comparing, or otherwise discussing their wages or the wages of another employee. The Village will not terminate or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or discussions about their wages or the wages of another employee. The Village also will not terminate or otherwise discriminate against any employee who files a charge, institutes a proceeding, provides information in connection with an inquiry or proceeding, or testifies in any proceeding related to the Illinois Equal Pay Act or encourages another employee to exercise their rights under the Illinois Equal Pay Act. This exception to the Confidential Information/Non-Disclosure Policy does not apply to disclosure of other employees' wage information by Village Human Resources representative(s), payroll, accounting, or other representatives who have access to such information solely as part of their essential job functions and who make unauthorized disclosure of that information.

All confidential information, no matter where or when obtained, must always be kept confidential both during employment and after employment with the Village ends. Confidential Information may only be disclosed to those employees of the Village who are authorized to receive such information and who also have a demonstrated need for such information.

Unless specifically consented to in writing by Human Resources representative(s), each employee agrees that they will not, in any manner use, divulge, disclose, or communicate to any person or entity, in any manner whatsoever, either directly or indirectly, any confidential information of any kind, nature or description concerning any matters affecting or relating to the Village. If you are in doubt as to whether information should be disclosed, you should err in favor of non-disclosure and discuss the situation with your supervisor. In addition, you should not access any confidential information that you have not been authorized to receive.

In addition to non-disclosure, you may not use confidential information for personal profit or gain, or for any purpose outside your employment by the Village.

Violation of this policy will result in discipline, up to and including termination of employment. Notwithstanding the foregoing, nothing in this policy prohibits any employee from reporting possible violations of federal or state law or regulation to any governmental agency or entity, including but not limited to the Department of Justice, the Securities and Exchange Commission, the Congress, and any agency Inspector General, or making other disclosures that are protected under the whistleblower provisions of federal law or regulation.

Employee Economic Interests Disclosures

All employees required by State Statute to file an annual economic interest report shall do so. Evidence of the proper filing of these disclosures must be filed with the Village Clerk.

Section 2.2 Political Activity

Employees shall not be appointed, retained, or discharged on the basis of their political activity. Employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute or solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for municipal office. Employees are urged and encouraged to exercise their individual right to vote as a citizen in any election. The support or promotion of political activities or interests by Village employees during working hours or with Village resources is strictly prohibited. Furthermore, no employee shall engage in political activities while wearing apparel or supplies provided by the Village. No employee is required or expected to contribute money to any candidate or political party, or referendum supporters or opponents except on a purely voluntary basis.

Section 2.3 Seeking Public Office

No Village employee shall seek election to public office of the Village of East Dundee without first having obtained an unpaid leave of absence from his/her position in the Village service. Such leave of absence shall continue until after the election takes place. Upon taking the Oath of the Village Office, the leave shall automatically cease, and the employee shall be deemed to have forfeited his position as a Village employee.

Section 2.4 Nepotism and Inter-Organizational Dating

This Village is committed to fair employment and career opportunities for all its employees. Therefore, it is the policy of the Village that employment and personnel decisions shall not be made on the basis of nepotism, nor under circumstances which reasonably create the appearance of nepotism, to the public, and/or creates conflict of interest.

- The Village will discourage the hiring of more than one member of a family or having more than one relative of the same family in its employ at any time.
- For the purposes of this section, a "relative" is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- "Employment" does not include uncompensated appointed service on Village commissions, committees, boards, or volunteers.
- This policy does not apply to employees whose hiring precedes the candidacy and election of a family member to the Board of Trustees or other appointed positions.
- The following employment shall be prohibited:
 - Hiring relatives of elected Village officials, Police Commission Board members, Police Pension Board members or the Village Administrator.
 - Hiring relatives of department heads in any department.
 - Hiring a second family member in the same division in which a relative currently works, whether or not the current employee/relative is in a supervisory position.

Similarly, if an employee subsequently develops a close, personal relationship with, or becomes a relative of, a subordinate, supervisor, or co-worker with whom he/she/they regularly works, one or both of the involved employees must notify Human Resource representative(s) immediately to determine whether a conflict of interest exists. Supervisors/managers are never permitted to oversee, direct, or have any authority (whether direct or indirect) over a relative.

While inter-organizational dating relationships are not outright prohibited, if an employee is dating or involved in a physical or intimate relationship with another employee, the following rules apply:

- Both parties must mutually and voluntarily consent to the relationship.
- Once either party ends his/her/their consent, the relationship must end no harassment, stalking or other behavior violative of the law or Village policy may occur.
- Both parties must immediately disclose the relationship (and, as applicable, its end) to the Human Resources representative(s).
- A dating, intimate or physical relationship is not permitted between a manager/supervisor and a subordinate.
- The relationship cannot interfere with the judgment or performance of either employee's job duties or either employee's fiduciary duty or duty of loyalty to the Village (where applicable).

The Village will review situations which arise as described in this policy. If the Village determines that a conflict of interest exists, the Village may take appropriate action, up to and including termination of both employees. Failure to notify a Human Resource representative(s) of a relationship that may be governed by this policy may result in discipline, up to and including termination.

Section 2.5 Outside Employment

No full-time employee shall accept outside employment, whether part-time, temporary, or permanent, without prior written approval from their department head, and that notice is given to the Village Administrator. Each employee who wishes to engage in outside employment shall notify their department head in writing: 1) the name of the employee, 2) the name of the employer, 3) the nature of the outside work, and 4) the schedule of the outside work. Each change in outside employment shall require separate approval. Approval shall not be granted when such outside employment conflicts or interferes with the employee's municipal service. No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible or creates conflict of interest with his official duties. A department head, with concurrence of the Village Administrator, may prohibit employment which, in their judgment, might be detrimental to the best interests of the Village. In such cases, the employee will be given appropriate notice and then must decide if he or she wants to continue their service with the Village, or with the outside employer. Employees of the Village may not engage in outside business activities on normal duty, nor will Village property be used at any time except for Village functions.

Section 2.6 Whistleblower Protection Policy

The Village is committed to maintaining a work environment that is free of improper governmental activities including misconduct, inefficiency, and waste as well as a work environment that is free from retaliation against those who report, testify about, or participate in investigations regarding alleged improper governmental activities required by the Public Officer Prohibited Activities Act (50 ILCS 105/0.01. *and* 50 ILCS 105/4.1).

Examples of improper governmental activities include violation of state, federal or local law; abuse of authority, public trust, or expectations in the position; creating substantial and specific danger to public health and safety or engaging in a gross waste of public funds are prohibited. Governmental activity exercised or within the scope of the individual's official duties, *e.g.*, approval of purchases for the police department, is not an improper governmental activity. *See* 50 ILCS 105/0.01 *et. seq.*

If a person covered by this policy feels that he or she has knowledge of improper governmental activities or has experienced retaliation based on the reporting of alleged improper governmental activities, he or she is to immediately report the act of retaliation to Human Resources representative, or their designee, who is responsible for investigating complaints of misconduct, inefficiency, and governmental waste within the Village of East Dundee. This person can be reached at <u>hr@eastdundee.net</u>.

All reports identifying conduct that is inconsistent with this policy will be promptly and thoroughly investigated and, where appropriate, remedial measures will be taken.

The Village shall provide a copy of this policy on an annual basis to each employee to ensure employees understand their rights and the process in which they can report retaliation based on this policy.

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Chapter 3 – Equal Employment Opportunity

Section 3.1 Non-Discrimination

Employment-related decisions are made on the basis of individual suitability. It is Village policy that there shall be no discrimination with respect to any of the terms or conditions of employment, because of race (including, but not limited to, hair texture and protective hairstyles), color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), physical or mental disability, citizenship status, work authorization status, genetic information, ancestry, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, lactation, past pregnancy condition and the potential or intention to become pregnant), status as a victim or perceived victim of domestic or sexual violence, certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. The Village will not tolerate discrimination or harassment based upon these characteristics or any other consideration protected by applicable federal, state, or local law.

Please note that the minimum age for employment as a sworn police officer shall be 21 years of age. All other employees shall be at least 18 years of age.

The Village also will not penalize a person solely because of their status as a registered qualifying patient or registered designated caregiver for purposes of medical marijuana, unless failing to do so would put the Village in violation of federal law or cause it to lose a monetary or licensing-related benefit under federal law or rules. Notwithstanding the above, no applicant or employee may use, possess, or be impaired by marijuana on the Village's premises, while performing work for the Village, or during working hours. The Village's zero tolerance policy includes medical marijuana use in the workplace.

The Village may consider a registered qualifying patient to be impaired when they manifest specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of their position.

The Village also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual's credit report or credit history and with the Illinois law prohibiting sexual harassment of unpaid interns, or any other basis protected by applicable federal, state, or local law.

In addition, it is against Village policy to refuse to do business with, discriminate against or harass any independent contractor, customer, supplier, or other business associate based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

Upon termination or resignation of an employee, the department head shall notify the Village Administrator that a vacancy exists. Upon determination by the Village Administrator that the vacancy is to be filled, the department head, upon notification, shall commence recruitment consistent with this policy.

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Overall responsibility for the direction and enforcement of this Equal Employment Opportunity ("EEO") Policy has been assigned to the Village Administrator, who will serve as the EEO Officer.

If you believe that you have been discriminated against with respect to the terms and conditions of your employment in violation of this policy, you should report your concerns to your supervisor, Human Resources representative(s), the EEO Officer or any member of management with whom you feel comfortable.

Section 3.2 Anti-Harassment

The Village is committed to providing a work environment that is free of prohibited harassment. As a result, the Village maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized status, including, but not limited to: race including, but not limited to, hair texture and protective hairstyles), color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status, genetic information, ancestry, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours, or any other basis protected by applicable federal, state or local law.

The Village's anti-harassment policy applies to all persons involved in its operations, including employees (regardless of their position), applicants, interns (paid or unpaid), vendors, contractors, subcontractors, consultants and any other third party involved in its operations. This policy prohibits harassing conduct by any employee of the Village, including supervisors, supervisors, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers. If such harassment occurs in the workplace by someone not employed by the Village, the procedures in this policy should be followed. The workplace includes actual worksites, any setting in which work-related business is being conducted (whether during or after normal business hours), online and electronic interactions with Village employees and third parties involved in Village operations, Village-sponsored events, or Village owned/controlled property.

The Village prohibits unlawful harassment, sexual harassment, and retaliation, as well as such conduct that does not rise to the level of being unlawful.

Individuals who observe conduct that may violate this policy are encouraged, but not required, to communicate to the offending person that the conduct is offensive and unwelcome. Individuals who observe any behavior directed at others that may violate this policy are encouraged to take reasonable action to defuse such behavior, if possible, such as intervening directly, alerting a supervisor or Human Resources representative(s) to assist, or making a report under this policy.

Prohibited harassment includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments, or slurs based on an individual's protected status.
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages or gestures based on an individual's protected status.
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Complaint Procedure

Any applicant or employee who believes they have been subjected to prohibited harassment, sexual harassment or retaliation should report it immediately.

Complaints can be made verbally, or in writing, to your supervisor, the EEO Officer, any supervisor with whom you feel comfortable or to Human Resources representative(s).

Individuals who observe any behavior directed at others that may violate this policy are encouraged to take reasonable action to defuse such behavior, if possible, such as intervening directly, alerting a supervisor or Human Resources representative(s) to assist, or making a report under this policy.

Any supervisor or supervisor who observes or receives a complaint of harassment, sexual harassment, or retaliation or receives information about suspected harassment, sexual harassment, or retaliation must immediately report it to Human Resources representative(s).

Upon notice, a fair, timely, thorough, and objective investigation will be undertaken. The Village will maintain confidentiality surrounding the investigation to the extent possible, consistent with a thorough and objective investigation, and to the extent permitted or required under applicable law and related information will only be shared with others on a need-to-know basis. The Village will document and track the progress of the investigation, afford all parties the appropriate due process and will reach reasonable conclusions based on the information collected.

Once the investigation is completed and a determination is made, the complaining party will be advised that the investigation has been completed and may be informed of the resolution.

All employees are required to cooperate with any investigation of workplace misconduct of any kind fully and truthfully, including providing written statements when requested to do so.

In addition to the complaint procedures set forth above, any employee who believes that they have been harassed or discriminated against may file a complaint with the EEOC or the Illinois Department of Human Rights (IDHR).

U.S. Equal Employment Opportunity Commission (EEOC)Chicago District Office230 South Dearborn St., Suite 1866

Chicago, Illinois 60604 321-872-9744 866-740-3953 (TTY) https://publicportal.eeoc.gov/Portal/Login.aspx

The IDHR may be reached at the following locations:

<u>Chicago Office</u>: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.

<u>Springfield Office</u>: 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: www.illinois.gov/dhr. Email: IDHR.Intake@illinois.gov.

The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703. Retaliation for reporting harassment is illegal.

Supervisor's Responsibility

All supervisors and supervisors are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation.
- Ensuring that all employees under their supervision have knowledge of and understand this policy.
- Promptly reporting any complaints to the designated Human Resources representative(s) Representative so they may be investigated and resolved in timely manner.
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy.
- Conducting themselves, at all times, in a manner consistent with this policy.

Failure to meet these responsibilities may lead to discipline, up to and including termination.

Protection Against Retaliation

Retaliation is prohibited against any person by another employee or by the Village for using this complaint procedure, reporting proscribed harassment, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Individuals who believe they have been subjected to retaliation or believe that another individual has been subjected to retaliation, should report this concern to a supervisor or supervisor or to

Human Resources representative(s). Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, the Village may take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

Corrective Action/Discipline

If the Village determines that this policy has been violated, including in the event that a supervisor knowingly allows the policy to be violated without reporting it, prompt remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment.

In addition to being subject to discipline for engaging in harassing or sexually harassing conduct themselves, supervisors and supervisors will be subject to discipline (up to and including termination) for failing to report suspected harassment or sexual harassment, or otherwise knowingly allowing harassment or sexual harassment to continue. Supervisors and supervisors will also be subject to discipline for engaging in prohibited retaliation.

Section 3.3 Disability Accommodation

The Village complies with all applicable laws regarding the accommodation of disabilities and will provide, upon request, reasonable accommodations if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would be an undue hardship. If you believe that you need an accommodation, you must advise Human Resources representative(s) of the nature of your work restrictions and the nature of accommodations you believe are necessary to enable you to perform the essential functions of your job. Human Resources representative(s) will work with you and your supervisor to determine reasonable accommodations that may be available, and which does not cause undue hardship to the Village. Documentation from a health care provider supporting your need, duration, frequency, and the nature of your work restrictions in connection with your requested accommodation will be required as part of this process. Employees are required to cooperate with the Village as part of this interactive process. Any information regarding a disability will be kept confidential to the extent required by law.

Section 3.4 Pregnancy Accommodation

Employees and applicants for employment may request reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act, a reasonable accommodation will be provided unless the accommodation would impose an undue hardship to the Village's ordinary business operations. Reasonable accommodations may include but are not limited to: more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or less-hazardous position that the employee is qualified for; acquisition or modification of equipment; reassignment to a vacant position that the employee is qualified for; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification, training materials or policies; seating; an accessible worksite;

and time off to recover from conditions related to childbirth or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Village of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the Village's operations.

The Village may request certain documents from the individual's health care provider regarding the need for accommodation. It is the employee's or applicant's duty to provide requested documentation to the Village.

The Village will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Village retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act.

Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact Human Resources representative(s).

Section 3.5 Accommodation for Victims of Domestic, Sexual or Gender Violence

The Village will provide reasonable accommodations for qualified employees or applicants for employment who are the victim of domestic violence, sexual violence (including sexual assault and stalking) or gender violence, or who are the family or household member (i.e., spouse, civil union partner, parent, son, daughter, or other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or a person jointly residing in the same household with the employee) of such a victim, unless providing the accommodation will impose an undue hardship on the Village's operations.

Employees may also be entitled to a leave of absence under the Domestic Violence, Sexual Violence or Gender Violence Victims Leave policy set forth in Section 11.19 of this policy and should consult that policy and or Human Resources representative(s) for additional information.

The Village will not discriminate, harass or retaliate against any employee or applicant for employment: (1) because the individual is, or is perceived to be, a victim of domestic, sexual or gender violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic, sexual or gender violence against the individual or the individual's family or household member.

Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact Human Resources representative(s).

Section 3.6 Religious Accommodation

Employees and applicants for employment may request a reasonable accommodation for their sincerely held religious beliefs, practices, and/or observances, including but not limited to the wearing of any attire, clothing, or facial hair in accordance with the requirements of their religion. When brought to the Village's attention, it will review the request and identify potential accommodations which will best serve the needs of the employee and the Village without imposing an undue hardship on the conduct of the Village's business. The Village will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Village retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact Human Resources representative(s).

Section 3.7 Lactation Accommodation

The Village will not discriminate in any way against an employee who chooses to express breast milk in the workplace.

The Village will provide a reasonable amount of paid break time to accommodate an employee desiring to express breast milk for the employee's child up to the age required by applicable law. The lactation break time, if possible, should run concurrently with scheduled rest breaks and meal periods already provided to the employee. Where breaks or additional time are required, the employee should work with her supervisor or Human Resources representative(s) regarding scheduling and reporting the extra break time in the timekeeping system. (Exempt employees who need lactation accommodation breaks do not need to report any extra break time.)

The Village will provide employees with the use of a room or a private area in the workplace, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Village will make a reasonable effort to identify a location within close proximity to the work area. Employees should discuss with Human Resources representative(s) the location for storage of expressed milk.

Please be sure to contact Human Resources representative(s) during your pregnancy or before you return to a Village worksite to identify your need for a lactation area.

Chapter 4 - Recruitment, Selection, and Appointment

Section 4.1 Recruitment

The Village Administrator, or their designee, shall be responsible for the recruitment and screening of all Village employees, except those positions governed by State Statutes. As vacancies occur, qualified applicants will be sought through several means of recruitment via advertisement in various media. Consideration will first be given to current employees to fill vacancies for which they are at least as qualified as other candidates for the position.

Section 4.2 Appointment Authority

The Village President appoints persons to fill the principal appointive offices of the Village as identified in the Village Code with the advice and consent of the Board of Trustees, with consideration of the recommendation of the Village Administrator.

The Village Administrator shall have the authority to hire, discipline, and terminate all employees, except those principal appointive officers appointed by the Village Board. The Village Administrator shall have the authority to discipline those employees serving as principal appointive officers.

The Board of Police Commissioners is responsible for the appointment, promotion, and removal of all sworn Police department personnel except the Police Chief and Deputy Chief.

Section 4.3 Age

The minimum age for employment as a sworn police officer shall be 21 years of age. All other employees, including seasonal, shall be 18 years of age.

Section 4.4 Residency

Although employees are encouraged to live within the Village limits, residency is not a requirement for initial or continued employment. However, the proximity of prospective employees to their place of work may be considered when choosing which applicant to select for a vacant position.

Section 4.5 Application for Employment

All individuals seeking employment will be required to complete and submit a standard application form which will be provided by the Village. Such applications shall be directed to the Human Resource personnel unless directed by the Administrator to another department head. All employment applications received from qualified candidates will be kept on file for a period of one (1) year.

Applicants seeking employment as sworn employees shall be subject to the procedures established by the Village President and Board of Trustees and/or by State statutes.

Any applicant who knowingly submits false or misleading information by affirmative statement or omission on an employment application shall be subject to disqualification. False or misleading information on an application shall be grounds for dismissal. Unsolicited resumes, applications, and job inquiries shall not be accepted.

Section 4.6 Pre-employment Testing and Evaluation

The Village may require applicant testing prior to selection. Such testing shall measure the job skills, ability and background required to perform the minimum duties of the position. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner specific to the job classification/description.

Testing may include evaluation of experience and training; oral interview; written examinations; oral examinations; performance examinations; physical strength and agility test; physical examination; drug and alcohol testing; background checks; credit checks; and reference checks. All required examinations and testing shall be at the expense of the Village and conducted by a medical facility or agents of the Village's choosing.

- **Physical examinations**: Prospective employees who have received a conditional offer of employment from the Village will be required to undergo and satisfactorily pass a complete physical examination prior to employment by the Village. The purpose of this examination is to determine whether or not the prospective employee possesses the standards of health and fitness necessary to perform the duties, essential functions, and responsibilities of the position for which they are being considered. The physical examination shall include a drug and alcohol test that the prospective employee must pass satisfactorily.
- Other testing and examinations: The Village may require additional testing and examinations as it deems appropriate and as is permitted by law. These examinations may include, by are not limited to, fingerprinting, driver's license search, psychological, polygraph, background, and credit checks.
- **Reference checks:** When considering the applicant for employment, the Village will conduct reference checks by contacting the applicant's previous employers, pertinent institutions, and other appropriate sources. The falsification of any information contained on an employment application or other written material submitted by the applicant, or any misrepresentation during the interview process, whenever discovered, is considered dishonest and grounds for not hiring the applicant or discharging the employee at a later date.
- **Background and credit checks:** All positions within the Village will be required to pass a background and/or credit check. Notice will be given to the applicant prior to conducting a background or credit check. The prospective employee must sign a waiver to allow for the background and/or credit check. Credit and background checks will comply with all applicable state and federal laws, including the Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.) and the Employee Credit Privacy Act (820 ILCS 70/1 et seq).

Section 4.7 Probationary Period

All appointments to the Village service shall be for a probationary period as follows:

- Twelve (12) months after graduating from the academy or hire (if no academy required) for sworn employees of the Police Department.
- Six (6) months for all other employees.

During an employee's probationary period, an employee may be terminated without reason, without cause, and without appeal, at the discretion of the department head, with concurrence of the Village Administrator.

Section 4.8 Promotion Selection Procedures

Any position vacancy will be posted as set forth in Section 4.1 above. The Village will decide whether or not candidates from outside the organization will be solicited and considered when a vacancy that would be considered promotional occurs.

The promotion process may include one or more of the following, as determined by the Village Administrator: evaluation of experience and training; oral interview; written examinations; oral examinations; performance examinations; physical strength and agility test; physical examination; drug testing; background checks; credit checks; and reference checks. All testing procedures must relate to the knowledge, skills, and abilities for the job.

In promotional appointments that involve a candidate already within the Village service, the Village Administrator may at his or her discretion conduct an additional drug screening test, background, credit, and reference check. Such tests shall be conducted only if the responsibilities of the new position differ from the employees' present position if the employee will be performing safety-sensitive functions, or if the employee has a federally regulated license (e.g., CDL).

Chapter 5 - New Employee Orientation and Probationary Performance Evaluation

Section 5.1 New Employee Orientation

It is important for employees to understand the benefits and conditions of employment from the very onset of employment. A New Employee Orientation session will be coordinated by the Administrative Services Director, typically within the first two weeks of employment. New Employee Orientation is intended to give an overview of municipal government, specific information about major departments and review Village policies and programs. During orientation, employees will be given enrollment information for the Village's benefit plans and any other employment related documents that are to be completed at that time.

Section 5.2 Purpose of Probationary Performance Evaluation

The evaluation period shall be an integral part of the selection process and shall be utilized by the department head and other supervisory staff as an opportunity to observe the new employee's work performance, for securing the most effective adjustment of a newly employed employee to their new position, and for determining whether to terminate any employee whose work performance fails to meet required work standards.

Section 5.3 Duration

All original and promotional appointments shall be tentative and are subject to an evaluation period of one year except that appointment of new police officers will be for 18 months and shall include completion of training as required by State statute.

Section 5.4 Performance Evaluation during Probationary Period

During the evaluation period, the employee's performance will be subject to review and evaluation on a regular and closed basis by his or her immediate supervisor. There will be two formal performance evaluations for employees during the evaluation period. The first will be conducted six months after beginning work or being promoted to a new position. The second will be conducted prior to completion of the first year of service in the position.

Section 5.5 Termination during Probationary Period

At any time during the evaluation period, the appointing authority may terminate an employee if such employee does not satisfactorily perform the duties of the position. A new employee who is terminated within six months of his or her first date of employment will not be eligible for any benefits accumulated during the evaluation period, except for the payout of accrued but unused vacation time.

Section 5.6 Benefits during Evaluation Period

Village employees receive the same benefits as other employees during their evaluation period.

Chapter 6 – Hours and Compensation

Section 6.1 Work Hours

The standard workday of Village personnel shall vary between departments due to service and operational demands. The standard workday may be changed on occasion to accommodate Village and/or employee needs.

Department heads shall establish, with approval of the Village Administrator, the working schedule for subordinate employees. Any proposed changes in work schedules, temporary or permanent, shall first be submitted to the Village Administrator for approval.

It is your responsibility to report to work where and when scheduled. Failure to do so could result in disciplinary action, up to and including termination from employment. For some employees, overtime, alternate shifts, or out-of-town travel may be required. By accepting employment with the Village, you understand and agree that you will be available for and will attend such work. Similarly, if you are scheduled to attend meetings or training sessions, you are expected to attend, just as with any other work assignments.

Any employee required to attend Village Board and/or Commission/Council meetings will be permitted to adjust their schedule to accommodate the meeting schedules.

Section 6.2 Rest Periods and Meal Breaks

Employees working at least seven and one-half hours shall be permitted an unpaid a thirty (30) minute or a one (1) hour unpaid meal rest period(s) within the first five hours of the employee's shift, the time of which shall be scheduled and designated by department and properly documented on their bi-weekly timesheet. Employees who work in excess of 7.5 hours shall be permitted an additional unpaid 20-minute break for every 4.5 continuous hours worked.

Sworn employees of the police department shall be permitted meal breaks consistent with department requirements as may be approved by the department head and in accordance with the provisions of the Fair Labor Standards Act.

Employees of the Public Works department shall be permitted to meal breaks consistent with their Collective Bargaining Agreement.

Section 6.3 Punctuality and Attendance

Regular attendance at work is a requirement of employment or continued employment with the Village. Absenteeism is costly, disrupts operations and work schedules, and creates additional work for your fellow employees. Tardiness also negatively impacts the overall functioning of the Village; in that it affects staffing needs and imposes additional burdens on other employees and supervisors.

All employees are required to report to work, meetings, trainings, and the like on a timely basis and to be responsive, reachable and at their workstations throughout their scheduled work hours.

In situations where absence, a late arrival or an early out is unavoidable, employees are required to inform their supervisor as soon as possible, but no later than one (1) hour before their scheduled start time. Calling in does not necessarily excuse the tardy or the absence.

Excessive, unexcused tardiness and absences will be the cause for disciplinary action up to and including termination. Absences protected by applicable law are not considered unexcused if notice of such absences is provided timely and, in the manner required or permitted by applicable law.

Employees who will be absent from work for any reason must notify their supervisor via telephone, voicemail, email, or text message at least two hours before their scheduled start time on the first day of their absence and, if applicable, must estimate the number of days the absence is expected to last. You must call in every additional day unless your absence has been approved, in writing, for an extended period of time.

If you do not report to work and do not contact your supervisor or Human Resources representative(s) for three (3) consecutive workdays, you will be considered to have voluntarily resigned and abandoned your job. However, please note that failure to return to work after an approved absence or failure to promptly notify the Village of even one absence (i.e., one "no call, no show") may result in disciplinary action, up to and including termination of employment.

Section 6.4 Timekeeping for Non-Exempt, Hourly Employees

Each non-exempt employee will be given instructions on how work time is recorded, typically in the Village's payroll system. Non-exempt, hourly employees must clock in/out or otherwise record in the payroll system the time they begin, and end work each day, the beginning and end of each meal period (if required), and the beginning and end of any split shift. Such employees may not clock in or begin performing work of any kind whatsoever more than 4 minutes before their scheduled start time and must stop working and clock out no more than 4 minutes after their scheduled ending time unless overtime is otherwise approved by their supervisor.

The Village pays only for the actual time spent working. Employees who make an error, or forget to record their time properly, must notify their supervisor immediately. It is strictly forbidden to record or alter another employee's time. Disciplinary action, up to and including termination, will be taken against anyone who violates any part of this policy.

Section 6.5 Working off the Clock

Non-exempt, hourly employees are required to clock in before performing any work of any kind, no matter how minimal. Moreover, such employees are strictly forbidden from performing any work, no matter how minimal, after they have clocked out for breaks or at the end of their shift. Working "off the clock" will result in discipline, up to and including termination of employment.

If you become aware that a supervisor is requesting, encouraging or requiring that non-exempt employees work "off the clock," you should report the conduct to the Human Resources representative(s) immediately. Such reports will be kept confidential to the extent possible. Retaliation against any employee who reports a violation of this policy in good faith will not be tolerated. Any supervisor who requests or requires that non-exempt employees work "off the clock" or who retaliates against any employee(s) who reports in good faith their belief that a supervisor is requesting or requiring that non-exempt employees work "off the clock" will be subject to discipline, up to and including termination of employment.

Section 6.6 Compensation for Overtime Worked

Employees may be required by the Village to work more hours than their normal work week. The amount and type of compensation for these additional hours shall depend upon the employees' classification as stated below. For the purpose of the application of this section, hours worked shall not include hours charged to sick leave, unpaid suspension, or leave without pay. This Section applies to non-union employees. The applicable Collective Bargaining Agreements govern this issue for union members.

All employees will be expected to work overtime in case of emergency or whenever necessary in the best interests of the Village. If overtime is necessary for a non-exempt employee, it must be authorized by the respective department head and authorized by the Village Administrator prior to being worked. All emergency overtime must be approved by the respective department head and reported the next working day to the Village Administrator. Failure by the non-exempt employee to obtain approval before working overtime, failure to report emergency overtime and/or any employee's refusal to work overtime may result in disciplinary action, including termination.

Non-exempt employees: all employees are eligible to receive overtime compensation at the rate of time and one-half times their regular rate of pay for hours worked in excess of forty hours each workweek, provided that the employee actually "worked" the forty hours in the workweek prior to working overtime hours.

For the purpose of calculating overtime, hours "worked" shall not include hours charged to sick leave, vacation leave, suspension days, or leaves without pay. If the employee has not worked the minimum hours required in a forty (40) hour work week the requirement is met. Overtime compensation at time and one half will not be paid for time worked which is less than 15 minutes in excess of scheduled work hours per pay period.

There are two work weeks within the Village's payroll period, and overtime must be calculated for each individual forty (40) hour work week.

Compensatory Time for Non-Exempt Employces: all employees classified as non-exempt by the Village Administrator in accordance with the Fair Labor Standards Act, may, at the discretion of the Village Administrator be eligible for compensatory time. For an employee to earn compensatory time, the employee must have worked at least forty (40) hours during the workweek (or the equivalent if the employee is on a schedule other than forty (40) hours per week). For each overtime occurrence, if an employee agrees to accumulate compensatory time instead of receiving overtime pay, he/she must receive consent to do so prior to accruing any compensatory time.

Compensatory time earned is the same rate as overtime earned; time and one half or double time. Unless specifically outlined in a CBA, the maximum number of hours of compensatory time that can be accumulated by an employee is fifty (50) hours. Once an employee reaches the 50 hour threshold, the Village will pay the employee compensatory time at the rate of time and one-half for the number of hours that exceed fifty (50). Authorization of said time off must not unduly

disrupt operations as determined by the authorizing supervisor. Employees must request compensatory time leave at least one (1) week in advance of the requested time off.

Section 6.7 Reporting Time Pay

A full-time non-exempt employee called back to work, having completed a normal work day, or called back in on their day off shall receive a minimum of two (2) hours compensation, or their actual time worked, whichever is greater. The compensation shall be at one and one half times their straight time hourly rate, provided the employee has worked the minimum number of hours established for their normal work week. If the minimum has not been worked, the compensation for call-out will be at the employee's regular straight time hourly rate consistent with any applicable CBA.

Section 6.8 Court Time

All police officers who are required as part of their employment to appear in court during off duty hours shall receive a minimum of two (2) hours compensation, or their actual time worked, whichever is greater. The pay will be at one and one half times the regular hourly rate provided the employee has worked the minimum number of hours established for his normal workweek. If the minimum has not been worked, the compensation for court time will be at the employee's regular straight time hourly rate.

Section 6.9 On-Call Status

Definition of "On-call": An on-call employee is instructed verbally or in writing by their supervisor, department head, or designee, or previously assigned from a written, rotational schedule to be continually available to report to work during an off-duty period.

Definition of "State of Alert": State of alert is a time frame designated by the Village Administrator, department head, or designee in which more than one employee, an amount determined by the department head, is on-call.

An employee on-call, including state of alert employees, must be:

- Continuously available to be contacted by the Village through a telephone or electronic device.
- Must be able to report to work immediately but in no event later than thirty (30) minutes after receiving a request from the appropriate Village personnel unless an applicable CBA dictates a different time frame.
- Must report in a fit-for-duty physical condition which allows the efficient performance of the employee's job position.

After hours Monday through Friday, the supervisors of each division will be on-call. Any hours on Saturdays, Sundays, or holidays an employee from the rotational schedule, developed by the department head or designee, will be on- call.

During a state of alert, any number of employees determined by the department head or designee will be on-call. The employees will first be selected from the department the State of Alert will affect. If more employees are to be selected, they will be selected form the same rotational schedule used for weekends and holidays.

Call-out procedures during normal operations Monday through Friday are as follows: the supervisor in charge of the emergency will call their department's employees first, on a rotational basis. If more employees are necessary, the supervisor will then utilize the rotational schedule.

Call-out procedures during normal operations on a weekend or holiday are as follows: if the emergency requires only one employee, the on-call employee will make necessary repairs alone. If the emergency requires more than one employee, the on-call employee will first call the supervisor responsible for the emergency, then the employees of that particular department will be called on a rotational basis. If more employees are necessary, the supervisor will then utilize the rotational schedule.

Call-out procedures during a state of alert Monday through Friday are as follows: the supervisor in charge of the emergency will call in all of the designated employees. If more employees are necessary, the supervisor will utilize the rotational schedule.

Call-out procedures during a weekend or holiday are as follows: the on-call employee will call the designated supervisor and the supervisor will call the other designated employees. If more employees are necessary, the supervisor will utilize the rotational schedule.

Section 6.10 Temporary Assignment to a Higher Position Level

Subject to the final approval of the Village Board, the Village Administrator may recommend a temporary pay increase to an employee acting at a higher position such as supervisor, manager or department head for the length of the assignment/appointment. The increase shall not exceed fifteen percent (15%) of that employee's regular salary or rate of pay when that employee is called upon to perform additional or different job duties or functions during two or more consecutive weeks that would not otherwise be the responsibility of that employee. The amount of a given pay increase shall be determined by the department head based on the amount or nature of additional or different duties or functions that an employee is assuming and approved by the Village Administrator. All pay increases recommended and approved under this policy shall only constitute temporary adjustments to an employee's salary or rate of pay to reflect the temporary increase or change in the duties and functions of the employee during the period of time that the employee is actually assisting in carrying out the duties and functions of the vacant position, and under no circumstances shall any such pay increase constitute a permanent change in the employee's salary or rate of pay.

The department head recommending a temporary pay increase for an employee under this policy shall, upon the approval of such increase by the Village Administrator, notify the employee in writing of the amount of the increase, the additional or different duties and functions to be performed by the recipient, and the expected duration of the assignment. Such notice shall also inform the employee that any pay increase granted under this policy shall be temporary and shall last no longer than the period of time during which the employee actually performs additional or

different job duties or functions and shall be transmitted to the employee together with a copy of this policy.

Section 6.11 Paydays

The payroll period shall be two (2) weeks in duration with twenty-six (26) payroll periods per year. Checks will be distributed on the Friday following the end of a payroll period, except when the payday is a holiday. In this case, checks will be issued the day before. The two-week pay period begins at 12:01 a.m. on alternate Saturdays. Employees are not to cash paychecks on Village time.

Employees will be paid via direct deposit if they have elected direct deposit and provided the Village with the necessary paperwork. Otherwise, you may pick up your paycheck from your regular worksite. Paychecks will be distributed to the employee only and not to any other person unless directed, in writing, by the employee. If a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. In no case will pay advances, loans, or extensions of credit on unearned wages be provided to employees for any reason.

Section 6.12 Errors in Pay

Village takes precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify a supervisor within two weeks. The Village will make every attempt to adjust the error no later than the employee's next regular pay period.

Additionally, the Village will comply with the requirements of the Fair Labor Standards Act and no improper deductions from the salary of exempt employees will be permitted.

Section 6.13 Payroll Deductions

When an employee is hired by the Village, he/she must submit to the Village the following information:

- Social Security number
- Documentation proving U.S. citizenship or legal alien status
- Information for pension deduction

Compulsory deductions currently include state and federal withholding, Medicare, Social Security and the Illinois Municipal Retirement Fund (for all employees working 1000 hours or more per year, except sworn Police personnel who contribute to their respective pension plans). The Village also provides employees the opportunity to participate in several voluntary payroll deduction programs, which may include, but may not be limited to, group health insurance, group dental plan, a flexible spending plan, a deferred compensation plan, supplemental insurance plans, a credit union savings program and others as approved by the Village Administrator. Information on these programs may be obtained through the appointed Human Resources representative. All changes in any employee's status or address must be reported to the appointed Human Resources representative.

Section 6.14 Wage Garnishment

If the Village receives a wage garnishment notice on any employee, it shall be processed for the next pay period in accordance with law. Whenever the Village is served with an order to withhold income from an employee, pursuant to any statute, the Village may charge the applicable statutory administrative fee (processing fee for wage assignment, child support, withholding order, etc.) from the employee's income.

Section 6.15 Record Keeping of Hours

It shall be the responsibility of the department head or designee, to assure proper record keeping of hours worked. Before records of time worked are submitted to payroll, they are to be reviewed, approved, and signed by the department head. Anyone who knowingly falsifies a record of hours shall be subject to disciplinary action, including dismissal.

Chapter 7 – Remote Work

A telecommuting arrangement may be considered in situations where there is a mutual benefit for the community, the Village, and the employee. The intent is to allow full-time exempt and nonexempt employees and their supervisors/supervisors to design a telecommuting arrangement which will allow an employee to work away from his/her principal work site. Remote work may be available to part-time employees on a case-by-case basis.

Telecommuting is not an entitlement; it is an option to be used at the department head's discretion and where IT software and equipment needs can be easily facilitated. The telecommuting schedule must allow adequate regular office time for meetings and access to facilities and supplies. Telecommuting may be discontinued at any time, for any reason, at the sole discretion of the Village and in no way alters the terms and conditions of employment with the Village of East Dundee.

Telecommuting arrangements may be utilized for short-term assignments, occasional, temporary, and sporadic assignments, or long-term assignments.

It is the telecommuting employee's responsibility to handle the setup, configuration, administration, and maintenance of personal hardware and software required to facilitate telecommuting. Village IT personnel will **NOT** provide any application, hardware, connectivity, or network support beyond any required third-party remote connectivity applications for personal devices.

The responsibility of establishing and paying any costs of telephone or data services related to performing remote work for the Village belongs to the employee.

While telecommuting may facilitate an employee working around family responsibilities, it is not intended to be a substitute for family care. The focus of the arrangement must remain on job performance and meeting business demands.

Supervisors may consider telecommuting as a flexible work site arrangement for assisting disabled workers, or in returning to work those employees on personal medical leave, or on Workers Compensation temporary total disability (TTD). Requests for restricted duty assignments must be approved by the Village Administrator or designee and will be reviewed on a case-by-case basis.

Workers' Compensation

- Employee injuries. This arrangement will not change, diminish, or expand the rights or responsibilities of the Village or the employee under the Workers Compensation Act.
- Family and visitor injuries. The Village does not assume responsibility for injury to any persons, other than the employee, at the employee's alternate worksite.
- Reporting. All injuries must be reported to the employee's supervisor as soon as possible and no later than the end of the normal business hours on the date of the injury. Failure to report may result in correctiveaction.

Remote Work Security Requirements:

Village employees may have access to confidential and proprietary information not accessible to the general public. Generally, confidential, and proprietary information shall not leave the assigned primary work location. Further, duplicating or disclosing confidential or proprietary information, unless it serves as a business necessity, is strictly prohibited. When telecommuting, employees are required to maintain the same confidentiality of all Village information as they would at their primary work location. Employees shall also take the necessary precautions to ensure that confidential and proprietary information is protected while in transit between the principal work location and alternative work location. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to Village networks or databases to anyone who is not authorized to have access.

Failure to exercise due care in safeguarding the Village's confidential and proprietary information is a job performance matter and may result in disciplinary action, up to and including termination.

Chapter 8 – Performance Appraisals/Evaluation

Performance appraisals shall be conducted annually at the beginning of the calendar year (January) for all full-time and part-time employees, except as otherwise noted, with salary increases implemented on the first day of the new budget year. Promoted employees, new employees, and employees changing to full-time status shall be appraised at the conclusion of their introductory period and on their one-year anniversary date for their first year of service in the new position. Thereafter, promoted, new and part-time to full-time status employees with anniversary dates before November 1st shall be eligible for subsequent increases each budget year. Employees with anniversary dates six (6) months prior to the start of a new budget year shall be eligible for subsequent increases one (1) year after the next budget year following their anniversary date and each new budget year thereafter.

Section 8.1 Purpose

The main purpose of the Performance Evaluation is to:

- Promote productivity and raise the level of performance.
- Strengthen employer-employee relations.

Identify employee training and development opportunities. Provide a basis for merit increases within the Classification and Compensation Plan.

Section 8.2 Administration of Evaluations

Timing – Each employee, except those employees on a probationary status, will be evaluated annually on the anniversary date of their employment.

Evaluators – the immediate supervisor will evaluate the employees for whom they are directly responsible. If an employee has had more than one immediate supervisor during the previous year, each of those supervisors should evaluate the employee individually, and then meet amongst themselves to develop and agree upon a joint evaluation. The evaluations conducted by the immediate supervisor(s) will be reviewed, in turn, by their supervisors and by their department dead.

Evaluation Interview and Discussion – the current immediate supervisor will meet with the employee being evaluated. The written evaluation will be shared with the employee. The employee will be provided with an opportunity to respond to their evaluation. At the conclusion of the evaluation interview, the employee will sign the evaluation form, indicating they are in receipt of the evaluation. If the employee does not sign the evaluation, the department dead or supervisor must indicate the date and time the evaluation was provided to the employee.

Merit Increases – At the Village Administrator's discretion and based on their performance, employees will be eligible to advance by percentage increases determined annually by the Village Board on their anniversary date of employment. These percentage increases may vary depending on their performance evaluation.

Chapter 9 – Employee Benefits

Section 9.1 Benefits Overview

It is the Village's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as paid time off and holidays, insurance, and other plan benefits. Staff are constantly studying and evaluating benefit programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

Every year, the Village provides an Employee Benefits Guide to its employees.

The descriptions of the insurance and other plan benefits in that Guide merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from the Village's Human Resources representative(s). Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPD's and this manual.

Further, the Village (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as the full discretionary authority about administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement.

While the Village intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason.

If you are subject to a CBA, the terms of the CBA will govern your benefits.

If you have any questions regarding your benefits, please contact the Village's Human Resources representative(s).

Chapter 10 – Travel and Training

Section 10.1 Business Expenses

The Village will pay reasonable expenses for department heads and other employees who make trips required Village or professional business. Eligible business expenses shall be reimbursed after submission of an itemized statement of travel expenses accompanied by receipts.

Village vehicles may be used in travel to destinations up to 200 miles from East Dundee. Destinations greater than 200 miles must be approved by the Village Administrator. If using a Village vehicle and gas is purchased, receipts must be obtained for reimbursement. Private cars may be used for travel, up to 300 miles, on Village business if required, and reimbursement will be made at the standard IRS mileage reimbursement rates then in effect. If the employee is choosing to travel via vehicle, the employee must provide the cost of a airfare travel as well as the cost for mileage reimbursement for comparison purposes at least two months prior to the travel date. The employee must travel using the least expensive method of the two options.

To be reimbursed for use of private vehicles, proof of insurance must be provided as delineated by air, train, or bus travel reimbursement is limited to coach or economy fares, if required, verified by receipts.

Hotel reimbursement shall be limited to the minimum number of nights required to conduct Village business. No lodging expense will be reimbursement for meeting or training sessions held in the Chicago Metropolitan are unless it can be demonstrated that it is impractical for an employee to commute due to late evening and early morning sessions. Expenses incurred for meals while on authorized Village business during the course of travel will be reimbursed at actual cost verified by receipts, but not to exceed **\$50.00** per day. This allowance will be prorated based upon the number of meals required.

The following items are not reimbursable: laundry and dry cleaning, entertainment, alcoholic beverages and personal telephone charges or movies (includes streaming).

In cases where a travel advance is requested, it must be made to the department head and approved by the Village Administrator in time for inclusion on the claims warrant sheet for approval by the Village Board. The amount of the travel advance should be substantiated by an estimate of travel expenses.

Requests for reimbursement must be made within 30 calendar days following the business travel or training. If not requested within 30 days, no reimbursement will be permitted.

Section 10.2 Tuition Reimbursement

At the discretion of the Village Administrator and budget permitting, the Village will reimburse tuition, for Full-Time employees, for an approved course at colleges and universities under the following conditions:

1. The individual course and underlying degree are job-related to the employee's present or future job responsibilities as determined by the department head.

- 2. The department head recommends, and the employee receives written approval from the department head prior to the course beginning.
- 3. The employee achieves a grade of "C" or better.
- 4. Employees who anticipate requesting tuition reimbursement should do so by December 31 of the year preceding the budget year in which they will request such reimbursement. The Village will then determine during the budget process whether there are sufficient funds to be budgeted and available to cover such costs.
- 5. Reimbursement per employee shall not exceed \$500.00 per budget year.
- 6. At separation, employees are required to reimburse the Village for any college tuition cost paid by the Village during the last twelve months of the employee's employment with the Village.

Employees who participate in the tuition reimbursement program will be required to sign an authorization form when applying for tuition reimbursement acknowledging that they will need to reimburse the Village for any tuition funds received during the last 12 months of employment.

Section 10.3 Training Programs

The Village of East Dundee recognizes it has a responsibility to the community to maintain a capable, responsive, and professional work force. Career development planning is a way to train and educate an employee to perform in the capacity where the employee desires to serve at a level that meets the needs of the department and the community. In order to achieve this result, each department is responsible for developing a training program that will provide the opportunity for each employee to pursue a variety of career development options.

Minimally, the training will include topics such as harassment, ethical conduct, diversity, supervision (if employee is in a supervisory role), team building, communications, safety, and other related topics. These topics are mandatory, and it is the responsibility of the employee and the department head to ensure training requirements are met.

When employees voluntarily attend meetings, lectures, college courses, or other training sessions conducted by independent schools, colleges, associates, or entities, their attendance shall be unpaid, even if the Village pays the tuition for such courses under the tuition reimbursement program.

Section 10.3 Training Expenses

The Village supports employee training to the extent that an employee may perform work more efficiently, improve job skills, or be able to qualify for positions of increasing responsibility.

All related expenses for recruitment or mandatory training will be reimbursed by the Village based upon department budget allocations. In-service training and specialized training tuitions or registration fees will be reimbursed based upon department budget allocations and approval of the Village Administrator. Department Heads and the Village Administrator shall approve all training. This approval shall be secured prior to registration for the training to be eligible for reimbursement.

Chapter 11 – Time Off and Leaves of Absences

Section 11.1 Holidays

All employees who have full time employment status shall receive time off and be paid for the following holidays:

- New Year's Day
- Martin Luther King, Jr Day
- Memorial Day
- Independence Day
- Labor Day

- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Employees covered by a collective bargaining agreement should consult the current applicable union contract for details on holidays and holiday pay. Temporary and seasonal employees do not receive pay for holidays.

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Eligible employees receive a paid holiday only if the observed holiday falls on a day they are normally scheduled to work and only for the number of hours they are regularly scheduled to work on the day the observed holiday falls. Employees who are off work, who are suspended, who are on pension, unpaid leave of absence, or any other inactive payroll status shall not be eligible for holiday pay.

Holiday pay is calculated at the employee's regular, straight-time pay rate. Holidays do not count as hours worked for purposes of determining overtime.

Exempt employees paid a weekly salary will receive no more than their normal weekly salary for any week in which a holiday falls irrespective of whether they perform work on the holiday.

Scheduling Holiday Time Off (for non-bargaining unit and staff)

In situations where operations do not allow for multiple employees to be off at the same time, the Village will use a rotational lottery. The lottery, if necessary, will be conducted in January of each year for particular weeks in which multiple employees have requested time off and the Village cannot grant all of their requests without adversely affecting Village operations. The Village's rotational lottery will be used in instances where multiple Village employees want to take time off during the same week. For example, suppose three of four office staff members want December 25th week off, but Village operational needs can only support two. Under the Village's rotational lottery system, in year 2023, the supervisor will select two employees, via lottery, then pick another two employees who would receive priority for year 2024. Selected employees who do not wish to use their lottery rotation may give their turn to another employee.

Alternatively, the Village may decide to close Village Hall the week of Thanksgiving and Christmas. If the offices are closed, non-union employees will work remotely.

Section 11.2 Personal

Three personal day(s) will be provided to employees during each calendar year. The personal day shall be taken at the discretion of the employee, provided that the schedule date is approved by the department head. Employees shall request the personal day at least one week in advance. Personal days may be paid in increments of one (1) hour.

The personal day must be utilized during the calendar year and cannot be accumulated or reimbursed in the form of an extra day of pay. Any personal day not utilized before December 31st, or prior to an employee's termination is to be considered "lost."

Employees shall not be eligible to receive a personal day until completion of six (6) months of continuous service. Employees hired prior to June 1st shall be entitled to receive (1) personal day during the year of hire. Employees hired after June 1st shall not be entitled to receive a personal day until the following calendar year.

Section 11.3 Vacation

Full-time and part-time, regular employees are eligible to accrue paid vacation time off upon hire. Vacation is not available to-part time, seasonal, or temporary employees. Vacation provides eligible, part and full-time employees with paid time away from work that can be used for any reason after they have completed six-90 days(6) months of continuous, active service to the Village.

Your vacation amount depends on your employment agreement, job title, and length of service with the Village. Employees covered by collective bargaining agreements should consult the current applicable contract for specific details regarding vacation accrual rates.

Full-time Non-union accruals are as follows:

Completed Years of Service	Days/Hours Earned	Hours Earned per Pay Period
0 - 4	10 days/70 hours	2.6923
5 - 10	15 days/105 hours	4.0385
11 – 15	20 days/140 hours	5.3846
16	21 days/147 hours	5.6538
17	22 days/154 hours	5.9231
18	23 days/161 hours	6.1923
19	24 days/168 hours	6.4615
20	25 days/175 hours	6.7308

Part-time Non-union accruals are as follows:

Part-time employees shall accrue 1 hour of vacation time for every 40 hours worked.

Before taking any unpaid time off work and to the extent permitted by applicable law, employees must exhaust their vacation time. Vacation may not be used during any period of furlough, as the employee is not scheduled to work. Unless protected, unpaid time off in excess of an employee's

entitled vacation time will be viewed as a performance issue subject to an unsatisfactory review and possible disciplinary action.

As vacation hours are used, they are subtracted from the employee's account balance. Vacation is not part of any overtime calculation for non-exempt hourly employees as it is non-working time. Vacation is paid based on the employee's regular base rate of pay at the time vacation is taken.

Employees may carry over only 35 hours of accrued, but unused vacation time from one anniversary year to the next – any other accrued time remaining on the employee's anniversary date is forfeited.

Vacation will continue to accrue while an employee is on paid leave by the Village. If an employee is on leave without pay from the Village, vacation does not accrue. Disability benefits are governed separately. Employees may be eligible to receive payments under State disability insurance programs, workers' compensation insurance programs, State paid bonding/caregiver programs or other third-party benefit programs such as IMRF or Aflac. Employees who are unable to work for covered reasons under such programs are required to apply for any and all benefits for which they may be eligible under any of these programs.

All vacation must be earned before being taken. Employees are not permitted to take vacation until it is earned.

All planned time off must be requested at least 7 days in advance to your supervisor unless there are extenuating circumstances or noted otherwise in this manual or a CBA. Whenever possible, employees' requests for prescheduled vacation will be accommodated, but where scheduling conflicts arise, seniority and workload priority will prevail. The Village reserves the right to require the use of vacation or require that vacation be scheduled or taken during certain times of the year, in accordance with business needs and its sole discretion.

Unless otherwise mandated by law, the Village reserves the right not to approve a request for vacation if it will interfere with Village operations or adversely affect coverage of job and staff requirements. All vacation requests must be requested in either half day or full day increments.

In the event of separation from employment, accrued, but unused vacation will be paid out.

Section 11.4 Sick Leave

The Village provides eligible employees with sick leave. The guidelines in this policy do not supersede applicable federal, state, or local laws regarding leaves of absence, including but not limited to leave taken under the Family and Medical Leave Act (FMLA), leave taken as a reasonable accommodation under the Americans with Disabilities Act (ADA), or any other applicable federal, state, or local law, including those prohibiting discrimination and harassment. Where applicable, leave under this policy will run concurrently with all other applicable leaves.

Full-time employees shall accumulate sick leave at the rate of 3.2308 hours per pay period worked (12 days/84 hours per year). New employees shall not be eligible for paid sick leave until thirty (30) days from the date of hire. Sick leave will be paid in increments of one (1) hour. Any use of sick leave which is less than one (1) hour will be rounded up to the nearest whole hour.

Sick leave may be accumulated from year to year, subject to a maximum accumulation of 700 hours (union employees should consult CBA for confirmation of maximum accumulation).

Employees will not accrue paid sick leave during periods of unpaid leaves of absence, furlough, pension collection or suspension.

Paid sick leave may be used when the employee or the employee's family member is ill or injured; is receiving medical care, medical treatment, medical diagnosis, or preventative medical care; or needs to recuperate from an illness or injury.

For purposes of this policy, "family member" includes the employee's:

- Child (defined as biological child, adopted child, stepchild, or foster child);
- Domestic partner or Spouse; or
- Parent (defined as a biological parent, adoptive parent, foster parent, stepparent, or parentin-law).

Additionally, if an employee is eligible for leave under the federal Family and Medical Leave Act ("FMLA"), paid sick leave may be used for any reason that an employee can take job-protected leave pursuant to the FMLA. An employee's use of paid sick leave for FMLA purposes runs concurrently with the employee's use of leave under the FMLA or any applicable state law.

When the need for paid sick leave is reasonably foreseeable, employees must provide (7) seven days' notice of the need for sick leave. A reasonably foreseeable absence includes, but is not limited to, any non-emergency, prescheduled appointment with a health care provider for the employee or the employee's family member.

If the need for paid sick leave is unforeseeable, employees must provide notice as soon as practicable on the day the employee intends to take the paid sick leave but no less than one (1) hour before the employee's scheduled starting time for sworn police personnel and thirty (30) minutes before the employee's schedule starting time for all other Village employees.

Employees may provide notification of their need for unforeseeable leave via phone, e-mail or text message, and the Village will accept notice from any other person providing such notice on the employee's behalf.

Failure to make proper notification will deem the employee ineligible for sick leave compensation. The employee is responsible for making a daily report thereafter for the duration of the illness or injury.

If paid sick leave is used for more than three consecutive workdays, the Village may require that the employee provide certification that the leave was used for a covered purpose. An employee can satisfy this requirement by providing documentation signed by a licensed health care provider. The Village does not require any documentation to reveal the nature of any illness or injury; however, for an employee who was using sick leave due to a contagious disease or who was exposed to a contagious infectious disease, a written statement from a physician shall be required before an employee may again report for work.

If, upon investigation, any employee is found to have abused the intent of the sick leave benefit, he/she shall be subject to disciplinary action. Excessive absenteeism may result in disciplinary action, up to and including immediate termination of employment. "Excessive" shall be defined as those absences occurring more than two (2) times per month (i.e., two consecutive days absent from work would be considered as one (1) occurrence).

Accrued but unused paid sick leave may be carried over from year to year. Paid sick leave will not be paid out in lieu of use or carryover, except upon separation of employment under the terms and conditions set forth herein.

Benefits and leave rights herein will run concurrently with benefits or leave rights under any other applicable law or policy, where permissible and applicable.

The Village may provide other forms of leave for employees to care for medical conditions under certain other laws. In certain situations, leave under this policy may run at the same time as leave available under another law, provided eligibility requirements for that law are met. The Village is committed to complying with all applicable laws. The Village will keep confidential any medical documentation regarding leave use, in accordance with applicable law. The Village may require an employee to use accrued paid sick leave when the employee can do so instead of taking an unpaid absence from work.

Employees terminating employment with the Village shall be compensated for unused earned and accrued sick leave as follows:

By dismissal: Resignation before 20 years of service: Retirement after 20 years of service: Layoff/reduction in force: Death of employee: No compensation No compensation $\frac{1}{2}$ accrued amount $\frac{1}{2}$ accrued amount $\frac{1}{2}$ accrued amount

To receive a sick leave payout upon resignation after 20+ years or due to disability, an employee must give at least two weeks' written notice of their intent to resign or retire. Failure to do so will render the employee ineligible for a sick leave payout.

Sick leave necessary beyond the earned and accrued amount will require the employee to use vacation time.

Section 11.5 Parental Leave

The Village strives to maintain modern, competitive, and compliant policies and practices to ensure the attraction, retention, engagement, and loyalty of our talent. The purpose of our parental leave policy is to enable the employee to care for and bond with a newborn or a newly adopted or

newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave and any other State leave law, as applicable.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed and actively working with the Village for at least one year.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit) working a minimum of 30 hours per week.

Paid Benefits for Childbirth Related Disability

Up to 60% of base pay to eligible employees for consecutive weeks of disability before and following childbirth by an employee. This paid benefit runs concurrently with, and is part of, the salary continuation benefits provided as a result of employee pregnancy or childbirth-related disability under IMRF, or other short-term disability programs offered through Aflac, as well as any State-mandated or State-run programs. Please refer to our current benefits summary and contact Human Resources for details.

Parental Leave Benefits

Up to 100% of base pay to eligible employees who are the parent of a newly born, adopted or foster-care-placed child (age 17 or under) belonging to the employee, for up to three (3) workweeks to be taken and completed within the first 6 months after the birth or home placement of the child. This benefit may be used in conjunction with FMLA.

Paid bonding benefits begin upon (1) birth of the employee's child or (2) placement of the child in the employee's home or (3) cessation of any paid benefits for the employee's childbirth-related disability – whichever is later. Only one paid bonding leave period is available in any rolling 12-month period and is regardless of the number of children who join the employee's family at any one time.

All paid bonding benefits run concurrent with, and will be integrated with, federal, State, or local leave laws as well as any salary continuation benefits provided under any applicable paid family leave policy or program, including private insurance, State-mandated or State-run programs. Employees will be "grossed up" for the difference between such paid benefits and their typical weekly pay for the maximum number of weeks set forth above. Additional paid time off or unpaid leave beyond the time frames listed above are subject to applicable law and the approval of your supervisor and a Human Resources representative.

Paid time off and/or other benefits under this section is available on a non-discriminatory basis to all eligible employees regardless of gender, sexual orientation, and/or marital status. Thirty (30) days advance written notice of the dates of leave, including documentation verifying the adoption, birth, parental lineage and/or disability as well as proof that the employee has applied for any State or private benefits will be required to receive benefits under this policy. In the event of unforeseen circumstances, such as premature birth, you must provide notice as soon as practicable.

Unused benefits may not be carried over beyond six months after the birth of the child or after placement of the child in the employee's home through adoption, legal guardianship or foster care, and there is no payment under this policy of unused benefits.

For salaried employees, "pay" is your base salary. For hourly employees, "pay" is based on your hourly base wage rate based on the number of regularly scheduled hours worked. "Pay" excludes participation in any overtime, incentive programs, and pay differentials. When a paid holiday falls during an employee's Paid Parental Leave benefits, the employee does not receive additional pay (other than Paid Parental Leave pay) for the holiday.

PPL benefits paid by the Village will coordinate with and be offset by any state-paid benefits that you may receive. Employees eligible for state-paid benefits should apply for them and report to the Village amounts received. PPL is a paid benefit only – not a right to time off – and is separate from any leave time or time off for bonding, pregnancy, or childbirth-related disabilities to which the employee otherwise may be eligible or entitled. Employees must pay their share of health insurance and other benefit premiums while on PPL, the same as if they had been actively working. This policy runs concurrently with all other time off and leave policies of the Village as well as all applicable federal, state, and local law. It does not extend or increase the amount of time off any employee may be entitled to take under any applicable law.

Section 11.7 Donated Sick Leave

The Village sponsors a donation program in which employees may donate specific amounts of their sick leave, compensatory time, personal time, or vacation time, not to exceed, in an aggregate, forty (40) hours per employee annually to another employee who needs to take sick leave but has exhausted his or her accrued sick leave or other paid leave.

- An employee must complete the Leave of Absence Request form, including the Certification of Health Care Provider, prior to receiving any donation of time.
- An employee receiving a donation must first have used all of their accrued sick, vacation time, personal time, and compensatory time (collectively known as accrued time off). However, all donated time can be used only as sick time for the employee in need.
- Both the donating employee and the recipient employee must be full-time employees, and have completed their probationary period.
- Time donated will be counted on an hour for hour basis. For example, an employee receiving an hour of sick time from a supervisor will receive one hour of sick time regardless of hourly rate differential.
- An employee donating time must retain not less than 40 hours of their own sick time following the donation of the hours.
- Once the donation has been made, all donated time is the property of the receiving employee. Unused time may not be transferred back.

Section 11.8 Jury Duty

We recognize that it is your civic duty to serve on jury duty. Employees will receive time off to fulfill jury duty. When you receive a notice to serve on a jury, you should immediately notify your supervisor and Human Resources so proper scheduling can be arranged. Employees must provide their supervisor with notice of any jury summons or subpoena within 10 days after receipt. To

eliminate any financial hardship caused by serving on a jury, the Village will pay the difference between your regular pay and that received from your jury service. To receive this pay, you must provide your supervisor and Human Resources with a signed certificate of jury service from the Court Clerk and pay received If you are excused from service for any full day or partial day, you are expected to report to work on that day. However, employees who work for the Village at night will not be required to work while serving on a jury during the day.

The Village encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy.

Section 11.9 Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. Village employees are eligible for three (3) workdays of paid and seven (7) workdays of unpaid bereavement leave.

Eligible employees may take leave under this policy for any of the following reasons:

To attend the funeral (or funeral alternative) of the covered family member;

To make arrangements necessitated by the death of the covered family member; or

To grieve the death of the covered family member;

To be absent from work due to:

A miscarriage;

A stillbirth;

An unsuccessful round of intrauterine insemination or of an assisted reproductive technology program;

A failed adoption match or an adoption that is not finalized because it is contested by another party;

a failed surrogacy agreement; or

a diagnosis that negatively affects pregnancy or fertility.

Village employees must also have worked for the Village for at least twelve (12) months and at least 1,250 hours over the past twelve (12) months in order to be eligible for bereavement leave. Any request for bereavement leave in excess of ten (10) working days will be subject to approval of the Village Administrator and will be chargeable to other accrued leaves.

For the purposes of this policy, a covered family member includes a spouse, domestic partner, child (defined as biological, adopted, step or foster), parent (defined as biological, adoptive, foster, step or in-laws), grandparent, grandchildren, or sibling.

Employees are also eligible immediately upon hire for one paid day to attend the funeral of siblings-in-law, children-in-law, grandparents-in-law, aunt, uncle, or cousin.

Paid leave days only may be taken on regularly scheduled, consecutive workdays following the date of death. You must request permission from your supervisor before commencing bereavement leave. Employees should give at least 48 hours' advance notice of leave. If 48 hours is not reasonable, employees should give as much advance notice to the Village as possible. Leave must be completed within sixty (60) days after the date on which the employee receives notice of the death of the covered family member or other qualifying reason. In administering this policy, the Village may require verification of death and your relationship to the deceased.

In the event of the death of more than one covered family member in a twelve (12) month period, an employee is entitled to up to a total of six (6) weeks of bereavement leave during the twelve (12) month period.

Employees may elect to substitute other types of leave for bereavement leave, including but not limited to any available paid leave, such as accrued vacation. While bereavement leave does not run concurrently with the FMLA, employees who have already exhausted their FMLA leave are ineligible for leave under this policy.

The Village will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy.

Section 11.11 Family Military Leave

Eligible employees who are the spouse, parent, child, or grandparent of a person called to military service are entitled to up to 30 days of unpaid leave during the time federal or state deployment orders are in effect. To be eligible for leave, employees must:

- Have been employed by the Village for at least 12 months;
- Have worked for the Village for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

The Village may require verification of an employee's eligibility for leave from the proper military authority.

Employees may not take family military leave until they have exhausted all accrued vacation.

Employees taking family military leave for five or more consecutive workdays must notify their supervisor of the intended date of the leave at least 14 days in advance.

If possible, employees must consult with their supervisor regarding the scheduling of the leave to minimize disruption to the Village's operations. Employees taking family military leave for fewer than five consecutive days must give their supervisor as much advance notice as is practicable.

During family military leave, employees may continue any benefits, if applicable, at their own expense. No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Upon return from leave, employees will be restored to their prior position or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment.

The Village will not discriminate against, or tolerate discrimination against, any employee who seeks or obtains leave under this policy.

Section 11.12 Military Leave

Village employees who are members of the uniformed or military services shall be extended employment rights as set forth in the Illinois Services Employment and Reemployment Rights Act (ISERRA) (330 ILCS 61/1-1 et seq.), the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 USCA 4301, et seq.) and all other applicable state and federal laws. This policy is not intended to grant any rights or impose any responsibilities in excess of those contained in state and federal law.

If an employee needs leave for uniform or military service, the employee shall provide notice to their Department Head and the office of Human Resources as soon as they become aware of their need for leave. The Village will provide leave for uniformed or military service in accordance with the requirements of state and federal law.

During periods of uniformed or military leave, the Village's health-plan benefits will continue in accordance with state and federal law. For periods of leave for active duty, the Village shall continue to pay the employer's share of the full premium and administrative costs related to the continuation of health-plan benefits.

During periods of military leave for annual training, employees shall continue to receive full concurrent compensation for up to 30 calendar days per year. During periods of leave for active service, employees shall receive differential compensation, meaning pay due when the employee's rate of compensation for military service is less than his or her daily rate of compensation as a public employee. In the case of differential pay, the employee shall receive his or her regular compensation as a public employee minus the amount of base pay for active service. To receive any differential pay, employees must submit their military pay stubs to their supervisor so the Village can calculate the differential pay. Differential compensation for voluntary active service is limited to 60 workdays in a calendar year. Employees may elect, but are not required to, the use of accrued vacation, annual or similar leave with pay in lieu of differential compensation during any period of military leave. Differential compensation will not be paid for active service without pay. Employees who have exhausted concurrent compensation for annual training may receive differential pay for annual training, as set forth and limited by law.

For more information regarding the benefits and requirements related to military leave, please contact the Human Resources Department.

Section 11.13 Illinois School Visitation Rights Act

Eligible employees who are the parent or legal guardian of a child (including a biological, adopted, foster or stepchild) enrolled in a public or private primary or secondary school located in Illinois or a state that shares a common border with Illinois may take time off to attend certain academic activities related to their child. Eligible employees are those who have worked for the Village for at least six consecutive months immediately preceding the leave request and who have worked, on average, a number of hours equal to or greater than one-half of a full-time position during the sixmonth period.

Employees will not be permitted to take leave under this policy unless they have first exhausted all accrued vacation. Employees are also required to submit a written request for leave at least seven days in advance in nonemergency situations, and, in emergency situations, 24 hours in advance.

Eligible employees will be allowed up to eight hours of leave during any school year to attend school conferences, behavioral meetings or academic meetings related to the employee's child if those conferences or meetings cannot be scheduled outside of work hours. No more than four hours of leave may be taken on any single day. Employees must consult with their supervisor or Human Resources representative(s) to schedule the leave so as not to unduly disrupt the Village's business operations. Time off under this policy will be unpaid except that exempt employees will be paid when required by applicable law.

Employees must provide verification of the academic activity from the school within two working days of the school visit. The verification should include the time and date of the employee's visit. For employees who fail to timely submit the verification, the absence may be treated as unexcused.

The Village will allow, but not require, nonexempt employees to make up the amount of hours taken for the leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Exempt employees may be required to make up the leave hours within the same pay period.

The Village will not terminate or otherwise discriminate against employees who take leave in accordance with this policy.

Section 11.14 Emergency Responder Leave

Employees who are volunteer emergency workers will be allowed time off when needed to respond to an emergency call. For purposes of this policy, "volunteer emergency workers" include volunteer firefighters, emergency medical technicians, ambulance drivers and attendants, first responders, volunteers under the Illinois Emergency Management Agency Act and auxiliary public safety officials. Employees will not be terminated for being late to or absent from work for this purpose. The Village also will not discipline employees who are volunteer emergency workers because they respond to an emergency call or emergency text message requesting their volunteer emergency medical services or firefighter services during work hours, so long as the employee does not violate the Village's policies. Employees must make a reasonable effort to notify the Village of an emergency call. Upon return, the Village may require that employees provide a written statement certifying that they were responding to an emergency.

Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law.

Section 11.15 Blood Donor Leave

Upon request, eligible employees will be allowed up to one hour of paid leave to donate, or attempt to donate, blood every 56 days.

Employees who attempt to donate blood but are unsuccessful (as determined by the blood bank) will still be allowed to use the blood donor leave benefit.

"Eligible employees" are full-time employees who have been employed by the Village for six months or longer and have obtained company approval for the time off.

Employees will not be required to use accrued or future vacation or sick leave while taking time off to donate blood.

When requesting time off for this purpose, employees must submit documentation of the appointment to donate blood in advance of the appointment. The Village may require that employees provide a written statement from the blood bank confirming the employee's attendance at the appointment.

Employees who have questions regarding this policy or who feel they have been wrongfully charged leave, denied leave or denied pay for leave under this policy should promptly notify their supervisor or Human Resources representative(s).

Section 11.16 Civil Air Patrol Leave

Eligible employees who are members of the civil air patrol may be entitled to up to 30 days of unpaid leave for the purpose of serving on a civil air patrol mission. "Eligible employees" are those who have worked for the Village for 12 months and have worked 1,250 hours during the 12-month period immediately preceding the leave request.

If the leave lasts five or more consecutive workdays, employees must provide at least 14 days' notice of the intended date upon which the leave will begin. If the leave lasts fewer than five consecutive days, employees must provide as much notice as is practical. When possible, employees must consult with their supervisors about scheduling time off under this policy, in order to minimize the disruption to business operations.

The Village may require certification from the proper civil air patrol authority to verify an employee's eligibility for leave.

Employees returning from leave will be reinstated to the same position or one with equivalent seniority status and the same pay and benefits as they had prior to the leave unless factors other than the exercise of leave under this policy prevent reinstatement.

Employees on civil air patrol leave are entitled to continue benefits at their own expense. Taking such a leave will not result in employees losing any benefits earned prior to the leave.

Section 11.17 Election Judge Leave

Employees who have been appointed as an election judge will be allowed time off without pay to serve in that capacity. Employees must provide at least 20 days' written notice of the need for leave under this policy.

Leave under this policy will be unpaid, except that exempt employees will receive pay when required under applicable federal or state law.

Section 11.18 Witness Leave

Employees who witness a crime will be allowed time off from work for the purpose of responding to a subpoena to attend a criminal proceeding relating to that crime. Employees will also be allowed time off to provide information in connection with a domestic violence proceeding or to testify in such a proceeding.

Leave under this policy will be unpaid except that exempt employees will not incur any reduction in pay for a partial week absence.

Section 11.19 Victim's Economic Security and Safety Act – VESSA

Eligible employees will be allowed up to 12 weeks of unpaid leave in any 12-month period to address domestic violence, sexual violence, or gender violence. An employee is eligible for leave under this policy if:

- The employee is the victim of domestic, sexual or gender violence; or
- The employee's family or household member (i.e., spouse, civil union partner, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or a person jointly residing in the same household with the employee) is a victim of domestic, sexual or gender violence and does not have interests adverse to the employee as it relates to the domestic, sexual or gender violence.

Eligible employees may use leave available under this policy to do any of the following for themselves or for a family or household member identified above:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic, sexual or gender violence;
- Obtain services from a victim service organization;
- Obtain psychological or other counseling;
- Participate in safety planning, relocate temporarily or permanently, or take other actions to increase safety from future domestic, sexual or gender violence or to ensure economic security; or
- Seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding relating to or derived from domestic, sexual or gender violence.

Leave may be taken intermittently or on a reduced-schedule basis.

If applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Employees seeking leave under this policy must provide at least 48 hours' advance notice unless such notice is impractical. Employees may also be required to periodically report on the status of their circumstances and intent to return to work. The Village reserves the right to require documentation to substantiate the eligibility and need for the leave, such as documentation provided by a victim service, attorney, police report, court records, etc.

The Village will keep all information pertaining to an employee's request for leave and/or certification of the need for leave confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law.

Time off under this policy is unpaid, except that employees will be allowed, but not required, to substitute any available paid leave, including accrued sick leave.

Upon return from leave, employees will be restored to the same position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Village will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from gender, domestic or sexual violence, unless the accommodation would cause the Village an undue hardship.

The Village will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy.

Section 11.20 Time Off to Vote

The Village encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who have fewer than two consecutive hours outside of work during which the polls are open will be allowed up to two hours of time off to vote, without loss of pay. The Village may specify when the leave must be taken.

Employees must provide notice of the need for time off prior to Election Day.

Proof of having voted may be required.

Section 11.21 Family and Medical Leave

This policy defines the rights and obligations of employees who take leave under the federal Family and Medical Leave Act ("FMLA"). Except to the extent that other paid leave (such as vacation) is substituted, FMLA leave is unpaid.

Eligibility

An employee is eligible for FMLA leave if, on the date the leave begins, he/she has been employed by the Village for at least 12 months, has worked at least 1,250 hours during the 12 months immediately preceding the date of commencement of the leave, and works at a location with at least 50 employees in a 75-mile radius.

Types of Leave Available

The FMLA provides up to twelve (12) workweeks in a rolling 12-month period, measured backwards, for any one or combination of the following reasons:

- 1. Birth/Adoption/Foster Care of a Child To be used in one continuous block of time, within 12 months of the birth/placement of the child.
- 2. Care for an Immediate Family Member with a Serious Health Condition Immediate family member is defined as a spouse, child, or parent. Parent/child includes legal ward, stepchild, stepparent or *in loco parentis*.
- 3. Care for Self if You Have a Serious Health Condition Medical leave may be requested for an employee's own serious health condition.
- 4. Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

Please contact Human Resources representative(s) for more information if you believe that you may be eligible for and require leave for any of these reasons.

Benefits

To the maximum extent permitted by applicable law, employees are required to substitute any and all accrued, but unused paid time off (including sick time, vacation time, personal days, compensatory days, etc.) to compensate the employee during an otherwise unpaid FMLA leave.

Throughout the employee's FMLA leave, the Village will continue his/her/their group health, life, long-term disability insurance and any elective benefits plans coverage at their currently elected levels as if he/she/they were not on FMLA leave period provided that the employee continues to pay his/her/their share of the premiums via a monthly check to the Village.

Employees who are on paid leave will have their premium payments withheld through payroll deduction. Employees who are on unpaid leave will be advised in writing at the beginning of the leave period of the amount, method, and due date of their premium payments. Failure to make the required payments may result in the cancellation of coverage.

If an employee's premium payment is more than 30 days late, the benefit coverage will cease, except as required by state law. An employee who does not return from family or medical leave may be responsible to reimburse the Village for the employee's share of insurance premiums that it may have paid on her/his/their behalf during the leave.

If an employee fails to return to work after the leave, other than for continuing disability, the Village is entitled to recover the Village's share of the premium paid during the leave.

Employees on FMLA leave accrue employment benefits (such as vacation time, etc.) only when paid leave (such as vacation time) is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. Employees will not be eligible for paid holidays and will accrue no such benefits otherwise.

An employee is not entitled to seniority or benefit accrual during periods of unpaid leave, unless otherwise stated in the Village Personnel Policies and Procedures of law. However, the employee will not lose any benefit accrued prior to the leave.

Additional Leave Time for Military Caregivers

Employees who are the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty may be entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Notice Requirements

An employee must notify the Village in writing at least 30 days before the leave is to begin when requesting leave for the birth or adoption of a child or for a foreseeable family care leave or personal medical leave. For events that are unforeseeable 30 days in advance and are not emergencies, the employee must notify the Village, in writing, as soon as he or she learns of the need for the leave, ordinarily no later than one to two (2) working days after the employee learns of the need for the leave.

If the leave is requested in connection with a planned, non-emergency medical treatment, the employee may be requested to reschedule the treatment so as to minimize disruption of the Village's operations. If medical treatment is on an emergency basis, employees must notify the Village as soon as possible, but in no event more than 48 hours after the occurrence of the reason for the leave. Failure to notify the Village in a timely manner may result in the delay of leave until a proper notice is received.

Medical Certification

Medical certification of the health care provider is required for requests for medical leave for the employee and requests for family leave to care for an immediate family member. It is the employee's responsibility to provide medical certification, which includes the following:

- The date on which the serious health condition commenced.
- The probable duration of the condition.
- The appropriate medical facts within the knowledge of the health care provider regarding the condition.
- For leave requests for the care of an immediate family member, the certification must also include a statement that the employees are needed to care for the family member with an estimate of the amount of time needed for this care.

The Village may request that an employee provide a second health care provider certification form from a health care provider chosen, and paid for, by the Village. If the original certification and the second certification conflict, a third health care provider will be agreed upon and a certification obtained. The opinion of the third health care provider will be binding.

An employee's failure to provide medical certification may result in delay of approval or denying continuation. If certification is not provided prior to the start of a foreseeable leave, leave may be denied until certification is provided.

When the leave is not foreseeable, the employee must provide certification within 15 calendar days. If certification is not provided the Village may deny continuation of leave. The Village may request medical recertification every 30 days.

Upon return to work from a personal medical leave, the Village may require a return-to-work certificate from the health care provider.

For intermittent leave or reduced leave schedule requests, certification must include the dates and duration of the planned medical treatment. For intermittent leave requests of an unplanned nature, the certification must include a statement of the medical necessity for the intermittent leave and expected duration of the leave.

For a family leave request to care for an immediate family member with an unplanned serious health condition, certification must include a statement that the intermittent leave is medically necessary for the care of the family member and the expected duration of the leave.

Leave May Be Taken Continuously or Intermittently

Leave taken for the birth, adoption or foster care placement of a child must be concluded within one year of the birth, adoption, or placement.

Leave for the care of an immediate family member with a serious health condition, and medical leave for the employee's own serious health condition may be taken intermittently or on a reduced leave schedule when medically necessary.

Employees requesting a foreseeable intermittent or reduced schedule leave based on planned medical treatment may be temporarily transferred to an "alternative position" for which he/she is qualified, and which better accommodates his/her recurring periods of leave. The alternative position must only be equivalent in pay and benefits; equivalent duties are not required.

An employee must attempt to schedule such leave so as not to disrupt the Village's operation.

Return to Work

Upon return to work, the employee will be returned to his/her/their original position or a similar position.

Reinstatement may be denied to employees who are among the highest paid ten percent (10%) of the Village's employees ("key employees") and whose reinstatement would cause substantial

economic injury to the Village's operations. "Key employees" will be notified of their status in writing when they request FMLA leave and informed as to whether there is a possibility that reinstatement will be denied after leave. Restoration may be denied if it causes substantial and grievous economic injury as defined by FMLA regulations.

An equivalent position includes one:

- With equivalent pay, benefits, working conditions, privileges prerequisites and status.
- With the same work site or a geographically proximate work site.
- With substantially the same or similar duties and responsibilities, and entails substantially equivalent skill, effort, responsibility and authority.

Upon return to work, benefits will be reinstated to the level existing before the leave was taken, without preexisting conditions, exclusions or waiting periods.

Should an employee on an approved family or medical leave require an extension of the leave for any reason or duration, the employee must submit an extension request, in writing, to Human Resources representative(s) no less that fourteen (14) days before the expiration of the current leave.

The employee's request must be accompanied by appropriate medical documentation reflecting the reason for the request and a new estimated return-to work date.

A family or medical leave will terminate on the earliest of the following: (1) the last day of the requested leave; (2) the date on which the employee exhausts their leave entitlement under the policy; (3) the date on which the employee is no longer entitled to or qualified for leave under this policy.

Before an employee may return from a medical leave prompted by their own serious health condition, the employee may be required to present to Human Resources representative(s) a certification from a health care provider that the employee is able to resume work.

An employee on family leave may not commence other full-time or part-time employment (whether for another or as self-employment or on an independent contractor basis) during the term of the leave if such employment is inconsistent with the purpose of the leave.

Failure to return to work upon the expiration of family or medical leave or request additional leave in advance may be grounds for immediate termination.

If you have any questions regarding the interpretation of this policy, please contact Human Resources representative(s).

Section 11.22 Personal Leave of Absence

If you require leave for a reason not covered by the FMLA or by a Village policy, you may be eligible for a personal leave of absence without pay. However, employees must be employed for at least one (1) year prior to the requested leave.

Requests for leave must not exceed three (3) months. Requests for leave shall be made in writing to the department head along with an explanation of the reason for the request. Unpaid leaves may be granted with the approval of the Village Administrator. One additional three (3) month leave of absence may be granted by the Village Administrator upon request. Unpaid leave of absences for sworn personnel shall be subject to state statues.

The requesting employee's supervisor and the Human Resources representative(s) Department will review requests on a case-by-case basis. The decision to approve or disapprove is based on the circumstances, the length of time requested, the employee's job performance and attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires.

Sick leave, vacation, holiday benefits and seniority will not accrue during leave of the absence, and the employee's anniversary date shall be adjusted according to the length of service. During general leaves of absence in excess of 30 consecutive days the employee may, at the employee's option, remain a member of any group hospital or medical plan provided by the Village, provided the employee pays the full monthly premium/deduction for each coverage, to the Village. Failure to make regularly scheduled payments will result in cancellation of the benefits.

If a leave of absence if granted for a period of one (1) calendar month or less, the employee's position will remain vacant until the expiration of the leave. Reinstatement shall only occur if the position has not been eliminated due to reorganization or budgetary constraints. Unpaid leaves in excess of one (1) month provide no guarantee of reinstatement to the former positions, unless approved by the Village Administrator.

Upon expiration of a leave of absence the Village Administrator shall attempt to reinstate the employee to his/her former position or one that is similar, depending upon qualifications. If no position is available upon expiration of the leave of absence, the employee may be considered for future openings depending upon qualifications.

Employees considering a general leave of absence must be aware that any position may be eliminated or substantially changed. Therefore, assurance of reinstatement cannot be given. An effort will be made to place the employee in a suitable position at the first opportunity. Failure to report for duty within two (2) working days of the end of the leave granted shall result in termination of the employee.

Section 11.23 Short-Term Disability

If an employee shall require a leave of absence for disability or medical reasons as defined in the Family & Medical Leave Act of 1993, and such leave extends beyond any accrued sick, leave, vacation, personal days or compensatory time due, the employee may request to be placed on short-term disability/medical leave status. During such unpaid leave, the employee may be eligible for disability earnings subject to the pension and/or insurance policy in force.

Any short-term disability/medica leave shall be documented with a written medical statement. Approval of short-term disability/medical leave status shall be determined by the Village Administrator.

Sick leave, vacation, holiday benefits and seniority will not accrue during the short-term disability/medical leave and the employee's anniversary date shall be adjusted according to the length of absence. Health and life insurance benefits will be maintained during the disability leave, according to the provisions of the policy in effect, and shall be unpaid by the Village provided that the employee has been employed for a period of not less than one (1) year and has worked over one thousand two hundred fifty (1,250) hours during the previous year.

If the employee receives paid health insurance and does not return to work following the expiration of the leave, the Village may recover the cost of premiums paid. If a short-term disability/medical leave is granted for a period of ninety (90) days or less, the employee's positions will remain vacant until the expiration of the leave. Reinstatement shall only occur if the position has not been eliminated due to no reorganization or budgetary constraints.

Unpaid leaves in excess of three (3) months provide no guarantee of reinstatement to the former position, unless approved by the Village Administrator. The Village will provide written notice of termination to an employee who has not returned to work within two (2) days after the disability period.

Full-time employees are eligible to receive short-term (temporary) disability through IMRF. Please contact IMRF to determine eligibility.

Section 11.24 Light Duty

Employees who are unable to perform their regular duties on a temporary basis, but are capable, as advised by a physician, of working at some level of capacity to benefit the Village, may be assigned to light duty work until they are able to return to regular duty in the sole discretion of the Village Administrator working in conjunction with an employee's department head.

- Such assignment to light duty may remain, depending upon the availability of light duty work but normally shall not exceed 120 days.
- The determination of the light duty assignment shall be made, adjusted, and terminated by the department head in consultation with the Village Administrator, the employee and the appropriate professional, medical personnel.
- The light duty assignment need not be confined to the employee's home department. A review of the employees' capabilities and the needs of the department may result in an assignment to any department in the Village.
- An employee's light duty assignment shall not exceed 120 days unless an employee requests an extension, which can be medically documented by the physician as necessary. Such an extension must be approved by the Village Administrator or designee.
- Assignment of personnel to light duty is a management prerogative. Light duty assignments will be performed as needed and assigned.

Chapter 12 – Group Benefits

Section 12.1 Employee Assistance Program

The Village makes available an Employee Assistance Program (EAP) which is free to employees and members of their households. The EAP is a third-party resource and referral program designed to assist employees who are experiencing personal problems in areas including, but not limited to marital and family problems, alcohol, and chemical dependencies, financial, legal, stress, depression, and emotional or psychological difficulties.

The Village's primary objective in offering and implementing an EAP is to provide employees with a confidential, convenient opportunity to resolve personal problems independently and at an early stage before they lead to more serious difficulties. The EAP maintains a confidential relationship with the employee and/or household members and their counselors. The Village is not informed on who uses the services or the reason for use of service.

Use of the EAP may occur as follows:

- Self-referral: an employee or family member may request and accept assistance from the EAP on a voluntary and confidential basis.
- Supervisory referral: should the work performance of an employee deteriorate and should non-work related problems appear to be contributing to noted deficiencies, the EAP can serve as a resource that supervisors may recommend to provide assistance restoring performance to a satisfactory level.
- Mandatory participation: the EAP may be required as a condition of ongoing employment for employees who have violated the Village's drug and alcohol-free workplace and testing policies. In situations such as this in which an employee's job is in jeopardy, and with the written permission of the employee, the EAP will inform the supervisor of the employee's progress. This will only occur when the employee signs a written consent form from the EAP provider.

EAP counselors are available by telephone 24 hours per day, seven days per week. Problem assessment and short-term counseling (if appropriate) will be provided to each employee or family member at no cost. Should longer term treatment be required, the employee will be responsible for any additional costs incurred. Depending on the nature and diagnosis of an employee's problem, the Village's group health insurance plans may provide for some coverage. Any employee utilizing the EAP will be provided the same benefits coverage available under the existing plans as employees who do not participate in the program. Any costs incurred that exceed the limitations of the benefit plans are the responsibility of the employee.

An employee who seeks assistance through the EAP will not be terminated or be denied any job opportunity due solely to his/her participation in the program. Should an employee refuse a recommendation to seek treatment through the program, he/she will be handled according to the same progressive disciplinary procedures and corrective action as any other employee whose work performance is of an unsatisfactory nature. Similarly, participation in the program does not relieve an employee of the responsibility to perform his/her job duties at an acceptable level.

Section 12.2 Group Insurance

All regular full-time employees may participate in the comprehensive group health insurance plan provided by the Village. Each new employee shall receive a complete description of each plan offered by the Village in the "New Employee Orientation" packet available through the Administrative Services Director. Part-time, temporary, and seasonal employees are not eligible for health insurance coverage.

The current health insurance coverage includes medical, hospitalization, dental and vision. Coverage is available for employees and dependents. The Village may, from time to time, as conditions warrant, make changes to the coverage, cost, and eligibility provisions of the group health plan.

The Village of East Dundee adheres to the Health Insurance Portability & Accountability Act of 1996 (HIPAA).

Employees who leave the Village's employment for reasons other than retirement may be eligible for continued group health insurance membership as provided for in the Comprehensive Omnibus Budget Reconciliation Act (COBRA) as outlined in the health insurance booklet or summary analysis. Any terminated employees who choose to remain in the group health insurance plan will be required to pay the premium rate currently in effect for their particular class of membership (individual, family, etc.) plus a two percent (2%) administrative fee. Terminated employees, who opt to remain in the group program, as provided for by COBRA, shall have their membership limited to, and contingent upon meeting the requirements of the federal law as stipulated in in the health insurance booklet or summary analysis.

Village Police Officers and municipal employees who retire or become disabled, as defined in the Illinois Insurance Code, may elect to continue their participation in the comprehensive group health insurance plan provided by the Village. In order to be eligible, the Police Officer or municipal employee must have been a member of the group health insurance plan on the day immediately preceding the day in which the retirement or disability period began. If the Police Officer or municipal employee elects to continue coverage, it is their obligation to pay the entire cost of the applicable monthly premium. Continued group health insurance coverage must be provided at the same premium rate that is being offered to active Police Officers with equivalent coverage.

Section 12.3 Life and Disability Insurance

The Village currently provides all full-time employees with life insurance coverage. Disability coverage is provided to employees enrolled in the Illinois Municipal Retirement Fund. Upon termination of employment, the provisions of paid life and disability insurance shall cease except as may be provided by state or federal law. At that time, information will be provided for obtaining individual coverage.

Section 12.4 Insurance Stipend

Full-time employees that do not participate in the Village group health and dental insurance policy receive a stipend of \$3,000 per year to be paid over 24 pay periods.

Section 12.5 Retirement Programs

Village employees are eligible to participate in several retirement programs, depending upon their employment status with the Village. The retirement programs available are listed as follows:

Police Pension Fund: Full-time employment status sworn police officers will participate in the police pension and be eligible for retirement benefits in accordance with state statutes.

Illinois Municipal Retirement Fund (IMRF): IMRF is a state retirement and disability program for public employees in Illinois. All sworn and non-sworn employees working 1,000 or more hours annually must participate. Both the Village and employee contribute a percentage of earnings to this program. All employee earning contributed are tax deferred in accordance with applicable state and federal regulations. Vesting refers to the number of years of service credit you need to qualify for an IMRF pension. Employees become vested based on whether they are in Tier 1 or Tier 2. Public Act 96-0889 created a second tier for IMRF's Regular Plan. Effective January 1, 2011, IMRF assigns a benefit "tier" to a member when he or she is enrolled in IMRF. The tier is determined by the member's first IMRF participation date. If you first participated in IMRF:

- Before January 1, 2011, you participate in Regular Tier 1 you qualify for an unreduced pension at age 60 (normal retirement age) if you have at least eight years of service credit or at age 55 if you have 35 or more years of service credit.
- On or after January 1, 2011, you participate in Regular Tier 2 you qualify for an unreduced pension at age 67 (normal retirement age) if you have at least 10 years of service credit or at age 62 if you have 35 or more years of service credit.

Social Security: Social Security is a federally mandated retirement and disability program. All sworn and non-sworn personnel, regardless of employment status, are required to participate. Both the Village and employee contribute a percentage of earnings to the program.

Deferred Compensation: The Village offers one deferred compensation program, Mission Square (formerly ICMA-RC). This is a voluntary program designed to provide supplemental retirement benefits and reduce the current taxable income of employees. All employees with full time employment status are eligible to participate in this program.

Section 12.6 Workers' Compensation

The Village wants to ensure employees who sustain job-related injuries receive prompt medical attention, are given assistance towards full recovery and return to work as soon as they are able. We will make every effort to accommodate an employee's return by offering a variety of flexible alternatives whenever necessary and practicable.

The Village provides a comprehensive workers' compensation insurance program at no cost to employees. The program provides salary continuation while you are recovering from any work-related injury or illness sustained in the course of employment that requires medical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits immediately if you are hospitalized, and if not, after a short waiting period.

If you sustain work-related injury or illness, you MUST inform your supervisor immediately. No matter how minor it may appear, it is important that all workplace accidents be reported immediately, regardless of whether an injury results. This will enable you to qualify for coverage as quickly as possible if necessary.

Employees must provide the Village's insurance carrier with medical documentation when a workrelated injury or illness occurs. Information concerning an employee's illness or injury is considered confidential and will be discussed on a need-to-know basis only. An employee's medical information will be kept separate from other documentation in her/his/their personnel file.

The insurance carrier may request that the injured employee submit to a medical examination by a health care provider of the insurance carrier's choice with results available to the Village and the insurance carrier.

Employees should notify the Human Resources representative(s) Department of any concerns arising from filing a workers' compensation claim.

Neither the Village nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during your voluntary participation in an off- duty recreational, social, or athletic event sponsored by the Village.

All employees are required to follow all safety guidelines/procedures and wear any/all appropriate personal protective equipment at all times. Employees should only operate equipment that they have been trained and authorized to operate.

It is the employee's responsibility to notify their supervisors of any treatment schedules, doctor's appointments, surgery dates, etc., in advance of such appointments. Such notification is expected to be provided the same, or next, business day from the date the appointment was made.

Employees on light duty, in accordance with any CBA or applicable personnel rules, who miss or cancel appointments, as listed above, due to their own circumstances are responsible for notifying their supervisors immediately and are expected to report for work or remain at work.

An employee who is determined to be temporarily totally disabled and off work as the result of any injury or illness arising out of and in the course of their employment shall not be charged with paid sick leave during any period of temporary total disability or incapacity in which he is also eligible to receive statutory Illinois Workers' Compensation benefits. Injured employees will only accrue sick leave, vacation time and other fringe benefits in accordance with applicable personnel rules or CBAs. All accruals are subject to the limits as outlined in the personnel manual or the appropriate CBA.

According to the Illinois workers' compensation act, no temporary total disability (TTD) is payable to an employee for a work-related injury for the first three (3) complete working days of the employee's incapacity, unless the incapacity continues for 14 or more calendar days. However, employees eligible for PEDA are not subject to this limitation.

FMLA or any other applicable state/local leave runs concurrently with Workers' Compensation leave.

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Employees who are found to have violated any of the above stated guidelines/procedures will be subject to discipline in accordance with all applicable personnel policies or the appropriate CBA.

Section 12.7 Public Safety Employee Benefits Act (PSEBA)

The Public Safety Employee Benefits Act 820 ILCS 320, provides that the employer of a full-time law enforcement or full-time firefighter who suffers a catastrophic injury or is killed in the line of duty shall pay the entire premium of the employer's health insurance plan for the injured employee, the injured employee's spouse, and for each dependent child of the injured employee until the child reaches the age of 25. The term "basic health insurance plan" does not include dental or vision benefits that are not part of the basic group health insurance plan. Any employee receiving this benefit shall be enrolled in the Village's lowest cost basic health plan available.

An employee seeking PSEBA benefits should carefully review the requirements of the Ordinance Establishing the Administrative Procedure for the Village of East Dundee to Determine Eligibility Under the Public Safety Employee Benefits Act before filing his or her PSEBA application.

Section 12.8 Public Employee Disability Act (PEDA)

The Public Employees Disability Act, 5 ILCS 345 provides that whenever full-time law enforcement officers or full-time firefighters suffer an injury in the line of duty that causes them to be unable to perform their duties, they shall continue to be paid by the Village of East Dundee on the same basis as they were paid before the injury for a period not to exceed one year. The Village will determine whether an employee is eligible for PEDA benefits. If the employee is eligible for benefits, e the eligible employee will continue to accrue sick and vacation leave and receive pension credits in the pension fund during the time that the employees are unable to perform their duties due to or as a result of the injury, but not longer than one year in relation to the same injury. During this period of disability, the injured person shall not be employed in any other manner, with or without monetary compensation provided by this Act from the time such employment begins. Any salary compensation due to the injured person from workers' compensation shall revert back to the Village of East Dundee during the time for which continuing compensation is paid to the employee under this Act. These payments are non-taxable.

Chapter 13 – Health Insurance Portability and Accountability Act & Personnel Records

Section 13.1 Personnel Records

All Village personnel records shall be kept confidential and are maintained by the Village Administrator's designee. Department heads may maintain personnel records for the purpose of managing the day to day operations of their departments; however, the official Village personnel file will be maintained by the Village Administrator's designee. If an employee seeks to examine the contents of his/her official personnel file, a written request must be directed to the Village Administrator's designee. An employee may make no more than two (2) inspection requests during a calendar year.

An employee may have access to his/her file in accordance with the Illinois Personnel Records Act (820 ILCS 40). The Village will allow inspections upon written notification and in accordance with applicable law. All contents will be provided to the employee except those exempt under State law. If the employee disagrees with any of the information contained in the personnel file, that employee shall have the right to submit a written rebuttal which will be made part of the official file.

Each personnel file shall include the employee's original application for employment and all subsequent records developed while employed by the Village.

It is the responsibility of each employee to keep their personnel records current. Each employee shall be required to notify the Village Administrator's designee and department head immediately of any change of address, telephone number, marital status, beneficiary status, emergency contact, bank information, right to work status, outside training and educational achievements, and similar matters which may occur during the course of employment.

Chapter 14 - Information Technology and Equipment Usage

Section 14.1 Media Interactions

To ensure a consistent and controlled Village message and minimize risk of liability, statements made to the news media pertaining to the business of the Village on behalf of the Village – whether for publication or not --- must have prior clearance from Human Resources representative(s). Absent such clearance, no employee is authorized to make statements on behalf of, or which purport to be on behalf of, the Village and/or which can bind the Village in any way. This includes informal and formal interviews and statements and press releases.

If you receive an inquiry from a member of any type of media outlet, be polite, but do not answer any questions on behalf of the Village or please do not say "no comment." Rather, ask for the person's name and contact information, what he/she/they would like to discuss, and the deadline of the response, and quickly forward the message to your supervisor or Human Resources representative(s) for a response.

Section 14.2 Computer/Network Usage

The Village's computer systems (including VPN, internet, and networks), electronic mail system and voicemail system are made available to employees for use in connection with Village matters and, in the course, and scope of the performance of employee job duties. The internet, network, servers, hub, electronic mail, voicemail systems, computers, laptops, cameras, headsets, monitors, hardware, and software are all Village property ("Computer Systems").

Employees do not have a personal privacy right in any matter created, sent, or received from the Village's Computer Systems. The Village expressly reserves the right to access, inspect, monitor, copy, remove, delete and/or disclose any and all hardware, software, applications, documents, data, messages, or other files generated, used, or stored on the Village Computer Systems in its absolute discretion and without the employees' prior knowledge, consent, or authorization.

While incidental personal use is permitted during non-working time, the Village's Computer Systems shall not be used for illegal or outside business activities or result in a violation of any Village policy. As noted, no right to privacy in such use exists and the Village reserves the right to monitor or record even such personal use.

The Village also reserves the right to service the systems as necessary. All system passwords and security codes must be made available to the Village upon request by the IT Supervisor.

The Village assumes no liability for the loss, damage, destruction, alteration, disclosure or misuse of any data or communication transmitted over or stored on Village Computer Systems. The Village accepts no responsibility or liability for the loss or non-delivery of any voicemails, emails, or other data stored on Village Computer Systems.

Use of the Computer Systems must comply with the law and Village policy. Use should not involve words, images or references that would arguably violate any policies contained in this Personnel Manual. Moreover, the Village's Computer Systems may NOT be used to post or transmit any disparaging messages or content about the Village or to solicit others for commercial ventures,

religious or political causes, outside organizations, or other non-business matters. For example, eliciting or requesting emails to be received on Village email accounts (for example, by using your Village email to sign up for e-mail updates or "alerts" for an online retailer you use for personal shopping) is strictly prohibited. Notwithstanding, the foregoing is not intended to restrict statutory employee rights under the National Labor Relations Act to discuss with other terms and conditions of employment.

For security reasons, employees shall always log off of the network prior to leaving Village premises and shall never share their passwords with anyone other than authorized members of the Village's IT Department.

Potential dangers exist in accepting or opening data or files from unknown internet or email sources. Be alert to the potential dangers of accepting programs from public sources such as bulletin boards and conferences, or unsolicited emails. Do not open or execute a file or attachment if you are uncertain of expected results or do not know the source of the file or attachment.

Employee-users are prohibited from downloading content from the internet or from external drives without prior written approval of the Village's IT Supervisor. Downloading of games or other applications is prohibited. Downloading of any executable files or programs, which change the configuration of the computer system, is prohibited. The employee-user should take extreme caution when downloading files from the internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Village's network.

If the employee finds that any damage occurred as a result of downloading files, the incident must be reported immediately to your supervisor. The intentional introduction of any virus-containing program or code is grounds for immediate termination and may be grounds for criminal action. Any employee receiving a prompt or message stating that the Village software system has detected a potential virus must contact the IT Department immediately.

When downloading materials from the internet, most information is subject to copyright or other intellectual property right protection. Therefore, nothing may be copied or downloaded from the internet for use within the Village unless express permission to do so is stated by the material owner. Similarly, the Village's electronic mail system may not be used to send (upload) or receive (download) copyrighted materials or Village confidential information (as defined in this Personnel Manual) without prior written authorization from the Village's IT Department.

The Village purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Village prohibits the illegal duplication of software and its related documentation to personal laptops or devices. Downloading of music, movies, images, etc. from the internet is not allowed.

Employees must seek assistance and approval from their supervisor before incorporating anything downloaded from the internet (or any external online service) into material the Village intends to distribute externally.

Prior to or upon separation of employment, no employee shall print, forward, transmit or remove any information whatsoever from the Village's Computer Systems, without written permission from management. Also, upon separation of employment, all Village-provided phones, computers and other equipment must be returned. Once the device is returned to IT, all data on the device will be erased. Employees are not permitted to forward to themselves or otherwise save or print any the Village data, including emails, business contacts, customer lists, or other information. If you do not return the device to the IT Department prior to leaving on your last day, the Village reserves the right to electronically "cleanse" your mobile device, which will remove all data from the phone. Failure to return the device when required to do so may have additional legal consequences.

Employees who violate this policy may be subject to disciplinary action, up to and including, termination of employment. If you have any questions about this policy, please contact your supervisor, Human Resources representative(s) or the IT Supervisor.

Section 14.3 Social Networking

The Village has a dedicated social media presence which is utilized by the Village to communicate with the public, generate good will, answer questions and/or resolve disputes. Only certain personnel authorized to do so by the Village as part of their job descriptions may post, transmit or communicate with the public utilizing the Village's owned and operated social media platforms and handles. Any other employee who posts to or from the Village's social media platforms without permission will be subject to discipline, up to and including termination.

The Village also recognizes that employees may engage in social networking on their personal accounts and for personal reasons while off duty. "Social networking," for purposes of this policy, means posting or uploading information, photos, videos, links, opinions, images, memes, GIFs or anything else on a personal or public website, social networking or affinity website, bulletin board, or chat room.

Employees who engage in personal, non-work-related social networking should be mindful that their postings, even if done off site and off duty, could have an adverse effect on the Village's legitimate business interests and/or subject the employee or the Village to liability. For example, the information posted could be the Village's (or another's) trade secret, copyrighted or confidential business information. In addition, some readers may view the employee as a *de facto* spokesperson for the Village even when you are acting in your personal capacity. To reduce the risk of legal liability for employees or the Village, the Village asks that employees observe the following guidelines:

- NEVER engage in social networking using any Village resources during working time, including the Village's Computer Systems or Smartphones, unless doing so is part of your job duties and you are doing so on behalf of, and with explicit authorization from, the Village;
- NEVER disclose any Confidential Information, as defined in this Personnel Manual or as defined in any separate non-disclosure agreement you may have with the Village;

- Conform social networking to comply with all of the policies in this Personnel Manual, including (but not limited to) the Village's policies against harassment, discrimination and workplace violence;
- If the social networking includes any information related to the Village, please:
 - Ensure it is clear to your readers that the views expressed are yours alone and that they do not reflect the views of the Village.
 - Do not maliciously defame any employees of the Village.
 - Do not unlawfully use any photographs of the premises or materials of the Village, its partners, affiliates, or vendors.

Notwithstanding, the foregoing is not intended to restrict statutory employee rights under the National Labor Relations Act to discuss terms and conditions of employment. If you need clarification of any aspect of this policy, contact your supervisor.

Failure to comply with this policy may lead to discipline up to and including termination and if appropriate, the Village will pursue all available legal remedies.

Section 14.4 Use of Personal Communication Devices

Village-provided communication devices ("Devices"), including cell phones, iPads, or laptops, should be used primarily for business purposes. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their Device for business purposes. These employees should work with the IT Department to configure their Device for business use. Communications sent via a personal Device also may be subject to monitoring if sent through the Village's networks, and the Device must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional. When sending a text message or using a Device for business purposes, whether it is a Village-provided or personal device, employees must comply with applicable Village guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Using a Village-issued Device to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergencies.

If an employee who uses a personal Device for business resigns or is terminated, the employee will be required to submit the device to the IT Department for resetting on or before their last day of work. At that time, the IT Department will reset and remove all information from the device, including but not limited to, Village information and personal data (such as contacts, e-mails, and photographs). The IT Department will make efforts to provide employees with the personal data in another form to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their Device for Village business unless they agree to submit the device to the IT Department on or before their last day of work for resetting and removal of Village information.

Please note that whether employees use their Device or a Village-issued device, the foregoing Computer/Network Usage Policy remains in effect.

Employees are prohibited from using in any manner a Device (whether Village or personally owned or leased) whenever driving for Village business unless using a hands-free configuration in accordance with local safety laws. Employees who need to communicate with a Device while driving should safely find a location to park the vehicle and engage in such communication while the vehicle is parked. Employees using a hands-free configuration may make brief phone calls relating to Village business while driving but must park when road conditions are poor, traffic is heavy, or the conversation is involved.

All employees are strictly prohibited from text messaging, using the features of a Device (other than as a cell phone in conjunction with a hands-free configuration), sending e-mails, viewing photographs, or otherwise reading or viewing any item on their Device while driving while on Village business or time. Employees are solely responsible for the consequences of any moving violation resulting from their use of a Device while driving. Failure to comply with this policy may also result in discipline, up to and including termination from employment.

Section 14.5 Laptops and Mobile Devices

The laptops and mobile devices provided by the Village remain at all times the property of the Village and must be returned to the Village upon resignation/dismissal or at any other time upon the Village's request. Employees are responsible for taking reasonable precautions to secure their devices and computing environment.

Any employee who is assigned a laptop or mobile device (on a full-time or loaner basis) must:

- Never leave the device visible in a parked vehicle (locked or otherwise);
- Never check the devices as or in checked luggage at the airport;
- Never let friends or family use your equipment;
- Always have the devices with you in a taxi or car service and not in the trunk; and
- Only store Confidential Information (as defined in this Personnel Manual) on the Village network never store Confidential Information on laptops, mobile devices, home computers, or USB "thumb drives."

Any employee who uses any device (Village issued or personal) to access Village data or systems must:

- Never save Village passwords on the hard drive of laptops or mobile devices;
- Only access Confidential Information from Village issued and managed devices;

- Configured the device to lock after a period of inactivity and require a PIN or password for access;
- Configure multi-factor authentication for mobile devices;
- Enable encryption on all devices;
- Always lock your screen when you're away from your device; and
- Notify the IT and Legal Departments immediately if your laptop or mobile device is lost or stolen.

Any employee who discovers misuse of the Computer Systems should immediately contact his/her/their supervisor or the IT Supervisor. Every Village employee is responsible for using the Computer Systems properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources representative(s) Department or the IT Supervisor. Violations of these policies may result in disciplinary action, up to and including discharge.

Section 14.6 Telephone Usage

Employees are permitted to use Village telephones for personal reasons only in cases of absolute necessity otherwise personal use of Village telephones is prohibited. Any personal long distance or toll calls are prohibited and if they occur, will be charged to the employee.

Section 14.7 Cellphone Usage

Cellular telephones may be provided to employees of the Village for the purpose of completing their duties in a professional and efficient manner. As such, cellular telephones may be used for official use only and may not be used for personal use. Unauthorized or private use of Villageowned cellular telephones is prohibited. Employees are responsible for the care and maintenance of cellular telephones assigned to them. Any damaged, malfunctioning, or lost cellular telephones must be reported to the employee's Supervisor immediately in order that the necessary repairs or replacement may be made in accordance with established administrative procedures. Employees are responsible for damage or loss of Village-owned cellular telephones and, if found to be negligent, may be required to replace the telephone and/or face disciplinary action. Employees are also required to comply with state and local regulations relative to the use of cellular telephones while driving a vehicle.

Employees are permitted use of personally owned cell phones, while at work, as long as such use does not interfere with their productivity and performance. The Village shall have no liability for loss or damage of personally owned cell phones.

Section 14.8 Credit Cards

Credit cards may be provided to employees of the Village for the purpose of completing their duties in a professional and efficient manner. As such, credit cards may be used for official use only and may not be used for personal use or for purchasing alcoholic beverages. Unauthorized or private use of Village-owned credit cards is prohibited. Corresponding receipts shall be attached to the expense credit card statement before processing. Any lost credit cards must be reported to

the employee's Supervisor immediately in order that the necessary replacement may be made in accordance with established administrative procedures.

Employees are responsible for the use of authorized and assigned Village-owned credit cards and if found to be negligent in their use may be required to face disciplinary action. Authorized users are also responsible for destroying expired credit cards appropriately.

The Villages Purchasing Policy provides additional information for this purpose.

Section 14.9 Keys

Village employees may use only the keys which they have been authorized to use. Village keys shall not be provided to persons outside the employment of the Village without approval from the employee's Supervisor. The loss of keys must be reported to the appropriate Supervisor immediately. Department Heads are responsible for the control and assignment of keys within their respective departments and facilities. Upon termination of employment, Village keys are to be returned to the appropriate Supervisor.

Section 14.10 Tools and Supplies

Village employees are provided tools and supplies for the purpose of completing their duties in a professional and efficient manner. Such tools and supplies are issued to employees for official use only and may not be used for personal use. Unauthorized or private use of Village owned property is prohibited except when such services are available to the general public. Employees are responsible for the care and conservation of Village tools and supplies. Any damaged, malfunctioning, or lost items must be reported to the employee's Supervisor immediately in order that the necessary repairs may be made in accordance with established administrative procedures. Employees are responsible for damage or loss of Village property and if found to be negligent, may be required to replace the item and/or face disciplinary action.

Section 14.11 Uniforms

Employees are responsible for the uniforms supplied by the Village. Uniforms provided for employees shall be worn only during working hours, or for conducting official Village business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn during any personal activity other than defined in this section.

Section 14.12 Vehicles

Village vehicles may only be used in the conduct of Village business. Only permitted Village employees, elected, and appointed officials shall be allowed to drive Village-owned vehicles, as authorized by the respective Department Head and/or the Village Administrator.

Employees shall not take Village vehicles home unless authorized by the employees' Supervisor. Village vehicles that employees are authorized to take home must be available for Village business at all times. No passengers shall be transported in Village vehicles other than those on Village business, without the approval of the employee's Supervisor or the Village Administrator.

Authorized users are responsible for the care, conservation, and correct and safe usage of Village vehicles. When using Village-owned vehicles, authorized users shall make every effort to obey the laws of the Village and the State and shall use every available precaution to safeguard the condition of the vehicle and the public. When not in use, Village-owned vehicles and equipment shall be properly locked so as to avoid any theft or destruction. Smoking is prohibited in all Village vehicles.

All accidents and moving violations involving Village vehicles must be reported to the employee's supervisor immediately. If an authorized user experiences an accident, equipment loss, or damage to the vehicle derived from the negligence of the employee, he/she may face disciplinary action and may be required to replace the damaged items. Additionally, any fines for violations incurred by the employee or authorized user under these circumstances must be paid for by the employee.

Authorized users must possess a valid driver's license of proper classification to operate a Village vehicle and must be at least eighteen (18) years of age. In the event an authorized user's driver's license is suspended or revoked, the user must immediately notify his/her supervisor or the Village Administrator. Failure to do so may be cause for disciplinary action.

Village vehicles are a symbol and a reflection of the Village of East Dundee and shall be operated at all times in a safe and courteous manner. An employee who is found to have violated this policy shall be subject to discipline.

In addition, the employee and his/her supervisor, or authorized user, are required to submit accident reports on forms designated for this purpose to the Village Administrator as soon after the accident occurs as possible. Failure to adhere to this policy may be cause for disciplinary action and/or dismissal.

Employees shall receive authorization from their supervisor to use their personal vehicle when conducting Village business. All Village of East Dundee employees using a personal vehicle for the purpose of Village business are required to have his or her own automobile liability coverage, as well as a current and valid driver's license (appropriate for the class of vehicle being driven on the job). Proof of a valid driver's license and insurance shall be submitted to the employee's immediate Supervisor whenever there is a change and/or renewal to the insurance coverage and/or the driver's license. In addition, employees authorized to use personal vehicles for work purposes shall sign a "Responsibility for Personal Vehicle Insurance" form (see Exhibit A).

Chapter 15 – Employee Conduct and Disciplinary Procedures

Section 15.1 No Solicitation/Distribution

Employees must not solicit other employees or distribute literature or printed matter of any kind for any purpose during your working hours, or the working hours of the employee solicited, unless authorized by the Village. Solicitation does not include mere discussions without a concurrent request for action. Working hours do not include breaks or other off-duty time. Employees are also not permitted to distribute literature or printed matter of any kind at any time in the work areas of the Village.

People who do not work for the Village are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on Village premises.

Section 15.2 Personal Appearance/Grooming

Personal appearance, proper hygiene and appropriate attire are important to our work practices. Our customers gauge the quality of our Village by the attention we show to personal appearance and attire. Each employee personally represents the Village and is required to groom and dress in a professional manner, whether that person is appearing for work in person or via Zoom, WebEx, Microsoft Teams or any other video/audio platform.

Employees are expected to report to work clean and with a neat, well-groomed appearance. Examples of inappropriate clothing that should not be worn include sweatpants, warm-up or jogging suits and pants, short shorts, spandex or other form fitting pants, ripped clothing, sheer clothing, miniskirts, T-shirts or sweatshirts with offensive messages or images, tank tops, visible undergarments, slippers, flip flops.

The Village has the sole discretion to determine an appropriate dress code. Any employee who violates the dress code will be sent home to change and will be subject to disciplinary action, up to and including termination of employment.

Each budget year a uniform/clothing allowance in the form of a credit will be set aside for: 1) nonunion employees as determined by annual budget approvals, and 2) members of the police department who by department policy must wear uniforms, and 3) members of the public works department who must work in the field, in an amount stipulated by the Village Administrator or the applicable CBA. The expenditure of this credit allowance will be on the approval of the Department Head.

Section 15.3 Political Activity

Employees shall not be appointed, retained, or discharged on the basis of their political activity. Employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute or solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for municipal office. Employees are urged and encouraged to exercise their individual right to vote as a citizen in any election.

No Village employee shall seek election to public office of the Village of East Dundee without first having obtained a leave of absence from his/her position in the Village service. Such leave of

absence shall continue until after the election takes place. Upon taking the Oath of the Village Office, the leave shall automatically cease, and the employee shall be deemed to have forfeited their position as a Village employee.

No employee may engage in political activity during working hours, while on Village premises, attending any Village-connected function or use their official Village office or title while engaging in political activities after working hours.

"Political Activity" is defined as: any activity in support of or in connection with any campaign for elective office or any political organization. Examples of prohibited political activity include, but are not limited to, preparing for, organizing, or participating in political meetings, or rallies; soliciting contributions for political events; soliciting votes on behalf of a candidate for elective office, referendum questions or efforts to get voters to the polls; involvement in petitions on behalf of a candidate for elective office or referendum; distributing campaign literature, signs, or other material.

Employees are specifically prohibited from wearing political buttons, t-shirts, hats, or similar clothing items during working hours, on Village premises, attending any Village-connected function or while using their official Village office or title.

Employees are specifically prohibited from having car top signs or any political sign larger than a normal bumper sticker on personal vehicles parked in Village employee parking lots.

Village bulletin boards, including those provided by the Village for union business as specified in union contracts, shall not contain any political statements regarding candidates for elected public office at the federal, state, or local level.

These rules do not prohibit an employee's right to hold membership in and support a political party, to vote as he chooses, to express an opinion on political subjects and candidates, to maintain neutrality, and to attend political meetings, as long as such activities do not conflict with the above prohibitions.

Section 15.4 Standards of Conduct and Disciplinary Action

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency, and economy in their work for the Village. The Village has the right and authority to impose any form of discipline, up to and including discharge that it determines to be appropriate, in its sole discretion, based upon the facts of any given situation. No employee is guaranteed that disciplinary action will be progressive, or that disciplinary action will be taken in any specified sequence. The Village retains the right to discipline and/or discharge an employee with or without cause or notice.

Forms of discipline that the Village may elect to use include oral reprimands, written reprimands, suspensions, reductions in pay, demotions and/or terminations. The Supervisor, with the approval of the respective Department Head, may deviate from any order of progressive disciplinary actions and any of the following disciplinary action as deemed appropriate under the circumstances, up to and including immediate termination of employment. The Village's policy for discipline does not limit or alter the "at will" employment relationship between the Village and the employee.

Discipline may include the following steps as considered appropriate to the infraction, but not necessarily in the following order:

- 1. **Oral reprimand:** An oral reprimand consists of a conference between the employee's Supervisor, or other Village official issuing the reprimand, and the employee for the purpose of expressing disapproval of misconduct or poor work performance, clarifying applicable rules or standards of performance, policies, and procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline.
 - a. Records of oral reprimands shall be maintained in the employee's personnel file in the Village Administrator's Office.
 - b. Oral reprimands may be used for minor misconduct or performance problems or for first offenses where the offense is not of a sufficiently serious nature to warrant more severe disciplinary action. Generally, oral reprimands may be given only for the first instance of misconduct (e.g. tardiness, discourtesy).
- 2. Written Reprimand: A written reprimand consists of a conference between the employee's Supervisor or other Village official issuing the reprimand and the employee and a letter or notice expressing disapproval of the misconduct or poor work performance, clarifying applicable rules, policies or procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline.
 - a. The employee shall be given an opportunity to review the written disciplinary letter or notice and to respond to it. The employee is required to sign the letter or notice, which means only that the employee has read the notice or letter and understands what it means, not that the employee necessarily agrees with the discipline. An employee's refusal or failure to sign a disciplinary notice shall constitute separate grounds for disciplinary action, up to and including immediate termination of employment. An employee shall receive a copy of said notice. Copies of written reprimands shall be maintained in the employee's personnel file in the Village Administrator's Office.
 - b. Written reprimands may be used for repeated misconduct of a minor nature or for more serious misconduct which does not warrant suspension, demotion, or dismissal.
- 3. **Suspensions:** Suspensions are a temporary removal from employment, accompanied by a concurrent temporary loss of the privileges of employment, including, but not limited to wages or salary. The employee's group health and life insurance coverage shall remain in effect during the unpaid suspension. Suspensions may be used to discipline employees for serious misconduct or performance problems or for repeated misconduct or performance problems of a less sever nature.
 - a. Suspensions may be imposed for not less than one (1) but not more than five
 (5) days. Written notice of the suspension shall be placed in the employee's personnel file in the Village Administrator's Office.

- b. The employee's Collective Bargaining Agreement may provide for grievance arbitration. Suspensions of full-time police officers are subject to the rules and regulations of the Board of Police Commissioners.
- c. Employees may be suspended without pay by their immediate Supervisor or Department Head. The immediate Supervisor or Department Head shall give written notification of the suspension to the employee, specifying the reason, duration, and effective date. This notice may be given to the employee after the fact, as in the case of an immediate suspension by the immediate Supervisor.
- d. Suspended employees shall not be allowed to use any paid leave including vacation leave, sick leave, personal leave, safety day or compensatory time during suspension.
- e. In the event any order of suspension is reversed or reduced, the employee shall be paid any lost wages, salary, or benefits and such reversal or reduction shall be documented in the employee's personnel file in the Village Administrator's Office.
- 4. **Reduction in Pay:** A reduction in pay is a temporary or permanent reduction in salary or hourly wage. Permanent means that the employee's base compensation is reduced and is not brought up to the previous level at the time of the next performance appraisal. It does not mean that the employee's compensation is frozen permanently.
 - a. Reductions in pay may be used to discipline serious misconduct and may be used in addition to other forms of discipline.
 - b. All other conditions of regular ongoing performance appraisal expectations must be met by the employee.
 - c. Reductions in pay must be approved by the Village Administrator.
 - d. Written documentation of the reduction in pay shall be placed in the employee's personnel file in the Village Administrator's Office.
- 5. **Demotion:** A demotion is the reduction in grade or class of employment or assignment to a position of less responsibility, with a corresponding reduction in wage or salary.
 - a. All demotions shall be in writing, and written notice of a demotion shall be placed in the employee's personnel file in the Village Administrator's Office.
 - b. Demotion may be used to punish serious misconduct and may be used in addition to other forms of discipline or may be voluntarily requested by the employee.

Demotions must be approved by the Village Administrator.

- 6. **Discharge (Termination**): Discharge, or termination of employment, is the permanent removal from employment with the corresponding permanent loss of all privileges of employment with the Village.
 - a. Discharges must be approved by the Village President.
 - b. Discharges of full-time police officers are subject to the rules and regulations of the Board of Police Commissioners.
 - c. An employee may be discharged by the Department Head, with approval of the Village Administrator for any reason not prohibited by law, or no reason, with or without notice. Employees may be discharged for any improper or inappropriate conduct including, but not limited to, violation of work rules and general rules and regulations, unacceptable behavior, insubordination, intentional damage to or theft of Village property, gross negligence in performing assigned duties, intoxication in the workplace, misconduct, poor performance, or unacceptable attendance, without ever having received an oral reprimand, a written disciplinary notice or letter, a suspension, a reduction in pay, or a demotion.
 - d. Written documentation of the discharge shall be placed in the employee's personnel file in the Village Administrator's Office.
- 7. **Appeals:** An employee may appeal any disciplinary action imposed by his/her Department Head by following the grievance procedure outlined in the Complaint Procedures as noted in the section below.

Nothing in this Section is intended to infringe on any rights granted to statutory employees by the National Labor Relations Act or any rights granted to sworn personnel by the Uniform Peace Officer's Disciplinary Act.

In general, the Village will strive to engage in progressive discipline for all employees, which will consist of some combination of verbal and written reprimands before moving to terminations. Notwithstanding, the Village reserves the right to move immediately to termination in its sole discretion whenever the circumstances warrant. Employees covered by a CBA will be subject to disciplinary action as provided for in the applicable CBA.

Section 15.6 Complaint Procedures

The complaint procedure is open to any full time or part time employee who believes that the treatment that he/she has received on the job is inequitable or unfair, disagrees with the interpretation, application, or compliance of the provisions of this Personnel Policy Manual, the issues of pay, promotion, discipline, job operations, performance review, conduct of fellow workers, or supervision needs to be corrected. All employees should address such concerns with their supervisor, another supervisor in their department, or a member of Human Resources. No employee shall be disciplined or discriminated against in any manner because of his/her proper use of the grievance procedure.

A grievance may be filed by following the steps outlined below:

Step 1: All grievances in the first instance shall be submitted within seven (7) working days of the incident in writing to the employee's immediate Supervisor, who shall discuss the matter with the employee in an attempt to arrive at a satisfactory settlement.

The Supervisor shall decide the grievance and shall respond thereto in writing within seven (7) working days after the written grievance was submitted, exclusive of Saturdays, Sundays, and holidays.

No grievance shall be honored if it is not filed within seven (7) working days of the alleged occurrence. If the Supervisor does not reply within seven (7) working days, or if the employee is dissatisfied with the response of the Supervisor, the next step may be initiated. If the employee's immediate Supervisor is a Department Head, the grievance must be initiated at Step 2.

Step 2: The employee shall submit a written grievance to the Department Head. The Department Head shall discuss the grievance with the employee and respond in writing within seven (7) working days, exclusive of Saturdays, Sundays, and holidays after receipt of the grievance. If the Department Head does not respond within seven (7) working days, it shall be considered a "Grievance Denied." If the Department Head does not respond to the written grievance or the employee is dissatisfied with the Department Head's decision, the employee may initiate Step 3.

Step 3: The employee shall submit a written grievance to the Village Administrator within seven (7) working days following the Department Head's response in Step 2. The Village Administrator shall attempt to adjust the grievance as soon as possible but shall give his/her response in writing to the employee within seven (7) working days after receipt of the written grievance. The decision of the Village Administrator is final. If a written grievance is appealed to the Village Administrator, the Village Administrator, regardless of his/her final decision, shall inform the Village President and the Board of Trustees regarding the circumstances of the matter at the earliest opportunity.

Collective bargaining unit members' grievances shall follow the steps outlined in their current collective bargaining agreement. Sworn police officers shall follow the steps as established in the Police Commission rules.

Section 15.7 Safety and Security

To maintain a safe and secure work environment, we need your cooperation. Any injuries or illnesses you incur while on the job, even minor ones, MUST be immediately reported to your supervisor or to Human Resources representative(s). Employees are also required to report any unsafe work conditions they become aware of promptly to their supervisor or to Human Resources representative(s).

All employees are expected to follow all federal, state, and local health, safety and security regulations, advice, and procedures. Failure to follow safety policies may result in disciplinary action, up to and including termination of employment.

In addition to protecting you, we are concerned about protecting employee personal property and the Village's property, from theft, vandalism, and fire. During work hours and/or on Village premises, handbags, wallets, jewelry, money, or other valuables should not be left unattended. Do

not leave any personal belongings overnight. The Village does not assume liability or responsibility for the loss of employee's personal belongings brought onto the worksite or with them during Village business.

Section 15.8 Workplace Violence

The Village's commitment to providing a safe working environment for all employees includes a workplace that is free from any form of violence against any employee. The Village strictly prohibits employees, consultants, clients, visitors, or anyone else on Village premises, while working or while engaging in a Village-related activity from behaving in a violent or threatening manner.

Definition of Workplace Violence

Violence includes, but is not limited to, threatening and intimidating behaviors, verbal comments, physical abuse, use or threatened use of weapons of any kind, including but not limited to guns, knives, mace, pepper spray, bringing any type of weapon onto Village property, vandalism, arson, sabotage or any other act that is deemed by management to be inappropriate in this regard.

Reporting Procedures

Employees who feel that they have been subjected to any type of the above inappropriate behaviors or actions should immediately report the incident to their supervisor or to a member of Human Resources representative(s). Also, employees who observe or have any knowledge of any violation of this policy must report it immediately to their supervisor or to Human Resources representative(s).

Further, employees should notify the Human Resources representative(s) Department if any relevant restraining order is in effect, or if a potentially violent non-work related situation exists that could result in violence in the workplace.

Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Village will inform the reporting individual of the results of the investigation. To the extent possible, the Village will maintain the confidentiality of the reporting employee and of the investigation, but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Village will not tolerate retaliation against any employee who reports workplace violence.

Corrective Action and Discipline

Any employee who violates this policy will be subject to immediate disciplinary action, up to and including termination. If the violent behavior is that of a non-employee, the Village will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Section 15.9 Smoke-Free Workplace

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, all the Village facilities are smoke-free. Furthermore, employees are prohibited from smoking within a reasonable distance from outside entrances and in Village vehicles.

Smoking includes any kind of tobacco use, vaping and/or e-cigarettes. There are no exceptions to this policy. Employees found in violation of this policy will be subject to disciplinary action. Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor. No employee will be disciplined or retaliated against for reporting smoking that violates the law or Village policy.

While the Village recognizes that, under State law, the use of recreational amounts of marijuana may be lawful, it is not permissible for employees of the Village deemed to be in "sensitive positions." "Sensitive positions" are defined as those positions involving functions, duties and responsibilities which have a direct and substantial effect on public health or safety or on the health of or safety of co-workers. Sensitive positions include, but are not limited to:

- Senior Management positions
- All positions in the Police departments
- All Finance positions
- All Human Resources positions
- Water Plant Operator
- Sewer Plant Operator
- Positions providing direct health services to the public
- Positions required to drive, maintain or repair heavy equipment
- Positions required to use, maintain or repair dangerous tools and equipment, including high level of electrical voltage

Employees who violate any part of this policy are subject to immediate termination of employment.

Chapter 16 - Drug and Alcohol Procedures

Section 16.1 Drug and Alcohol Use

The Village of East Dundee has a strong commitment to its employees to provide a safe workplace and to establish health care programs that promote high standards of employee health. Consistent with the spirit and intent of this commitment, the Village has established this policy regarding drug and alcohol use. The Village's goal is to maintain a work environment that is free from the effects of alcohol and drug use and its employees do not report to work under the influence of drugs or alcohol.

Village government provides a variety of public services. The employees of the Village of East Dundee are its most valuable resource, since it is through their work that services are provided. When delivering public services, the health and safety of the public and the health and safety of employees are of paramount importance. Drug and alcohol abuse is a problem of serious concern and one which affects all segments of the community, including the workplace. Such behavior poses risks to members of the public and to Village employees. Employees have a right to work in an alcohol and drug-free environment. Members of the public have the right to be free from the harmful effects of alcohol and drug use in the provision of public services. This policy incorporates the 1995 Federal Highway Administration (FHWA) requirements for drug and alcohol testing for Commercial Drivers License (CDL) holders and Federal Transit Administration (FTA) rules for employees performing safety-sensitive work.

All Village employees who are required to have a current CDL as a condition of employment are subject to CDL related provisions of this policy. Employees performing safety-sensitive work on transit vehicles (such as maintenance mechanics and their supervisors) are subject to the requirements of the Transit Administration Specific CDL and Transit provisions.

The Village is committed to a drug-free workplace, to educating employees regarding the dangers of substance abuse, and to providing support for employees undergoing treatment and rehabilitation for chemical dependency. The Village also is committed to the accountability of employees for violations of this policy through appropriate discipline, up to and including termination.

The Village provides an Employee Assistance Program (EAP) for employees needing treatment or rehabilitation as well as medical plan coverage for both inpatient and outpatient treatment. Sick leave, vacation, and personal leave time may be used for treatment and rehabilitation purposes. Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the EAP.

This policy prohibits the following:

- The unauthorized use, possession, manufacture, distribution or sale of an illegal drug, controlled substance, or drug paraphernalia on Village property or while on Village business, in Village supplied vehicles or during working hours.
- The unauthorized use, possession, manufacture, distribution, or sale of alcohol on Village

premises or while on Village business, in Village supplied vehicles, or during working hours.

- Storing any illegal drug, drug paraphernalia, any controlled substance whose use is unauthorized, or any container of alcohol, in or on Village property (including vehicles). Unopened containers of alcohol in a private vehicle parked on Village property shall not be a violation of this policy.
- Reporting to work, or working, while under the influence of illegal drugs or alcohol, whether on Village premises, on Village business, or in Village-supplied vehicles.
- Failing to notify the employee's Supervisor, before beginning work that the employee is taking medications or drugs, which may interfere with the safe and effective performance of duties.
- Refusing to immediately submit to an alcohol and/or drug test when requested by a Supervisor, in accordance with this policy.
- Failing to provide, by the next workday following a request, a valid prescription for any drug or medication identified when the results of a drug test are positive. If the employee is taking prescription drugs, the prescription must be in the employee's name.
- Refusing to submit to an inspection when there is a reasonable suspicion to believe that an employee's job performance may be impaired by drugs or alcohol. In such circumstances, the Supervisor may direct the employee to submit to a drug/alcohol test or search, with or without employee consent, all areas and property in which the Village maintains control or joint control with the employee.
- Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled as a condition of continued employment, or pursuant to a written agreement between the Village and the employee.
- Failing to notify the Village of any arrest or conviction under any criminal drug or alcohol statute by the next workday following arrest or conviction.

Supervisors and Supervisors shall be responsible for enforcement of this policy. The Village shall provide training to all Supervisors authorized to act under this policy in evaluating and working with issues regarding drug and alcohol use in the workplace.

Post-Offer Testing

All new Village employees are required to pass a post-offer drug test prior to hire. The test shall be administered after a conditional offer of employment has been made and prior to any tentative start date. In some cases, additional testing for CDL holders may be delayed until they are ready to begin driving a CDL vehicle or performing a safety-sensitive function on the job. A positive test result may exclude an applicant from being hired. All prospective hires, except uniformed Police personnel, shall be tested under the procedures contained in this policy, which are consistent with the procedures for CDL holders. Post-offer protocols for uniformed Police shall be as determined by the Board of Police Commissioners of the Village of East Dundee.

Pre-Duty Regarding Alcohol: Employees are prohibited from consuming alcohol for four (4) hours before going on duty or before operating a commercial motor vehicle. This regulation is in conformance with FHWA rules and applies to all scheduled shifts and callout situations. If an

employee cannot meet this requirement, it is his/her responsibility to advise their supervisor, or person initiating the callout, that they cannot report to work.

Reasonable Suspicion

Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonable person to suspect that an employee has used drugs or alcohol so that the employee's ability to perform the functions of the job safely is reduced. By way of example and not a limitation, any of the following, alone or in combination, may constitute reasonable suspicion:

- Slurred speech
- Irregular or unusual speech patterns
- Impaired judgment
- Alcohol odor on the employee's breath
- Uncoordinated walking or movement
- Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility, or aggressiveness
- Possession of alcohol or drugs
- Post-accident and/or post-injury testing may be required of an employee when his/her supervisor has reasonable cause to suspect that an accident and/or injury may be drug and/or alcohol related.

Any employee who tests positive for drug or alcohol use following an accident or injury may jeopardize workers' compensation benefits.

Employees' Supervisors shall directly observe the employee's behavior and document in writing the facts constituting reasonable suspicion. When circumstances permit, a second person shall also observe the employee to verify that there is a reasonable basis to believe that drug or alcohol use may have occurred. If possible, the Supervisor shall question the employee with regard to the situation. When a determination is made that an employee may have used drugs or alcohol, the employee shall be relieved of his/her duties and placed on paid leave status. The Supervisor shall immediately notify the Department Head, or in his/her absence, the Department Head's designee. In the event that this person is not available, the Supervisor shall immediately contact the Village Administrator for review. Upon review, the Department Head or designee, or in his/her absence the Village Administrator, may authorize the Supervisor to proceed with a drug and/or alcohol test.

Drug and Alcohol Testing

A drug test under this policy is a urinalysis (for drugs) and either saliva devices, breath testing using an evidential breath testing device, or a non-evidential breath testing device approved by the National Highway Traffic Safety Administration (NHTSA) (for alcohol) administered under approved conditions and procedures conducted for the sole purpose of detecting drugs and alcohol. The test shall be conducted by a Village appointed medical collection facility and paid for by the Village. Following authorization for reasonable suspicion or post-accident drug testing, the Supervisor or other authorized person shall transport the employee to the designated collection facility. Should drug and/or alcohol testing need to be conducted after regular office hours or on weekends, the Village's appointed medical collection facility should be contacted and the doctor-on-call shall direct the Supervisor to the appropriate location for testing. In the case of an applicant

for employment, or follow up testing, the individual shall appear at the designated collection facility at the time instructed.

The room where the sample is obtained must be private and secure. Documentation shall be maintained that the area has been searched and is free of any foreign substance. For all general employees, CDL holders, and individuals tested under the reasonable suspicion standard, the collection shall be performed under standard collection guidelines. Procedural actions shall be taken in all tests to ensure that the sample is from the subject and was actually passed at the time noted on the record.

Processing Urine Samples

Each step in the collection and processing of the urine specimen shall be documented to establish procedural integrity and the chain of custody. When requested for CDL, testing shall be under Substance Abuse and Mental Health Services Administration (SAMHSA) testing procedures at approved collection facilities. Unless specifically noted as in testing for uniformed police officers, all testing shall be done using SAMHSA procedures and threshold levels. Uniformed police post-offer testing shall be done in accordance with Village of East Dundee Board of Police Commission policies. Confirmation testing shall be conducted using Gas Chromatography-Mass Spectrometry. The urine sample shall be retained for twelve (12) months by proper storage method to allow for further testing if necessary. Specimen samples shall be sealed and labeled. Samples shall be stored in a secure and refrigerated atmosphere. A large enough sample shall be taken to allow for a split-specimen analysis. Any sample, which has been adulterated or is shown to be a substance other than urine, shall be reported as such. Any applicant or employee providing false information about a urine, saliva, or breath specimen or who attempts to contaminate such sample shall be subject to removal from consideration for hiring or termination.

Drugs Tested

The collection facility shall test for the following drugs at levels that meet or exceed the limits hereafter set forth:

	Drug Screening Level	Confirmation Level
•	Amphetamines 1000 ng/n	nl 500+ ng/ml
•	Cocaine metabolites 300 ng/ml	150+ ng/ml
•	Opiates 2000 ng/n	1 2000+ ng/ml
•	PCP (Phencyclidine)25 ng/ml	25 + ng/ml
•	THC (Marijuana) 50 ng/ml	15+ ng/ml

Alcohol Screening Confirmation Level

- 0.02 or greater
- SAMHSA specified threshold
- Tested through an evidential breathalyzer instrument at a level of .02 alcohol/breath concentration or greater, expressed in terms of grams per 210 liters of breath.

Results of Drug Testing

The collection facility shall provide the results of the test in order to determine the presence of the drugs being tested for at or above the confirmation cutoff levels. For Village employees who test positive, the results shall be forwarded immediately to the designated Medical Review Officer

(MRO) for further review. A copy of all drug-testing results shall be forwarded to the Village Administrator.

Evaluation of Legal Drug Use

In the case of prescription drug use that may affect an employee's ability to perform his/her job safely, the Village's Medical Review Officer shall require the employee to provide by the next scheduled workday a bona fide verification of a valid current prescription for the drug identified. The applicant shall be dropped from eligibility, or the employee shall be subject to disciplinary action when (a) verification of a valid prescription is not provided and the employee has not previously notified his/her Supervisor, (b) the prescription provided is not in the subject's name.

Alcohol Level at .02 or Greater

The Village adheres to a "zero-tolerance" alcohol policy relative to employees in the workplace or performing official duties of the Village. However, for the purpose of testing, and in accordance with federal standards, the .02 level of alcohol shall be used as a measure of analysis. When there is a confirmed presence of alcohol at the .02 level or greater, the employee is deemed to be unable to safely operate a motor vehicle, operate machinery, or perform safety-sensitive work. If these tasks are part of an employee's job (in the opinion of the Supervisor), he/she shall be considered unable to work and shall be driven home and not allowed to complete the remainder of his/her work shift.

The individual shall be required to take leave without pay. The employee shall not be permitted to take sick leave, vacation, or compensatory time. The employee shall return to work after a period of twenty-four (24) hours or at the beginning of their next workday or shift (which ever period of time is greater) or after another test shows a breath alcohol level of below .02.

Job Applicants

In the case of job applicants, the Village Administrator shall notify the applicant of positive postoffer drug and/or alcohol test results. An opportunity to have the original urine sample retested at the applicant's expense shall be afforded. The applicant must request a retest within seventy-two (72) hours. If there is a confirmed positive test, the Village Administrator shall notify the Department Head and the applicant shall be removed from eligibility for hire as allowed by law. All post-offer test results shall be forwarded to the Village Administrator's Office to be kept on file for the required amount of time. The Village Administrator shall notify the respective Department Head of all drug and/or alcohol test results.

Employees

All employment test results shall be forwarded to the Village Administrator's Office to be kept on file for the required amount of time. The Village Administrator shall notify the respective Department Head of all drugs and/or alcohol test results. Employees shall be advised of any positive test results by their Department Head. The employee shall be afforded the opportunity to have the original urine sample retested. Retests must be requested within a period of seventy-two (72) hours after notification to the employee of an initial positive test by the Department Head. A retest shall be conducted by the original collection facility (at the Village's expense) unless the employee wishes to pay for a retest at different (SAMHSA-certified) collection facility. The second test must be conducted under SAMHSA procedures. If the subject declines a retest, or the

retest confirms the results of the initial test, the Village Administrator shall be notified. The Village Administrator shall notify the Department Head of the results and a determination of appropriate action shall be made by the Department Head, in accordance with disciplinary procedures as outlined in the Village's Personnel Policy Manual.

Disciplinary Action

As with any issue of employee misconduct, an appropriate investigation and assessment of circumstances need to be made with guidance from the Village Administrator and the Village's legal counsel. Advice from medical professionals may be sought. A decision to refer the employee for substance abuse evaluation, treatment, and/or discipline may be made depending on the nature and severity of misconduct, the employee's work history, and other pertinent facts and circumstances. In certain situations, follow-up drug testing may be recommended and conducted to ensure that the employee remains drug and alcohol free. All costs associated with follow-up testing shall be the responsibility of the employee. A referral for evaluation by a substance abuse professional is mandatory for CDL holders when there is a positive test. Any disciplinary action, which may include dismissal, shall be carried out in accordance with Village Personnel Policies, Police Commission Rules, and applicable collective bargaining agreements.

Negative Test Results

Employees who have been tested for drugs and alcohol, where no substance use was found, shall receive notice of such findings from their Department Head after the Department Head has been contacted by the Village Administrator. A record of any drug and/or alcohol test results shall be placed in a confidential folder in a separate, secured file maintained by the Village Administrator. In case of job applicants, (except Police), the hiring department shall be notified by the Village Administrator that the applicant is clear for hire.

Confidentiality

Collection facility reports of positive test results shall not appear in an employee's general personnel file. Information of this nature shall be placed in a separate confidential medical folder that shall be maintained by the Village Administrator's Office. The positive reports or test results shall be disclosed to the Department Head only, who shall then notify the employee. Disclosures of positive test results may also occur when:

- 1. The information is compelled by law or by judicial or administrative process.
- 2. The information has been placed at issue in a formal dispute between the Village and the employee.
- 3. The information is to be used in administering an employee benefit plan such as for drug or alcohol treatment.
- 4. The information is needed by medical personnel for the diagnosis or treatment of the patient (employee) who is unable to authorize disclosure.

Record Retention Requirements

The Village shall maintain all records related to drug and alcohol testing for each employee in the Village Administrator's Office. Such records shall be kept apart from the general personnel files

in a secure location with controlled access. The following records shall be maintained for a minimum of five (5) years:

- 1. Records of alcohol test results indicating an alcohol concentration of .02 or greater.
- 2. Records of verified positive drug test results.
- 3. Documentation of refusal to take required alcohol and/or drug tests.
- 4. Evaluations and referrals.
- 5. Copy of annual report.

The following records shall be maintained for a minimum of two (2) years:

• Records related to alcohol and drug collection process and training.

The following records shall be maintained for a minimum of one (1) year:

• Records of negative and canceled drug test results and alcohol test results with a concentration of less than .02.

No records containing driver information required by this policy shall be released except as provided as follows:

- 1. Upon written request of the employee.
- 2. Upon written authorization of the employee, records may be disclosed to a subsequent employer subject to use as specified by the employee.
- 3. Upon specific, written authorization by the employee, records may be released to an

identified person, for use only as specified by the employee.

Records may be disclosed to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee, including, but not limited to a workers' compensation, unemployment compensation or other proceeding relating to a benefit sought by the driver.

Drug and Alcohol Testing for Commercial Driver's License (CDL) Holders

All employees of the Village who are required to have a Commercial Driver's License (CDL) as part of their jobs are subject to drug and alcohol testing as required by the U.S. Department of Transportation through the Federal Highway Administration. The following procedures apply to CDL holders:

1. Post-offer Testing: All new employees who must have a CDL as a job requirement must pass a post-offer drug test prior to hire. The test shall be administered after a conditional offer of employment has been made and prior to any tentative start date or before driving a CDL vehicle. This test shall be conducted under the SAMHSA standards and protocols. The

test shall involve an unobserved urine sample collection for drug testing and an evidential breathalyzer test administered by a Breath Alcohol Technician (BAT) for alcohol. The procedures and protocols are identical to those for all Village employees covered above, unless specifically noted. All urine drug testing shall be conducted by a SAMHSA certified collection facility.

- 2. Pre-Duty Regarding Alcohol: Employees are prohibited from consuming alcohol for four (4) hours before going on duty or before operating a commercial motor vehicle. This regulation is in conformance with FHWA rules and applies to all scheduled shifts and callout situations. If an employee cannot meet this requirement, it is his/her responsibility to advise their supervisor, or person initiating the callout, that they cannot report to work.
- **3. Reasonable Suspicion Testing:** The definitions and protocols for reasonable suspicion drug and alcohol testing for CDL holders are the same as noted in "Drug and Alcohol Use," "Reasonable Suspicion" section of this Section.
- **4. Random Testing**: During the calendar year, fifty percent (50%) of CDL holders shall be tested on a random basis for the presence of drugs and ten percent (10%) shall be tested for the presence of alcohol. Approximately quarterly, although testing could occur anytime during the year, names of CDL holders shall be drawn randomly to select individuals for drug and/or alcohol testing. These individuals shall be scheduled for testing and may be screened for drugs and/or alcohol. No advance warning shall be given to employees regarding the date and time of the random test. The urine sample collection shall be the same as noted above in this Policy. Urine sample collections shall be in an unobserved setting with collection and chain of custody protocols required under SAMHSA regulations. Individuals who are scheduled to drive a CDL vehicle or perform a safety-sensitive function (such as a mechanic working on a Police vehicle, working on brakes, etc.) on the day of the random test shall also take a breathalyzer test for alcohol. Test results and the handling of any positive tests are the same as noted above for all employees.

Post-Accident Testing: Any accident involving a CDL vehicle must be reported as soon as possible by the employee to his/her supervisor and complete the appropriate paperwork. The Supervisor shall investigate the circumstances of the accident and determine if there is reasonable suspicion to require a drug and alcohol test. Testing is mandated in the following circumstances:

- a. An accident that has resulted in the loss of human life.
- An accident in which the driver receives a citation and/or there is an injury requiring medical attention away from the scene of the accident.
- c. An accident in which the driver receives a citation and/or any vehicle in the accident must be towed from the scene.
- d. An individual in a safety sensitive position, such as a mechanic, is subject to drug and alcohol testing when in the opinion of a supervisor, employee performance caused or contributed to the accident. For example, a mechanic would be tested when he/she worked on a vehicle's brakes just prior to an accident and a brake problem may have contributed to the accident. A post-accident drug and alcohol test should be completed as soon as possible.

Drug testing must occur no later than thirty-two (32) hours after the accident. Alcohol testing must occur no later than eight (8) hours after the accident. If more than two (2) hours elapse before an alcohol test is administered, the Village is required to prepare and maintain on file an explanation of why a test was not properly administered for the FHWA. A driver is prohibited from consuming alcohol for eight (8) hours after an accident or until he/she has taken a drug and alcohol test. A police officer investigating an accident has legal authority under certain circumstances to order a blood sample to be taken for drug and alcohol testing.

Any employee who tests positive for drug or alcohol use following an accident or injury shall be denied workers' compensation benefits.

Return to Work

When an employee has tested positive for drugs or alcohol during a random, reasonable suspicion, post-accident or post-injury test, the Village may require the employee to sign a "Treatment and Return to Work Agreement" form as a condition of returning to the workplace. Such an agreement can be a constructive part of the recovery process for employees with addictive conditions. The agreement should provide job related motivation and outline job related responsibilities which in turn connect to treatment and recovery. In such instances, the following specific rules apply: Employees shall be referred to the Employee Assistance Program (EAP) or to other substance

abuse counseling as part of their return to work requirements.

- a. The employee must comply with recommended rehabilitation and provide verification that he/she is participating in a treatment program.
- b. The employee must have a negative retest before being permitted to return to work.
- c. The employee must acknowledge and agree that any breach of the agreement or any standards incorporated in it may result in an immediate termination.
- d. Unannounced follow-up tests may be conducted after an employee returns to work.
- e. Testing may be extended for up to sixty (60) months after an employee returns to work.

Treatment and Return to Work Agreements may be obtained from the Village Administrator.

Chapter 17 – Miscellaneous

The following words and phrases shall have the meanings indicated throughout this manual except:

Section 17.1 Litigation Involving Village Employees

Any employee of the Village who receives any summons, notice, or complaint alleging any claim or cause of action arising as a result of the performance of official duties as an employee of the Village shall immediately notify his/her immediate supervisor and Department Head and furnish to him/her a copy of said summons, notice, or complaint who shall thereafter forward said materials to the Village Administrator.

The Village Administrator shall thereafter forward said summons, notice, or complaint to the Village's insurance carrier. The Village's insurance carrier shall make a determination whether it shall undertake the defense of the employee and provide coverage for any damages resulting from the claim or cause of action under the terms of the Village's policy. If the Village's insurance carrier determines that the alleged claim or cause of action does not result in a circumstance included in the Village's coverage, then the Village Board shall determine whether the claim or cause of the action did in fact arise as the result of the legitimate and reasonable performance of official duties. If the Village Board's determination is affirmative and, with the consent of the employee, the Village of East Dundee shall undertake the defense of said claim or cause of action at Village expense, and in the further event that a judgment is entered against said employee in the cause of action, the Village of East Dundee shall indemnify the employee from any portion of the judgment, except punitive damages, not satisfied by the Village's insurance carrier.

Section 17.2 Professional Memberships

It is the policy of the Village to encourage qualified employees to become members of professional organizations and associations, which are directly related to the employee's position with the Village. The Village, subject to approval by the Department Head, may pay annual membership fees as well as the costs associated with attendance at annual conferences and periodic luncheons. These payments shall be subject to the amounts approved in the annual budget for this purpose.

Section 17.3 Exit Interview

It is important to the Village to understand your opinion of the many aspects to your employment ex at the Village in general, as well as your department and division. Exit interviews may be requested by the employee, department head, or Village Administrator upon notice of a pending resignation. Exit interviews are not mandatory on the part of the employee and shall not affect any compensation or benefits due to an employee.

The primary purpose of the exit interview is to provide feedback to Village management on employment matters including working conditions, compensation, job satisfaction, quality of supervision and training, and suggestions for improvement.

The interviews will be conducted in confidence. Any information you provide will be used in combination with information from other terminating employees over a period of time and used to make improvements in a constructive way, while at the same time protect individual confidentiality.

Section 17.4 Return of Village Property Prior to leaving the employment of the Village, all employees are required to return any Villageowned property to their immediate supervisor. Such property shall include the employment identification card, keys to Village facilities or vehicles, tools, office supplies or any other property. Failure to return all Village property will disqualify the employee from any future employment with the Village and the employee may be charged for any unreturned items.

Chapter 18 – Definitions of Terms

The following words and phrases shall have the meanings indicated throughout this manual except where context clearly indicates otherwise.

Anniversary date: the effective date of completion of one year of service shall constitute an employee's initial anniversary date for the purposes of determining length of service in calculating employee benefits relating to years of service. When an employee is promoted, their original anniversary date remains in effect for purposes of determining employee benefits. If an employee voluntarily terminates employment with the Village and then is re-hired at a future date, the completion of one year of service from the date of re-employment will serve as the anniversary date for that employee.

Appointing authority: the Village President, Village Administrator, and/or Board of Fire and Police Commissioners having the power of appointment and removal of subordinate positions in any office or department by virtue of ordinance or other legally delegated authority.

Class: one or more positions sufficiently similar in respect to assigned work duties and responsibilities that the same class title may be reasonably and fairly used to designate each position allocated to the class, that the same minimum education and work experience qualifications may be required, and the same salaly range may apply with equity.

Classification: the original assignment of a position to an appropriate class on the basis of type, difficulty, and responsibility of work to be performed.

Demotion: the movement of an employee from a position in one class to a position in a lower class, with a lower maximum salary rate because of disciplinary reasons, incapacity to perform the work, inefficiency, or unsatisfactory work performance.

Department: any of the departments under the jurisdiction of the Village.

Department head: the officially appointed head of any department including the Building Inspector, Finance/Administrative Services Director, Police Chief, and Public Works Director, and any additional Department Head positions that may be duly authorized by the Village Board in the future. This term is used interchangeably with "Management Team."

Domestic partner: domestic Partners are defined as two people who have entered into a civil union pursuant to 750 ILCS 75/1 et seq., commonly called the Illinois Religious Freedom Protection and Civil Union Act.

Emergency: a sudden and unforeseen happening that requires the unscheduled services of an employee to protect the health, welfare, and safety of the community.

Employee – Exempt: a position that is determined under the Fair Labor Standards Act (FLSA) to be exempt from mandatory overtime provisions of the law.

Employee – Non-Exempt: a position that is hourly and is entitled to receive overtime pay in accordance with federal and applicable state and local laws.

Employee – Full-Time: a full-time employee is reasonably expected to work an average of 35 or more hours of service per week, or actually works an average of 35 or more hours of service per week during any one year period. Hours of service include each hour an employee is paid or entitled to be paid for, actual hours worked and paid leave (including vacation, holiday, illness, disability, layoff, jury duty, and military leave).

Employee – Regular, Part-Time: a part-time employee is reasonably expected to work, and the employee works an average of fewer than 30 hours of service per week during any one year period. Hours of service include each hour an employee is paid or entitled to be paid for, actual hours worked and paid leave (including vacation, holiday, illness, disability, layoff, jury duty, and military leave).

Employee – Seasonal: a seasonal employee has a typical length of employment of 6 months or less where the period of employment begins at about the same time each year. These employees are not eligible for employee benefits.

Employee – Temporary: a position comprising duties that occur, terminate, and recur seasonally, intermittently, and according to the needs of the department.

Evaluation period: a test period during which a newly appointed or promoted employee is required to demonstrate his or her fitness for the position by the actual performance of the duties and responsibilities of the position.

Grievance: any dispute regarding the meaning, interpretation, application, or alleged violation of the terms and conditions of these policies and procedures.

Immediate family: a legal spouse or domestic partner (as defined in this manual), child, stepchild, adopted child, foster child, parent, stepparent, legal guardian, sibling, stepsibling, grandchild, grandparent or spouse or domestic partner's immediate family.

Job description: a written statement of the characteristic duties, responsibilities, and qualification requirements that distinguish a class of positions from another class.

Layoff: the separation of an employee that has been made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of the employee.

Management team: employees involved in management of Village affairs, including Village Administrator and department heads (defined above). Management Team positions are exempt positions in which frequent attendance at night meetings or after-hours work is required. The Village Supervisor may recommend additional positions to be classified as members of the "Management Team." This term is used interchangeably with Department Head.

Pay grade: a level of pay within the Compensation Plan that has a minimum and maximum salary rate.

Position: a group of current duties and responsibilities assigned or delegated by competent authority, requiring the full time, part-time, temporary, or seasonal appointment of one person.

Promotion: the movement of an employee from one position of one class to a position of another class having a higher pay grade.

Reclassification: the official determination by the Appointing Authority that a position be assigned to a class different than the one to which it was previously classified.

Relative: those individuals to whom the employee or employee's spouse or domestic partner is related but not considered "immediate family" as defined above. This includes aunts, uncles, nieces, nephews and first cousins.

Sworn Personnel: Police department personnel who are under the jurisdiction of the Board of Police Commissioners, take an oath of office, and meet applicable state and local requirements are considered sworn personnel.

Transfer: the movement of an employee from one department to another; or movement to another class in the same department having the same pay grade and involving the performance of similar duties and requiring essentially the same basic qualifications.

Vacancy: a duly created position that is not occupied and for which funds have been budgeted.

Acknowledgement of Receipt

I have received a copy of the Village's Employee Personnel Manual. I agree to read it and to comply with the policies and procedures described in this Employee Personnel Manual. If I have any questions regarding any of the Employee Personnel Manual's provisions, I will consult with my supervisor, supervisor or Human Resources representative(s). I understand that if I do not follow the policies and procedures contained herein that I may be subject to disciplinary action, up to and including termination of employment.

I also understand that this Employee Personnel Manual is the most up-to-date version of the Village's policies and procedures and replaces any prior written and oral communications about the subjects contained in it.

I acknowledge that my employment relationship with the Village is "at-will", meaning that, regardless of anything contained in this Employee Personnel Manual and regardless of any custom or practice, either I or the Village may terminate my employment at any time, for any reason or no reason, with or without cause, and with or without procedural requirements. I understand that no representatives of the Village, other than the Village Administrator in a writing signed by him/her/them, may enter into any agreements, or make any representations, written or oral, to alter my at-will status or otherwise create any contractual obligation between me and the Village.

I also understand that if my employment is governed by a collective bargaining agreement, the terms of such agreement govern in the event of any conflict between these policies and the collective bargaining agreement.

I further acknowledge that this Employee Personnel Manual and the policies contained herein are not intended to create (and shall not be construed as creating) a contract (express or implied) for employment between the Village and any employee and that said policies can be modified by the Village at any time, with or without notice to me, in its sole and absolute discretion.

Print Employee Name:	
Employee Signature:	
Date:	

Exhibit A

Responsibility for Personal Vehicle Insurance Agreement, Waiver, and Release

This AGREEMENT, WAIVER AND RELEASE (this "<u>Agreement</u>"), dated______, is executed, entered into and delivered by the undersigned (the "<u>Undersigned</u>") to and for the benefit of the Village of East Dundee (the "Village").

WHEREAS, the Undersigned, in the course of his/her employment with the Village may voluntarily elect, in his or her discretion, to use certain vehicles owned by the Undersigned ("<u>Vehicle</u>") subject to the terms and conditions of this Agreement; and

WHEREAS, the Village shall not have any obligation or responsibility whatsoever for any such Vehicles; it being the sole and exclusive responsibility and obligation of the Undersigned to provide any such Vehicle and obtain insurance with respect to such Vehicles.

NOW, THEREFORE, the Undersigned hereby expressly agrees as follows:

1. <u>Acknowledgement and Agreement</u>. The Undersigned hereby acknowledges and agrees that (i) the Village will not be providing any type of insurance for any Vehicle(s), (ii) the Village has advised the Undersigned to obtain insurance for any Vehicle; (iii) the Undersigned has provided a copy of his or her insurance card to the Village prior to executing this Agreement; (iv) the Vehicle shall not be insured by the Village; (v) the Undersigned is not permitted to operate any such Vehicle if the Undersigned does not have insurance or the insurance is modified or canceled; (vi) the Village shall have no obligation or responsibility whatsoever for any such Vehicles; (iii) the Village shall have no obligation or responsibility whatsoever for any such Vehicles; and (viii) the Village is not requiring the Undersigned to use the Vehicle and the Undersigned is voluntarily choosing to use the Vehicle for his/her own benefit and/or convenience. The Undersigned hereby agrees that he/she shall be solely and exclusively responsible for obtaining insurance for any Vehicle the Undersigned uses in connection with his employment with the Village.

2. <u>Release of the Village</u>. The Undersigned agrees to, and hereby does, release and hold harmless the Village from any and all rights, claims, losses, liabilities, charges, demands, and causes of action, claims or attorneys' fees, costs, expenses, legal, equitable, or otherwise, for damage, in whole or in part, to any Vehicle or any equipment related thereto. The parties agree that the release under this Agreement is intended to have the broadest application.

3. <u>Knowing and Voluntary Agreement</u>. The Undersigned hereby represents that the Undersigned has had an opportunity to review and discuss the terms and meaning of this Agreement with legal counsel, and that the Undersigned understands the terms and meaning of this Agreement, and that the Undersigned is entering into this Agreement freely and voluntarily.

4. <u>Miscellaneous</u>. No consent, modification or amendment with respect to this Agreement may be effected or shall be binding unless it is in writing, signed by both parties. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Illinois. This Agreement embodies the entire agreement and understanding between the parties hereto with respect to the subject matter set forth herein, and supersedes all prior agreements and understandings relating thereto. If any provision of this Agreement or any application of this Agreement is held to be invalid by a court of competent jurisdiction, the invalidity of that provision or application shall not affect the validity or enforceability of any other provision or application of this Agreement, which shall remain in full force and effect.

Signature_

Date:

Name (printed):

Information maintained by the Legislative Reference Bureau

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as <u>Public Acts</u> soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the <u>Guide</u>.

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

EMPLOYMENT

(820 ILCS 192/) Paid Leave for All Workers Act.

(820 ILCS 192/1)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 1. Short title. This Act may be cited as the Paid Leave for All Workers Act. (Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/5)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 5. Findings; legislative intent; construction.

(a) The General Assembly finds that it is in the public policy interests of the State for all working Illinoisans to have some paid leave from work to maintain their health and well-being, care for their families, or use for any other reason of their choosing.

(b) It is the intent of the General Assembly by enacting this Act:

(1) To establish a minimum paid leave standard for all workers in Illinois.

(2) To provide employment security and economic security for employees who need to use paid time off from work for any reason.

(3) To safeguard the welfare, health, safety, and prosperity of the people of Illinois.

(4) To ensure that an employee not be denied use of leave for noncompliance with leave notification policies if the employer has not provided a written copy of its notification policy to the employee.

In order to effectuate this intent, the provisions of this Act shall be liberally construed in favor of providing workers with the greatest amount of paid time off from work and employment security.

(c) Nothing in this Act shall be construed to discourage employers from adopting or retaining paid sick leave, paid vacation, paid holidays, or any other paid time off or paid leave policy more generous than policies that comply with the requirements of this Act. Nothing in this Act shall be construed to discourage or prohibit an employer from allowing the use of paid leave at an earlier date than this Act requires.

Unless otherwise provided in a collective bargaining agreement, nothing in this Act shall be construed to waive or otherwise limit an employee's right to final compensation for any type of leave promised to be paid under a contract of employment or employment policy and earned by the employee pursuant to the Illinois Wage Payment and Collection Act. (Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/10)

(This Section may contain text from a Public Act with a

delayed effective date)

Sec. 10. Definitions. As used in this Act:

"Construction industry" means any constructing, altering, repairing, reconstructing, rehabilitating, refinishing, refurbishing, remodeling, remediating, renovating, custom fabricating, maintenance, landscaping, improving, wrecking, painting, decorating, demolishing, or adding to or subtracting from any building, structure, highway, roadway, street, bridge, alley, sewer, ditch, sewage disposal plant, waterworks, parking facility, railroad, excavation or other structure, project, development, real property, or improvement, or to do any part thereof, whether or not the performance of the work herein described involves the addition to or fabrication into, any structure, project, development, real property, or improvement herein described of any material or article of merchandise.

"Construction industry" also includes moving construction related materials on the job site or to or from the job site, snow plowing, snow removal, and refuse collection.

"Department" means the Illinois Department of Labor.

"Domestic work" and "domestic worker" have the same meanings as defined in Section 10 of the Domestic Workers' Bill of Rights Act, except that "domestic worker" also includes independent contractors, sole proprietors, and partnerships.

"Employee" has the same application and meaning as that provided in Sections 1 and 2 of the Illinois Wage Payment and Collection Act. "Employee" also includes all domestic workers, and, for the purposes of this Act, domestic workers shall not be excluded as employees under the provisions of item (1), (2), or (3) of Section 2 of the Illinois Wage Payment and Collection Act. "Employee" does not include:

(1) an employee as defined in the federal Railroad Unemployment Insurance Act (45 U.S.C. 351 et seq.) or the Railway Labor Act;

(2) a student enrolled in and regularly attending classes in a college or university that is also the student's employer, and who is employed on a temporary basis at less than full time at the college or university, but this exclusion applies only to work performed for that college or university; or

(3) a short-term employee who is employed by an

institution of higher education for less than 2 consecutive calendar quarters during a calendar year and who does not have a reasonable expectation that they will be rehired by the same employer of the same service in a subsequent calendar year.

"Employer" has the same application and meaning as that provided in Sections 1 and 2 of the Illinois Wage Payment and Collection Act, except that for purposes of this Act, "employer" also means the State and units of local government, any political subdivision of the State or units of local government, or any State or local government agency.

"Employer" does not include school districts organized under the School Code or park districts organized under the Park District Code.

"Writing" or "written" means a printed or printable communication in physical or electronic format, including a communication that is transmitted through electronic mail, text message, or a computer system or is otherwise sent or stored electronically.

(Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/15)

(This Section may contain text from a Public Act with a delayed effective date)

820 ILCS 192/ Paid Leave for All Workers Act.

Sec. 15. Provision of paid leave.

(a) An employee who works in Illinois is entitled to earn and use up to a minimum of 40 hours of paid leave during a 12month period or a pro rata number of hours of paid leave under the provisions of subsection (b). The paid leave may be used by the employee for any purpose as long as the paid leave is taken in accordance with the provisions of this Act.

(b) Paid leave under this Act shall accrue at the rate of one hour of paid leave for every 40 hours worked up to a minimum of 40 hours of paid leave or such greater amount if the employer provides more than 40 hours. Employees who are exempt from the overtime requirements of the federal Fair Labor Standards Act (29 U.S.C. 213(a)(1)) shall be deemed to work 40 hours in each workweek for purposes of paid leave accrual unless their regular workweek is less than 40 hours, in which case paid leave accrues based on that regular workweek. Employees shall determine how much paid leave they need to use, however employers may set a reasonable minimum increment for the use of paid leave not to exceed 2 hours per day. If an employee's scheduled workday is less than 2 hours day, the employee's scheduled workday shall be used to determine the amount of paid leave.

(c) An employer may make available the minimum number of hours of paid leave, subject to pro rata requirements provided in subsection (b), to an employee on the first day of employment or the first day of the 12-month period. Employers that provide the minimum number of hours of paid leave to an employee on the first day of employment or the first day of the 12-month period are not required to carryover paid leave from 12-month period to 12-month period and may require employees to use all paid leave prior to the end of the benefit period or forfeit the unused paid leave. However, under no circumstances shall an employee be credited with paid leave that is less than what the employee would have accrued under subsections (a) and (g) of this Section.

(d) The 12-month period may be any consecutive 12-month period designated by the employer in writing at the time of hire. Changes to the 12-month period may be made by the employer if notice is given to employees in writing prior to the change and the change does not reduce the eligible accrual rate and paid leave available to the employee. If the employer changes the designated 12-month period, the employer shall provide the employee with documentation of the balance of hours worked, paid leave accrued and taken, and the remaining paid leave balance.

(e) Paid leave under this Act may be taken by an employee for any reason of the employee's choosing. An employee is not required to provide an employer a reason for the leave and may not be required to provide documentation or certification as proof or in support of the leave. An employee may choose whether to use paid leave provided under this Act prior to using any other leave provided by the employer or State law.

(f) Employees shall be paid their hourly rate of pay for paid leave. However, employees engaged in an occupation in which gratuities or commissions have customarily and usually constituted and have been recognized as part of the remuneration for hire purposes shall be paid by their employer at least the full minimum wage in the jurisdiction in which they are employed when paid leave is taken. This wage shall be treated as the employee's regular rate of pay for purposes of this Act.

(g) Paid leave under this Act shall begin to accrue at the commencement of employment or on the effective date of this Act, whichever is later. Employees shall be entitled to begin using paid leave 90 days following commencement of their employment or 90 days following the effective date of this Act, whichever is later.

(h) Paid leave under this Act shall be provided upon the oral or written request of an employee in accordance with the employer's reasonable paid leave policy notification requirements which may include the following:

(1) If use of paid leave under this Act is

foreseeable, the employer may require the employee to provide 7 calendar days' notice before the date the leave is to begin.

(2) If paid leave under this Act is not foreseeable,

the employee shall provide such notice as soon as is practicable after the employee is aware of the necessity of the leave. An employer that requires notice of paid leave under this Act when the leave is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice.

(3) Employers shall provide employees with written notice of the paid leave policy notification requirements in this Section in the manner provided in Section 20 for notice and posting and within 5 calendar days of any change to the employer's reasonable paid leave policy notification requirements.

(4) An employer may not require, as a condition of providing paid leave under this Act, that the employee search for or find a replacement worker to cover the hours during which the employee takes paid leave.

(i) Except as provided in subsection (c), paid leave under this Act shall carry over annually to the extent not used by the employee, provided that nothing in this Act shall be construed to require an employer to provide more than 40 hours of paid leave for an employee in the 12-month period unless the employer agrees to do so.

(j) Nothing in this Section or any other Illinois law or rule shall be construed as requiring financial or other payment to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid leave accrued under this Act that has not been used. Nothing in this Section or any other Illinois law or rule shall be construed as requiring financial or other reimbursements to an employee from an employer for unused paid leave under this Act at the end of the benefit year or any other time.

(k) If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, the employee is entitled to all paid leave accrued at the prior division, entity, or location and is entitled to use all paid leave as provided in this Section. If there is a separation from employment and the employee is rehired within 12 months of separation by the same employer, previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less.

(1) Paid leave under this Act shall not be charged or otherwise credited to an employee's paid time off bank or employee account unless the employer's policy permits such a credit. If the paid leave under this Act is credited to an employee's paid time off bank or employee vacation account then any unused paid leave shall be paid to the employee upon the employee's termination, resignation, retirement, or other separation to the same extent as vacation time under existing Illinois law or rule. Nothing in this Act shall be construed to waive or otherwise limit an employee's right to final compensation for promised and earned, but unpaid vacation time or paid time off, as provided under the Illinois Wage Payment and Collection Act and rules. Employers shall provide employees

820 ILCS 192/ Paid Leave for All Workers Act.

with written notice of changes to the employer's vacation time, paid time off, or other paid leave policies that affect an employee's right to final compensation for such leave.

(m) During any period an employee takes leave under this Act, the employer shall maintain coverage for the employee and any family member under any group health plan for the duration of such leave at no less than the level and conditions of coverage that would have been provided if the employee had not taken the leave. The employer shall notify the employee that the employee is still responsible for paying the employee's share of the cost of the health care coverage, if any.

(n) Nothing in this Act shall be deemed to interfere with, impede, or in any way diminish the right of employees to bargain collectively with their employers through representatives of their own choosing in order to establish wages or other conditions of work in excess of the applicable minimum standards established in this Act. The paid leave requirements of this Act may be waived in a bona fide collective bargaining agreement, but only if the waiver is set forth explicitly in such agreement in clear and unambiguous terms.

Nothing in this Act shall be deemed to affect the validity or change the terms of bona fide collective bargaining agreements in effect on January 1, 2024. After that date, requirements of this Act may be waived in a bona fide collective bargaining agreement, but only if the waiver is set forth explicitly in such agreement in clear and unambiguous terms.

In no event shall this Act apply to any employee working in the construction industry who is covered by a bona fide collective bargaining agreement, nor shall this Act apply to any employee who is covered by a bona fide collective bargaining agreement with an employer that provides services nationally and internationally of delivery, pickup, and transportation of parcels, documents, and freight.

Notwithstanding the provisions of this subsection, nothing in this Act shall be deemed to affect the validity or change the terms of a bona fide collective bargaining agreement applying to an employee who is employed by a State agency that is in effect on July 1, 2024. After that date, requirements of this Act may be waived in a bona fide collective bargaining agreement, but only if the waiver is set forth explicitly in such agreement in clear and unambiguous terms. As used in this subsection, "State agency" has the same meaning as set forth in Section 4 of the Forms Notice Act.

(o) An agreement by an employee to waive his or her rights under this Act is void as against public policy.

(p) The provisions of this Act shall not apply to any employer that is covered by a municipal or county ordinance that is in effect on the effective date of this Act that requires employers to give any form of paid leave to their employees, including paid sick leave or paid leave. Notwithstanding the provisions of this subsection, any employer that is not required to provide paid leave to its employees, including paid sick leave or paid leave, under a municipal or county ordinance that is in effect on the effective date of this Act shall be subject to the provisions of this Act if the employer would be required to provide paid leave under this Act to its employees.

Any local ordinance that provides paid leave, including paid sick leave or paid leave, enacted or amended after the effective date of this Act must comply with the requirements of this Act or provide benefits, rights, and remedies that are greater than or equal to the benefits, rights, and remedies afforded under this Act.

An employer in a municipality or county that enacts or amends a local ordinance that provides paid leave, including

paid sick leave or paid leave, after the effective date of this Act shall only comply with the local ordinance or ordinances so long as the benefits, rights, and remedies are greater than or equal to the benefits, rights, and remedies afforded under this Act.

(Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/20)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 20. Related employer responsibilities.

(a) An employer subject to this Act shall make and preserve records documenting hours worked, paid leave accrued and taken, and remaining paid leave balance for each employee for a period of not less than 3 years and shall allow the Department access to such records, at reasonable times during business hours, to monitor compliance with the requirements of this Act. In addition, the records shall be preserved for the duration of any claim pending pursuant to Section 35. An employer that provides paid leave on an accrual basis pursuant to subsection (b) of Section 15 shall provide notice of the amount of paid leave accrued or used by an employee upon request by the employee in accordance with the employer's reasonable paid leave policy notification provisions. An employer that fails to comply with this subsection is in violation of the Act and subject to the civil penalties established in Section 35.

(b) An employer who provides any type of paid leave policy that satisfies the minimum amount of leave required by subsection (a) of Section 15 is not required to modify the policy if the policy offers an employee the option, at the employee's discretion, to take paid leave for any reason. Nothing in this Act shall be construed as requiring financial or other reimbursements to an employee from an employer for unused paid leave under this Act. Nothing in this Act shall be construed to discourage an employer from adopting a paid leave policy more generous than the requirements of this Act.

(c) For domestic workers, if an employer requires evidence of hours worked for other employers to confirm that the domestic worker has worked or is scheduled to work 8 or more hours in the aggregate for any relevant workweek, a signed statement by the domestic worker stating that he or she has performed or is scheduled to perform domestic work for 8 or more hours in the aggregate for any relevant workweek shall satisfy anv documentation requirements of hours worked under the Domestic Workers' Bill of Rights Act and this Act. Such employer shall not require more than one signed statement in a calendar quarter if the hours the domestic worker has performed or is scheduled to perform domestic work have not decreased to less than 8 hours in the aggregate in any relevant workweek in that calendar quarter. An employer that requires evidence of hours worked must give the domestic worker written notice of such request and allow no fewer than 7 days or until the next scheduled workday, whichever is greater, for the domestic worker to comply with the request. The employer may not deny paid leave pending submission of the signed statement.

(d) An employer shall post and keep posted in a conspicuous place on the premises of the employer where notices to employees are customarily posted, and include it in a written document, or written employee manual or policy if the employer has one, a notice, to be prepared by the Department, summarizing the requirements of this Act and information pertaining to the filing of a charge upon commencement of an employee's employment or 90 days following the effective date of this Act, whichever is later. If an employer's workforce is comprised of a 820 ILCS 192/ Paid Leave for All Workers Act.

significant portion of workers who are not literate in English, the employer shall notify the Department and a notice in the appropriate language shall be prepared by the Department. Employees may also request that the Department provide a notice in languages other than English, which the employer must post in accordance with this subsection. An employer who violates this subsection shall be fined a civil penalty of \$500 for the first audit violation and \$1,000 for any subsequent audit violation.

(e) No employer shall interfere with, deny, or change an employee's work days or hours to avoid providing eligible paid leave time to an employee. (Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/25)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 25. Retaliation. It is unlawful for any employer to threaten to take or to take any adverse action against an employee because the employee (1) exercises rights or attempts to exercise rights under this Act, (2) opposes practices which the employee believes to be in violation of this Act, or (3) supports the exercise of rights of another under this Act. It is unlawful for any employer to consider the use of paid leave by an employee as a negative factor in any employment action that involves evaluating, promoting, disciplining, or counting paid leave under a no-fault attendance policy. Such retaliation shall subject an employer to civil penalties pursuant to this Act.

An employee who has been unlawfully retaliated against shall also be entitled to recover through a claim filed with the Department, all legal and equitable relief as may be appropriate.

(Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/30)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 30. Department responsibilities.

(a) The Department shall administer and enforce this Act. The Department has the powers and the parties have the rights provided in the Illinois Administrative Procedure Act for contested cases.

(b) An employee may file a complaint with the Department alleging violations of the Act within 3 years after the alleged violation. An employer that violates this Act is liable to any affected employee for damages in the form of the actual underpayment, compensatory damages, and a penalty of not less than \$500 and no more than \$1,000. Employees shall also be entitled to such equitable relief as may be appropriate, in addition to reasonable attorney's fees; reasonable expert witness fees, and other costs of the action, which shall be paid by the employer to the employee.

(c) The Department has the power to conduct investigations in connection with the administration and enforcement of this Act, including the power to conduct depositions and discovery and to issue subpoenas. If the Department finds cause to believe that this Act has been violated, the Department shall notify the parties in writing, and the matter shall be referred to an Administrative Law Judge to schedule a formal hearing in accordance with hearing procedures established by rule. Administrative decisions shall be reviewed under the Administrative Review Law.

(d) The Department is authorized to impose civil penalties prescribed in Section 35 for any violation of this Act.

(e) The Department is authorized to collect and supervise

820 ILCS 192/ Paid Leave for All Workers Act.

the payment of any damages awarded pursuant to Section 25 and subsection (b) of this Section to an employee or employees under this Act. Any sums recovered by the Department on behalf of an employee or employees under this Act shall be paid to the employee or employees affected. The Department is not authorized to collect and supervise the payment of any awarded attorney's fees. Those fees shall be subject to collection by the attorney awarded such fees.

(f) The Attorney General may bring an action to enforce the collection of any awards made under this Act.

(g) The Department shall adopt rules necessary to administer and enforce this Act.

(Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/35)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 35. Penalties and enforcement. An employer that violates this Act or any rule adopted under this Act shall be subject to a civil penalty of 2,500 for each separate offense. An offense means any violation of this Act with the exception of a violation of the notice requirement in subsection (c) of Section 20. Any penalties collected from an employer under this Section or under subsection (d) of Section 20 for violations of this Act shall be deposited into the Paid Leave for All Workers Fund, a special fund created in the State treasury that is dedicated to enforcing this Act.

(Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/95) Sec. 95. (Amendatory provisions; text omitted). (Source: P.A. 102-1143, eff. 1-1-24; text omitted.)

(820 ILCS 192/97)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 97. Severability. The provisions of this Act are severable under Section 1.31 of the Statute on Statutes. (Source: P.A. 102-1143, eff. 1-1-24.)

(820 ILCS 192/99)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 99. Effective date. This Act takes effect January 1, 2024.

(Source: P.A. 102-1143, eff. 1-1-24.)

Memorandum

Village President and Board of Trustees	
Franco Bottalico, Assistant to the Village Administrator	\$ST. 1881
Code Update for Planning, Zoning & Historic Commission Name Ch	nange
December 18, 2023	
	Code Update for Planning, Zoning & Historic Commission Name Ch

TOO

Action Requested:

Staff recommends Village Board approval of an ordinance updating the Village Code to consolidate the Historic Commission and the Planning and Zoning Commission for efficiency purposes and update the name of the commission in the code.

Summary:

The membership of the Historic Commission and the Planning and Zoning Commission are the same, and while their purposes and duties remain separate, the commission members are comprised of the same membership for both. To create efficiencies and streamline portions of the code, the commission's name is being updated to reflect both commissions and will now be known as the Planning, Zoning and Historic Commission.

Attachments:

Ordinance

ORDINANCE NUMBER 23-____

AN ORDINANCE OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AMENDING SECTIONS 150.01, 150.02, 150.03, AND 153.15 OF THE VILLAGE OF EAST DUNDEE VILLAGE CODE TO CONSOLIDATE THE HISTORIC COMMISSION AND THE PLANNING AND ZONING COMMISSION

WHEREAS, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the membership of the Historic Commission and the Planning and Zoning Commission are the same, and while their purposes and duties remain separate, the commission members are comprised of the same membership for both; and

WHEREAS, the Village desires to amend Sections 150.01, 150.02, 150.03, and 153.15 of the Village of East Dundee Village Code ("Village Code") to consolidate the Historic Commission and the Planning and Zoning Commission for efficiency purposes; and

WHEREAS, the President and Board of Trustees have determined it to be in the best interest of the Village to amend the Village Code to consolidate the Historic Commission with the Planning and Zoning Commission; and

NOW THEREFORE BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

<u>SECTION 1</u>: Incorporation. That the recitals above shall be and are hereby incorporated as Section 1 as if restated herein.

<u>SECTION 2</u>: **Amendments to Chapter 150**. That Chapter 150, titled "Planning and Zoning Commission," of the Village Code is hereby amended as follows with the additions in **bold** and <u>double-underlined</u> and deletions struck through:

"PLANNING, AND ZONING, AND HISTORIC COMMMISSION

"§ 150.01 ORGANIZATION.

"(A) Creation. A Planning, and Zoning, and Historic Commission is hereby created for the village to carry out the duties of a plan commission, and zoning board of appeals, and those duties assigned by village ordinances to the Historic Commission. When used in this chapter, "Commission" shall be construed to mean the Planning, and Zoning, and Historic Commission and "Commissioners" shall be construed to mean the members of the Commission.

* *

(G) Foregoing compensation. Notwithstanding any provision to the contrary, any member of Planning, and Zoning, and Historic Commission may elect to forego any, or all, of the compensation to which they are otherwise entitled for any part of their term by notifying the Village Treasurer, in writing, of such an election and the amount the Commissioner wishes to forego, the length of time the Commissioner wishes to forego such compensation, and the effective date of the election. Nothing in this section shall be construed to prohibit any Commissioner

from rescinding the election to forego compensation, upon written notice to the Village Treasurer of their desire to rescind the election to forego compensation.

§ 150.02 PLAN COMMISSION, ZONING BOARD OF APPEALS REFERENCES.

Any ordinance, code, regulation, and the like of the village or state statute that references the Plan Commission and/or Zoning Board of Appeals and/or the Historic Commission shall mean the Planning, and Zoning, and Historic Commission.

§ 150.03 DUTIES OF THE COMMISSION.

The duties of the Commission are as follows:

* *

(D) To perform those duties and functions assigned by <u>**Chapter 153**</u> $\frac{153.15}{153.15}$ et seq. to the Historic Commission.

<u>SECTION 3</u>: **Amendment to Chapter 153**. That Chapter 153, titled "Historical District," of the Village Code is hereby amended as follows with the additions in **bold** and <u>double-underlined</u> and deletions struck through:

"§ 153.15 CREATION.

"The Village of East Dundee Historic Commission is hereby created and its membership shall consist of the members of the Planning and Zoning Commission as set forth in Chapter 150, Planning and Zoning Commission.

<u>SECTION 4</u>: **Continuation**. All provisions of the Village Code not amended herein shall remain in full force and effect.

<u>SECTION 5</u>: **Severability**. That if any Section, paragraph or provision of this Ordinance shall be held to be invalid and unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

<u>SECTION 6</u>: **Repeal.** That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be hereby repealed.

<u>SECTION 7</u>: **Effect**. That this Ordinance shall be in full force and effect upon its adoption, approval and publication in pamphlet form as provided by law.

[SIGNATURE PAGE FOLLOWS.]

PASSED thisday of	2023	pursuant to a roll call vote as follows
AYES:		
NAYES:		
ABSENT:		
APPROVED by me this	of	2023.

Jeffrey Lynam, Village President

ATTEST:

Katherine Diehl, Village Clerk

Memorandum

То:	Village President and Board of Trustees	וח
From:	Erika Storlie, Village Administrator Brandiss Martin, Finance and Administrative Services Director	
Subject:	Ordinance Updating the Village's Paid Vehicle Parking Tax	
Date:	December 18, 2023	

Action Requested:

Staff recommends Village Board approval of an ordinance amending the Village Code to modify the way the paid vehicle parking tax is assessed. The parking tax would convert to a flat rate of 6% and apply to cars, trucks, RV's, semi-trailers and inoperable vehicles.

Summary:

In 2022, the Village Board enacted a vehicle parking tax that applies to cars, trucks, RV's, semitrailers, and inoperable vehicles at a rate of \$0.50 per day or \$6 per month. Collections for the past year have been somewhat inconsistent and because of this staff recommended the conversion of the tax to a flat rate on the gross amount paid for parking.

The Village board discussed this during the FY2024 budget process and reached a consensus to convert to a rate of 6%. The attached ordinance reflects this change, and it would go into effect on February 1, 2024. Once adopted, staff will notify affected businesses to give them adequate time to implement the new tax by the start date.

It is estimated that this new rate will increase revenue by \$100,000 per year which will assist the village in maintaining the roads and infrastructure that the vehicles use on a daily basis, especially the semi-trailers whose road impact is significant.

Attachments:

Parking Tax Ordinance

ORDINANCE NUMBER 23-____

AN ORDINANCE OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AMENDING SECTION 35.17 OF THE VILLAGE OF EAST DUNDEE VILLAGE CODE RELATING TO THE VEHICLE PARKING TAX

WHEREAS, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Section 35.17 of the Village of East Dundee Village Code ("Village Code") provides for a Vehicle Parking Tax; and

WHEREAS, the Village desires to amend the Village Code to revise how the amount of the tax is calculated and imposed on the use and privilege of parking a vehicle in parking lots and garages in the Village; and

WHEREAS, the President and Board of Trustees have determined it to be in the best interest of the Village to amend the Village Code as set forth in this ordinance; and

NOW THEREFORE BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1: **Incorporation**. That the recitals above shall be and are hereby incorporated as Section 1 as if restated herein.

SECTION 2: **Amendment**. Section 35.17, titled "Vehicle Parking Tax," of Chapter 35 titled "Taxation," of Title III, titled "Administration," of the Village Code is hereby amended to be read as follows with the additions in **bold** and <u>double-underlined</u> and deletions struck through:

"§ 35.17 VEHICLE PARKING TAX.

(B) Tax imposed. A tax is hereby imposed upon the use and privilege of parking a vehicle in or upon any parking lot or garage in the village in the amount of <u>6% of the charge or</u> <u>fee paid for parking</u> \$0.50 per day for each vehicle parked in or on a parking lot or garage for every 24-hour period or any fraction thereof, or, if a vehicle is parked in or upon a parking lot or garage for which a charge is made on a monthly basis, the amount of tax shall be \$6 for every month or any fraction thereof. The tax herein levied shall be paid in addition to any and all other taxes. The ultimate incidence of and liability for payment of said tax is to be borne by the person who seeks the privilege of occupying space within said parking lot or garage, said person hereinafter referred to as "recipient."

* * *"

SECTION 3: **Continuation**. That all provisions of the Village Code not amended herein shall remain in full force and effect.

SECTION 4: Severability. That if any Section, paragraph or provision of this Ordinance shall be held to be invalid and unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

^{* * *}

<u>SECTION 5</u>: Repeal. That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be hereby repealed.

SECTION 6: Effect. That this Ordinance shall be in full force and effect upon its adoption, approval and publication in pamphlet form as provided by law, except that the tax levied in this Ordinance shall take effect on February 1, 2024.

PASSED thisday of	2023 pursuant to a roll call vote as follows:
-------------------	---

AYES:_____

NAYES: _____

ABSENT:

APPROVED by me this _____ of _____ 2023.

Jeffrey Lynam, Village President

ATTEST:

Katherine Diehl, Village Clerk

Memorandum

То:	Village President and Board of Trustees	
From:	Franco Bottalico, Assistant to the Village Administrator	\$ST. 1887
Subject:	Request for a Class E-4 Liquor License for Aliano's Ristorante, 3	10 N. River Street
Date:	December 18, 2023	

Action Requested:

Staff recommends Village Board approval of an ordinance authorizing an amendment to Ordinance 23-26 and the issuance of and increase by one (1) Class E-4 liquor license to Aliano's JSLS, Inc. d/b/a Aliano's Ristorante operating at 310 N. River Street, East Dundee, IL 60118.

Summary:

Aliano's owners, Teresa Rossi (20%) and Bhajan Singh (80%) ("Applicants") have an existing ordinance granting an E-4 liquor license to Aliano's Café located at 304 N. River Street, Inc. under FLJ River Street, Inc. via Ordinance 23-26. However, the applicants have expressed to staff their difficulty in receiving liquor deliveries to Aliano's Ristorante located at 310 N. River Street, and that this location is under their other business entity named Aliano's JSLS, Inc.

Since the applicants have two different business entities, one for each location, the attached ordinance has been drafted for the Board to consider 1) amending Ordinance 23-26 to reflect one Class E-4 liquor license issued to 304 N. River Street, Aliano's Café under FLJ River Street, Inc.; and 2) issuing a Class E-4 liquor license to 310 N. River Street, Aliano's Ristorante under Aliano's JSLS, Inc.

The Class E-4 Liquor License allows for the sale of both on premises alcohol sales of all legal alcohol and retail sale of beer, wine and spirits of 40 proof or less for off-premises consumption. Should the Village Board authorize the granting of this liquor license, this will increase the number of approved liquor licenses in the Municipal Code.

Attachments:

Ordinance Redacted Application

ORDINANCE NUMBER 23-____

AN ORDINANCE OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AUTHORIZING AN AMENDMENT TO ORDINANCE 23-26 AND THE ISSUANCE OF AND INCREASE BY ONE CLASS E-4 LIQUOR LICENSE (ALIANO'S JSLS, INC. OPERATING AT 310 N. RIVER ST.)

WHEREAS, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Illinois Liquor Control Act, 235 ILCS 5/1-1, *et seq.*, authorizes the Village to determine the number, kind and classification of licenses for the retail sale of alcohol liquor, and to establish rules and regulations for the sale thereof; and

WHEREAS, in January of 2023, the Village received a request for a new Class E-4 liquor license from FLJ River Street, Inc. doing business as Aliano's Ristorante & Café, located at 304-310 N. River Street, East Dundee, Illinois ("*Premises*"); and

WHEREAS, it was represented to the Village by the then applicant that the entity FLJ River Street, Inc. encompassed both locations of 304 N. River Street and 310 N. River Street as one location, operating under one corporation; and

WHEREAS, on January 23, 2023, the Village Board approved the request for the issuance of a Class E-4 liquor license to FLJ River Street, Inc. (Ordinance 23-04); and

WHEREAS, the shareholders, owners and managers of FLJ River Street, Inc. ("*Company*") sold their interests in the Company to Teresa Rossi and Bhajan Singh (hereinafter "*Applicants*"); and

WHEREAS, Section 116.06(c) of the East Dundee Code of Ordinances ("*Code*") required Applicants to apply to the Village for a new liquor license because of the transfer of ownership in the Company; and

WHEREAS, on June 26, 2023, the Village Board approved Ordinance 23-26 transferring ownership of the Class E-4 liquor license to Applicants under the FLJ River Street, Inc. entity; and

WHEREAS, now Applicants have informed the Village by way of application that the Premises is actually now operating as two, distinct corporations, each requiring its own liquor license; and

WHEREAS, Applicants now seek a separate Class E-4 liquor license for the entity known as Aliano's JSLS, Inc., operating at 310 N. River Street, East Dundee, Illinois ("*Restaurant*"); and

WHEREAS, it is now represented to the Village by Applicants that the location of 304 N. River Street, East Dundee, Illinois is operating as FLJ River St. Inc. ("*Café*") with a separate address from the Restaurant; and

WHEREAS, the President and Board of Trustees have determined it to be in the best interest of the Village to authorize the issuance of a Class E-4 liquor license to Aliano's JSLS, Inc., the Restaurant, to Applicants and to increase the number of Class E-4 liquor licenses by one for the location of Restaurant only; and;

WHEREAS, the President and Board of Trustees have also determined that it is in the best interests of the Village to amend Ordinance 23-26 to reflect that the Class E-4 liquor license issued to FLJ River Street is now for the location only at 304 N. River Street, Café only; and

NOW THEREFORE BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1: **Incorporation**. That the recitals above shall be and are hereby incorporated as Section 1 as if restated herein.

<u>SECTION 2</u>: Authorization of issuance of one Class E-4 Liquor License to Applicants for Restaurant. That the Village Board authorizes issuance of one Class E-4 liquor license to Applicants operating at Aliano's JSLS, Inc. at the Restaurant location only of 310 N. River Street, East Dundee, Illinois upon proof satisfactory to the Village Administrator and Village Counsel that compliance with the Village Code is satisfied.

SECTION 3: **Ordinance 23-26 is Amended**. Ordinance 23-26 is amended to reflect that the Class E-4 liquor license issued to FLJ River Street, Inc. is for the address of 304 N. River Street, East Dundee, Illinois, the Café only, and the Village Administrator or her designee is authorized to hereby amend the liquor licensed issued to the Café to reflect this amendment.

<u>SECCTION 4</u>. Increase of Number of Liquor Licenses. Section 116.05(B) of the Village Code of Ordinances is amended as follows, with additions **bold** and <u>double</u> <u>underlined</u> and deletions struck through:

CLASSIFICATION:

NUMBER PERMITTED

E-4

1 <u>2</u>

<u>SECTION 5</u>: **Continuation**. That all provisions of the Village Code herein shall remain in full force and effect.

SECTION 6: Severability. That if any Section, paragraph or provision of this Ordinance shall be held to be invalid and unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 7: **Repeal**. That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be hereby repealed.

SECTION 8: Effect. That this Ordinance shall be in full force and effect upon its adoption, approval and publication in pamphlet form as provided by law.

SECTION 9: Automatic Reduction. As set forth in Subsection 116.05(I) of the Code, in the event that Applicants' license for the Restaurant is revoked, expires without renewal, surrendered by the licensee-holder or is otherwise terminated pursuant to Code, the total number of licenses or permits available in the Class E-4 shall be automatically reduced by that license or permit unless thereafter the number of licenses or permits is increased by the Village Board.

PASSED thisday of follows:	2023 pursuant to a roll call vote as	
AYES:		
NAYES:		
ABSENT:		
APPROVED by me this	of 2023.	
	Jeffrey Lynam, Village President	
ATTEST:		

Katherine Diehl, Village Clerk



APPLICATION FOR ALCOHOLIC LIQUOR LICENSE License Period January 1, 2023 - December 31, 2023

\smile	
DATE OF APPLICATION: 11 Dec 2023	
LEGAL NAME OF BUSINESS: Aliano'S JSLS, INC	-
DBANAME: Aliano's Ristorente ILSA	
BUSINESS ADDRESS: 310 N. River St., EAST DUNDEE,	IL PHON
MAILING ADDRESS (if different):	
NAME OF APPLICANT: Teresa A. Rossi	PHONE:
E-MAIL ADDRESS:	in the second
NAME/ADDRESS of the person who will be managing the ongoing affairs of this busin	ess at mese premises:
. License Classification and Annual Fee: \$500 Please check the classification to	hat you are applying for
CLASS	ANNUAL FEE
Class A Tavern	\$2000
Class A-1 Tavern with Beer Garden (consumption on premises)	\$3000
Class A-2 Beer/wine on premises with Beer Garden	\$2500
Class B Package Liquor	
Class B-1 Supermarket/Drug Store	
Class B-2 Package Liquor	\$1200
Class B-3 Mail Order License	45.5.5
Class B-4 Beer, Wine & Liquor (Package form - consumption off p	
Class B-5 Beer, Wine & Liquor (Package form - consumption on pr	
Class C Incorporated not-for-profit organization	
Class C-1 Public Golf Course/Restaurant	
Class D Outdoor Amusement Park	
Each Additional Pount of Distribution	\$375 \$2500
	4-200
Class E-1 Restaurant with Service Bar Only	
Class E-2 Wine & Liquor	
Class E-3 Restaurant with Beer & Wine Only and Packaged Sales	****
Class E-4 Restaurant with Bar and Packaged Sales	
Class F Special Event	
Class G Banquet	
Class H Entertainment Venue	*1.0.00
Class I Specialty Food & Beverage Establishment	
Class J Village Caterer	
Class J-1 Caterer with Business Outside of Village	
Class K Caboose Concession Stand	
Class L Brew Pub	\$2500

* Fee for additional license shall be \$1000

Sidewalk Service Endorsement (\$100)

- 2. License Period: Commencing each year on January 1 and ending on December 31
- Type of Business Entity (check one):

Individual	Corporation
Partnership	Other (specify)

- 4. The following information must be provided with respect to any and all individual owners, partners, corporate officers, corporate directors, managers and, if a corporation, all persons owning directly or beneficially more than 5% of the corporation stock:
 - Note: Full names must be listed with middle initials. Furthermore, the applicant must notify the Local Liquor Control Commission in writing of a change in partnerships, officers, directors, persons holding directly or beneficially more than 5% in interest of the stock or ownership interest, or managers of the establishment within ten (10) days of said change.

NAME Terese A Rossi
SOCIAL SECURITY
HOME ADDRESS
DRIVER'S LICENSE
BUSINESS TITLE Secretary
PERCENTAGE OF STOCK HELD Zo %
NAME Bhajan Singh
SOCIAL SECURITY
HOME ADDRESS
DRIVER'S LICENSE
BUSINESS TITLE President
PERCENTAGE OF STOCK HELD 80%
NAME
SOCIAL SECURITY #BIRTHDATE
HOME ADDRESS
DRIVER'S LICENSE # HOME PHONE #
BUSINESS TITLE
PERCENTAGE OF STOCK HELD
Note: If additional space is required, please attach a separate sheet of paper.

2

5. Has the applicant ever had a liquor license issued by the Federal government, any State government, County or municipal government?
If answer is in the affirmative, state the name of the licensing unit of government, when and where said license was issued.
6. Has the applicant/any owner ever had any previous liquor license denied, suspended or revoked? Yes No If answer is in the affirmative, state the date and reason for such.
 Have any of the applicants/any owners ever been convicted of a felony or any violation of the Gaming Laws of the State of Illinois or any other state or any Federal Gaming Laws? If answer is in the affirmative, state the date and reason for such conviction.
8. If the applicant does not own the premises for which the license is sought, does the applicant have a lease for a full period of a year of which the license is to be issued? $$ Yes $$ No $$ I own the premises NOTE: If the answer is affirmative, attach a copy of said lease to the application.
9. Has the applicant/any owners been delinquent in payment of any federal, state or local taxes? Yes No If the answer is affirmative, please explain:
Is the payment still delinquent at this present time? Ves No
10. Does the applicant understand that successful completion of a State certified beverage alcohol sellers and servers education and training (BASSET) program is required of all persons who sell or serve alcoholic beverages, all management personnel working on the premises, and anyone whose job entails the checking of IDs for the purchase of alcoholic beverages, pursuant to the requested license, and that such compliance is subject to random checks by the Village of East Dundee? V Yes No
11. Does the applicant understand and agree that during the license period, any violation of Federal, State or Village laws and ordinances will be referred to the Local Liquor Control Commission and that such violation may result in the suspension or revocation of said license laws and ordinances will be referred to the Local Liquor Control Commission and that such violation may result in the suspension or revocation of said license?
 Does the applicant understand and agree that members of the East Dundee Police Department shall have the authority to enter at any time upon the premises licensed hereunder to determine whether any State or Village laws and ordinances have been or are being violated, and at such time to examine the premises of said licensee in connection therewith? Yes No
13. Are any of the applicants public officials, or is any other person, directly or indirectly related in any way to the business entity, a public official? \Box Yes \checkmark No
 14. Will the applicant be applying for a state supplemental video gaming license from the Village? Yes No 15. Applicant has provided all required documents included in the attached checklist
15. Applicant has provided all required documents included in the attached checklist Ves No

5. Has the applicant ever had a liquor license issued by the Federal government, any State government, County or municipal government?

If answer is in the affirmative, state the name of the licensing unit of government, when and where said license was issued.

6.	
U. If	Has the applicant/any owner ever had any previous liquor license denied, suspended or revoked? Yes
7. If a	Have any of the applicants/any owners ever been convicted of a felony or any violation of the Gaming Laws of the State of Illinois or any other state or any Federal Gaming Laws?
8. perio NOT	If the applicant does not own the premises for which the license is sought, does the applicant have a lease for a full of a year of which the license is to be issued? V Yes No I own the premises <i>If the answer is affirmative, attach a copy of said lease to the application.</i>
	as the applicant/any owners been delinquent in payment of any federal, state or local taxes? Yes Yes No
person	the payment still delinquent at this present time? Yes No ones the applicant understand that successful completion of a State certified beverage alcohol sellers and servers and training (BASSET) program is required of all persons who sell or serve alcoholic beverages, all management working on the premises, and anyone whose job entails the checking of IDs for the purchase of alcoholic purchase of alcoholic beverages, all management provide the requested license, and that such compliance is subject to random checks by the Village of East Yes No
r revoo	the set of the applicant understand and agree that during the license period, any violation of Federal, State or Village laws and set of the Local Liquor Control Commission and that such violation may result in the suspension of said license laws and ordinances will be referred to the Local Liquor Control Commission and that such in the suspension or revocation of said license? View View View View View View View View
ve be	es the applicant understand and agree that members of the East Dundee Police Department shall have the authority any time upon the premises licensed hereunder to determine whether any State or Village laws and ordinances or are being violated, and at such time to examine the premises of said licensee in connection therewith?
. Ai	
511033	tity, a public official? Yes No
	intropy of the applicants public officials, or is any other person, directly or indirectly related in any way to the tity, a public official? $Pes No$ No he applicant be applying for a state supplemental video gaming license from the Village? $Pes No$ No

16.	Do you owe money to any other village department or have any liens by the Village of East Dundee against the property? If yes, please explain:
THE	YOU ATTEST, BY YOUR NOTARIZED SIGNATURE BELOW, THAT YOU WILL NOT ATE ANY OF THE LAWS OF THE UNITED STATES, OF THE STATE OF ILLINOIS, OF OF VILLAGE OF EAST DUNDEE? Yes (Please answer YES or NO)
STAT COUI	E OF ILLINOIS)) SS. NTY OF KANE)
have mentio	ereby swear by my signature here affixed that all of the foregoing facts are true and correct and that I given these answers to induce the Village of East Dundee to grant the Liquor License ned aforesaid.
I an or as	n signing in my capacity as <u>Perstner</u> (Individual, Owner, or Partner) <u>President</u> (President, Secretary or Treasurer) <u>Aliano's JSLS</u> , INC. (Corporation) <u>Bhyj</u> Signature of Applicant
I am	signing in my capacity as <u>Pertner</u> (Individual, Owner, or Partner) <u>Secretory</u> , Officer of (President, Secretary or Treasurer) <u>Aliano's JSLS INC</u> (Corporation) <u>Witeschessic</u> Signature of Applicant #2
me this	and sworn to before <u>TH</u> day of <u>OFFICIAL SEAL</u> DANA M MCCURRY NOTARY PUBLIC. STATE OF ILLINOIS My Commission Expires 7/21/28 MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM

ACORD	LER	IFICATE OF L	IABILITY	' IN	SUPAN		DATE (MM/DD/Y
CENTERATE DORE NOT AFTINI	ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOL				05/01/2023 CATE HOLDER, T		
REPRESENTATIVE OR PRODUCER,	AND TH	E CERTIFICATE HOLDER	L A CON	RAC	T BETWEEI	N THE ISSUING INSUR	ER(S), AUTHORI
# SUBBOOGATION /S WADED	r is an /	ADDITIONAL INSURED, I	be policylies)		have ADDIT		
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PRODUCER		ounder in Heu o				-,	ALLS A BREAKINGING
Surges & Associates, Inc.			NAME:	Cliffor	d T Surges		
2149 W. Roscos St. #1			IAIC. No. Ext)	(773) 472-5000	FAX (AC. I	(773) 472-2044
Chicago, R. 60618			ADDRESS.	surge	as@amlam c	om	
(773) 472-5000					NSURER(S) AF	FORDING COVERAGE	NAIC
Navingo				Amer	ican Family N	Autual Insurance Company	y 1927
Alianos JSLS Inc. dba Alian	os Risto	rante	INSURER 8.				
310 N River St			INSURER C :				
East Dundee, IL 60118			INSURER E				
OVERAGES			WOURER F:				
THIS IS TO CEPTIEN THAT THE DOLLAR		TE NUMBER:				REVISION NUMBER.	
THIS IS TO CERTIFY THAT THE POLICIE NDICATED. NOTWITHSTANDING ANY F CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUIC	EQUIRE	MENT TERM OF COMMENT	AVE BEEN ISSU	JED T	O THE INSUE	RED NAMED ABOVE FOR	THE POLICY DEDIC
CERTIFICATE MAY BE ISSUED OR MAY DICLUSIONS AND CONDITIONS OF SUCI	PERTAI	N, THE INSURANCE AFFOR	N OF ANY CON	TRAC	T OR OTHER	DOCUMENT WITH RESP	ECT TO WHICH TH
EXCLUSIONS AND CONDITIONS OF SUCH	ADDI ISI	S. LIMITS SHOWN MAY HAV	E BEEN REDUC	ED BY	PAID CLAIM	S.	TO ALL THE TERM
COMMERCIAL GENERAL LIABILITY	INSO W	POLICY NUMBER	(MM/DO	YEFF	POLICY EXP	LIM	
CLAMS-MADE COCUR			1			EACHOCCURRENCE	\$ 2,000,000.00
		1				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000.00
	Y	BPP1055917				MED EXP (Any one person)	\$ 5,000.00
GENL AGGREGATE LIMIT APPLIES PER.		0111000017	09/15	2022	09/15/2023	PERSONAL & ADV INJURY	\$ 2,000,000.00
POLICY PRO-						GENERAL AGGREGATE	\$ 4,000,000.00
OTHER			1			PRODUCTS COMPIOP AGG	\$ 4,000,000.00
AUTOMOBILE LIABILITY				-		COMBINED SINGLE LIMIT	\$
OWNED OWNED						(ca accident)	5
AUTOS ONLY AUTOS	1. 1		1			BODILY INJURY (Per parkon) BODILY INJURY (Per accident)	\$
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AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE				1		STATUTE OTH-	
Offendation in 191	N/A			a de marco		EL EACH ACCIDENT	\$
If yes, describe under DESCRIPTION OF OPERATIONS below				1	-	the second s	5
Liquor Liability							\$
1		BPP1055917	09/15/2	122	09/15/2023	Liquor Liability	
						ea. common cause Aggregate	\$1,000,000 00
CRIPTION OF OPERATIONS / LOCATIONS / VEHICL	EB (ACOR	D 191, Additional Remarks Schedul	e, may be attached :	f more	space is required	1) 	\$2,000,000.00
						-,	
TIFICATE HOLDER							
and the second se			CANCELLAT	ON			
			SHOULD ANY	OF TH	E ABOVE DE	SCRIBED POLICIES BE CAN	
Address of Provide State							DELIVERED
Village of East Dundee 120 Samington Ave			ACCORDANCE	WIT:	THE POLICY	PROVISIONS.	AND
East Dundee, II 60118	h l	AUTHORIZED REPR	ESENT	ATIVE			
HARLEY HUDDE IF OUT 10					10 1		
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1							

The ACORD name and logo are registered marks of ACORD

RIDER & TO LEASE DATED JUNE 1, 2019 FOR RENTAL OF THE STORLERONT AT 310 N. RIVER STREET UNIT 1B

This Rider is hereby made a part of the above-named lease agreement (the "Lease"). The terms and conditions of this Rider shall govern over the provisions of the Lease and are made a part thereof.

1. Security Deposit:

- 1.1. Amount. The security deposit will be seven thousand six hundred forty-nine dollars and twenty-one hundredth's dollars (\$7,649.20) and will be paid in two equal installments. The first installment will be due on August 5, 2023, and the second installment will be due on September 5, 2023. The deposit will be held by Lessor without allowance of interest and need not be kept separate and apart, but may be commingled with, any funds in Lessor's control as security for the full and faithful performance of every provision of this Lease to be performed by Lessee.
- 1.2. Default. If Lessee defaults with respect to any provision of this Lease, including but not limited to the provisions relating to payment of rent, Lessor may use, apply or retain all or any part of the Security Deposit for payment of any rent or other sum in default, or for the payment of any other amount which Lessor may spend or become obligated to spend by reason of Lessee's default or to compensate Lessor for any other loss or damage which Lessor may suffer by reason of Lessee's default.
- 1.3. Restoration. If any portion of any Security Deposit is to be used or applied, Lessee shall, within five (5) days after written demand therefore, deposit with Lessor an amount sufficient to restore the Security Deposit to the amount required to be deposited at on the date of the demand and Lessee's failure to do so shall be a material breach of this Lease.
- 1.4. Return. If Lessee shall fully and faithfully perform every provision of this Lease to be performed by it, the Security Deposit, or any balance thereof, shall be returned to Lessee (or at Lessor's option to the last assignee of Lessee's interest hereunder) within thirty (30) days after the Termination Date, or the end of the Extended Term, if applicable, and Lessee has vacated the Leased Premises. In the event Lessor sells its interest in the Building, Lessor may deliver the Security Deposit to the purchaser v of Lessor's interest in the Building, and thereupon Lessor shall be discharged from any further liability with respect to the Security Deposit and Lessee agrees to look solely to the purchaser of Lessor's interest in the Building. Lessen's interest in the Building in possession or successor in title to the Building for the Security Deposit unless such Security Deposit has actually been received by said mortgagee or successor in interest as security for Lessee's performance of the provisions of this Lease
- 2 Consent to Jurisdiction Lessee and all Guarantors irrevocably agree that, subject to Lesson's sole and absolute election, all actions or proceedings in any way arising out of or related to this I ease will be litigated in courts having situs in Kane County. Illinois I ease and all Guarantors hereby consent and submit to the jurisdiction of any court located within Kane County, Illinois, waive personal service of process upon Lessee and all Guarantors, and agree that all such service may be made by register/d mail directed to Lessee and all Guarantors at the address stated herem and service so made will be deemed to be completed upon actual receipt
- 3. Ecsec will pay to Lessor five hundred dollars (\$560.00) to compensate Lessor for its legal fees in preparing this document. This payment will be due upon agoing this Rider.

 4 <u>Guaranty</u>. The rental payments and the terms of this lease will be personally guaranteed by James Seng, Lisa Seng, and Ann Rossi 5 <u>Lessee's Insurance</u> At all times on and after delivery of the Premise to Lessee, Lessee 	
5 Lessee's Insurance At all times on and after delivery of the Premise to Lessee, Lessee will carry and maintain, at its expense, a non-deductible:	
5 1. General Liability. Commercial general liability insurance policy, including (but not lumited to) insurance against assumed or contractual liability under this Lease, with respect to liability arising out of the Lease, use, occupancy or maintenance of the Premises and all areas appurtenant thereto, to afford protection with respect to personal injury, death or property damage of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit/Two Million Dollars (\$2,000,000) general; and	100. of current lesse
without limitation, inventory, trade fixtures, floor coverings, furniture and other property removable by Lessee under the provisions of this Lease) and all leasehold improvements installed in the Premises by or on behalf of Lessee; and	12 of current lasse
5.3. Boiler and Machinery. Comprehensive boiler and machinery equipment policy, including electrical apparatus, if applicable; and	9 of current bease
5.4. Worker's Compensation. If and to the extent required by law, worker's compensation insurance policy, or similar insurance in form and amounts required by law.	\checkmark
5.5. Dram Shop Insurance. Lessee will provide Dram Shop/Liquor Liability insurance in an amount agreeable to the Lessor and name the Lessor and Root as an additional insured. A copy of the current policies will be sent to Lessor.	/
5.6. Lessee's Contractor's Insurance. Lessee shall require any contractor of Lessee performing work on the Premises to carry and maintain, at no expense to Lessor, a non-deductible:	
(a) General Liability. Commercial general liability insurance policy, including (but not limited to) contractor's liability coverage, contractual liability coverage, completed operations coverage, broad form property damage endorsement and contractor's protective liability coverage, to afford protection, with respect to personal injury, death or property damage of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit/Two Million Dollars (\$2,000,000) general aggregate (but not less than \$1,000,000 per location aggregate);	51 almont and
(b) Automobile. Comprehensive automobile liability insurance policy with limits for each occurrence of not less than One Million Dollars (\$1,000,000) with respect to personal injury or death and Five Hundred Thousand Dollars (\$500,000) with respect to property damage; and	र् २
(c) Worker's Compensation. A worker's compensation insurance policy or similar insurance in form and amounts required by law.	5-4
(d) Policy Requirements. The company or companies writing any insurance which Lessee is required to carry and maintain or cause to be carried or maintained pursuant to Sections 4 as well as the form of such insurance, shall at all times be subject to Lessor's approval and any such company or companies shall be licensed to do business in the State of Illinois. Commercial general liability and all-risks property and casualty insurance policies evidencing such insurance shall, with respect to commercial general liability policies, name Lessor and/or its designee(s) as additional insured and, with respect to all-risks	AS AS TH

property and casualty insurance policies, name Lessor and/or its designer(s) as loss payee, shall be primary and non-contributory, and shall also contain a provision by which the insurer agrees that such policy shall not be concelled, materially changed or not renewed without at least thirty (30) days' advance notice to Lessor, by certified mail, return receipt requested, or to such other party or address as may be designated by Lessor or its designee Each such policy, or a certificate thereof, shall be deposited with Lessor by Lessee promptly upon commencement of Lessee's obligation to produce the same. If Lessee shall fail to perform any of its obligations under Sections 4, Lessor may perform the same and the cost of same shall be deemed Additional Rental and shall be payable upon Lessor's demand.

Lessee

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Lessor

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Aliano's JSLS, Inc.

River East Properties, LLC

TK. HAS

By its President Lisa E. Seng Teresa A. Rossi

GUARANTY

In consideration that the within Lease was executed and delivered to the Lessee within named at the below-named Guarantor's request, and in further consideration of one dollar to Guarantor paid by Lessee above named, Guarantor hereby guarantees on the day and year first above written, to said Lessor, its successors and assigns, the performance by the Lessee of all the obligations of Lessee under the above Lease, and Guarantor will pay all Lessor's expenses, including attorney's fees and costs, incurred in enforcing said obligations, or incurred in enforcing this guaranty; and Guarantor hereby waives notice of any default by Lessee under the terms of said Lease, any consent to any extension of time for the payment of money due under said Lease, or to any other indulgences granted thereunder to Lessee by Lessor. Guarantors irrevocably agree that, subject to Lessor's sole and absolute election, all actions or proceedings in any way arising out of or related to this Guaranty will be litigated in courts having situs in Kane County, Illinois. All Guarantors hereby consent and submit to the jurisdiction of any court located within Kane County, Illinois, waive personal service of process upon all Guarantors, and agree that all such service may be made by registered mail directed to all Guarantors at the address stated herein and service so made will be deemed to be completed upon actual receipt.

GUARANTOR 3060 Wagner Road, Aurora, IL 60502 ListE. Son Address 3060 Wagner Road, Aurora, IL 60602 James E. Seng Address 324 Montabello, Bloomingdale, II, 60108

the tet

Teresa Ann Rossi

Address

RIDER & TO LEASE DATED RUNE 1, 2019 FOR RENTAL OF THE STORFTRONT AT 306 - 308 N RIVER STREET

This Rider is hereby made a part of the above-named lease agreement (the "Lease") The terms and conditions of this Rider shall govern over the provisions of the Lease and are made a part thereof.

Security Deposit:

- 1.1. Amount. The security deposit will be five thousand nine hundred sixty-nine and thirty-six one hundredths dollars (\$5,969.36) and will be paid in two equal installments. The first installment will be due on August 5, 2023, and the second vistallment will be due on September 5, 2023. The deposit will be held by Lessor without allowance of interest and need not be kept separate and apart, but may be commingled with, any funds in Lessor's control as security for the full and faithful performance of every provision of this Lease to be performed by Lessee.
- 1.2. Default. If Lessee defaults with respect to any provision of this Lease, including but not limited to the provisions relating to payment of rent, Lessor may use, apply or retain all or any part of the Security Deposit for payment of any rent or other sum in default, or for the payment of any other amount which Lessor may spend or become obligated to spend by reason of Lessee's default or to compensate Lessor for any other loss or damage which Lessor may suffer by reason of Lessee's default.
- 1.3. Restoration. If any portion of any Security Deposit is to be used or applied, Lessee shall, within five (5) days after written demand therefore, deposit with Lessor an amount sufficient to restore the Security Deposit to the amount required to be deposited at on the date of the demand and Lessee's failure to do so shall be a material breach of this Lease.
- 1.4. Return. If Lessee shall fully and faithfully perform every provision of this Lease to be performed by it, the Security Deposit, or any balance thereof, shall be returned to Lessee (or at Lessor's option to the last assignee of Lessee's interest hereunder) within thirty (30) days after the Termination Date, or the end of the Extended Term, if applicable, and Lessee has vacated the Leased Premises. In the event Lessor sells its interest in the Building, Lessor may deliver the Security Deposit to the purchaser of Lessor's interest in the Building, and thereupon Lessor shall be discharged from any further liability with respect to the Security Deposit and Lessee agrees to look solely to the purchaser of Lessor's interest in the Building. Lessor in the Building. Lesse in the Building in the Security Deposit and Lessee further agrees not to look to any mortgagee, mortgagee in possession or successor in title to the Building for the Security Deposit unless such Security Deposit has actually been received by said mortgagee or successor in interest as security for Lessec's performance of the provisions of this Lease.
- 2. <u>Consent to Jurisdiction</u>: Lessee and all Guarantors irrevocably agree that, subject to Lessor's sole and absolute election, all actions or proceedings in any way arising out of or related to this Lease will be litigated in courts having situs in Kane County, Illinois. Lessee and all Guarantors hereby consent and submit to the jurisdiction of any court located within Kane County, Illinois, waive personal service of process upon Lessee and all Guarantors, and agree that all such service may be made by registered mail directed to Lessee and all Guarantors at the address stated herein and service so made will be deemed to be completed upon actual receipt.
- 3 Lessee will pay to Lessor five hundred dollars (\$500.00) to compensate Lessor for its legal fees in preparing this document. This payment will be due upon signing this Rider.

Same as 310 p)

- S Lessee's Insurance At all times on and after delivery of the Premises to Lessee, Lessee will carry and maintain, at its expense, a non-deductible
 - 5.1 General Liability Commercial general liability insurance policy, including (but not limited to) insurance against assumed or contractual liability under this Lease, with respect to liability arising out of the Lease, use, occupancy or maintenance of the Premises and all areas appurtenant thereto, to afford protection with respect to personal injury, death or property damage of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit/Two Million Dollars (\$2,000,000) general; and
 - 5.2. Property and Casualty. All-risks property and casualty insurance policy, including theft coverage, written at replacement cost value and with replacement cost endorsement, covering all of Lessee's personal property in the Premises (including, without limitation, inventory, trade fixtures, floor coverings, furniture and other property removable by Lessee under the provisions of this Lease) and all leasehold improvements installed in the Premises by or on behalf of Lessee; and
 - 5.3. Boiler and Machinery. Comprehensive boiler and machinery equipment policy, including electrical apparatus, if applicable; and
- 5.4. Worker's Compensation. If and to the extent required by law, worker's compensation insurance policy, or similar insurance in form and amounts required by law.
- 5.5. Dram Shop Insurance. Lessee will provide Dram Shop/Liquor Liability insurance in an amount agreeable to the Lessor and name the Lessor and Root as an additional insured. A copy of the current policies will be sent to Lessor.
- 5.6. Lessee's Contractor's Insurance. Lessee shall require any contractor of Lessee performing work on the Premises to carry and maintain, at no expense to Lessor, a non-deductible:

(a) General Liability. Commercial general liability insurance policy, including (but not limited to) contractor's liability coverage, contractual liability coverage, completed operations coverage, broad form property damage endorsement and contractor's protective liability coverage, to afford protection, with respect to personal injury, death or property damage of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit/Two Million Dollars (\$2,000,000) general aggregate (but not less than \$1,000,000 per location aggregate);

(b) Automobile. Comprehensive automobile liability insurance policy with limits for each occurrence of not less than One Million Dollars (\$1,000,000) with respect to personal injury or death and Five Hundred Thousand Dollars (\$500,000) with respect to property damage; and

(c) Worker's Compensation. A worker's compensation insurance policy or similar insurance in form and amounts required by law.

(d) Policy Requirements. The company or companies writing any insurance which Lessee is required to carry and maintain or cause to be carried or maintained pursuant to Sections 4 as well as the form of such insurance, shall at all times be subject to Lessor's approval and any such company or companies shall be licensed to do business in the State of Illinois. Commercial general liability and all-risks property and casualty insurance policies evidencing such insurance shall, with respect to commercial general liability policies, name Lessor and/or its designee(s) as additional insured and, with respect to all-risks

property and casualty insurance policies, name I essor and or its designee(s) as loss payee, shall be primary and non-contributory, and shall also contain a provision by which the insurer agrees that such policy shall not be cancelled, materially changed or not renewed without at least thirty (30) days' advance notice to I essor, by certified mult, return receipt requested, or to such other party or address as may be designated by I essor or its designee. I ach such policy, or a certificate thereof, shall be deposited with I essor by I essee primptly upon commencement of I essee's obligation to produce the same. If I essee shall fail to perform any of its obligations under Sections 4, I essor may perform the same and the cost of same shall be deemed Additional Rential and shall be psyable upon.

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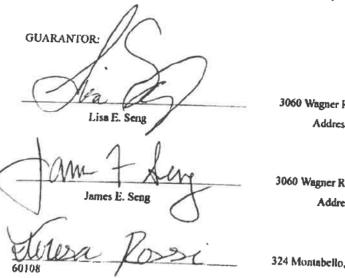
The time the

Aliano's JSLS. Inc. By its President Lisa E. Seng Tevesa A. Rosier

Ed Riverstreet, LLC

GUARANTY

In consideration that the within Lease was executed and delivered to the Lessee within named at the below-named Guarantor's request, and in further consideration of one dollar to Guarantor paid by Lessee above named, Guarantor hereby guarantees on the day and year first above written. to said Lessor, its successors and assigns, the performance by the Lessee of all the obligations of Lessee under the above Lease, and Guarantor will pay all Lessor's expenses, including attorney's fees and costs, incurred in enforcing said obligations, or incurred in enforcing this guaranty; and Guarantor hereby waives notice of any default by Lessee under the terms of said Lease, any consent to any extension of time for the payment of money due under said Lease, or to any other indulgences granted thereunder to Lessee by Lessor. Guarantors irrevocably agree that, subject to Lessor's sole and absolute election, all actions or proceedings in any way arising out of or related to this Guaranty will be litigated in courts having situs in Kane County, Illinois. All Guarantors hereby consent and submit to the jurisdiction of any court located within Kane County, Illinois, waive personal service of process upon all Guarantors, and agree that all such service may be made by registered mail directed to all Guarantors at the address stated herein and service so made will be deemed to be completed upon actual receipt



Teresa Anu Rossi

3060 Wagner Road, Aurora, II, 60502 Address

3060 Wagner Road, Aurora, IL 60602 Address

324 Montabello, Bloomingdale, IL

Address



This is a request to the East Dundee Liquor Control Commissioner to grant an existing liquo licensee an endorsement to sell and service alcoholic beverages:

Please select the option(s) you are applying for:



Sidewalk Service Endorsement (\$100 fee) Village Right-of-way Service Endorsement (Events sponsored/approved by the Village)

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the Village of East Dundee, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of East Dundee, its officials, agents and employees, arising in whole or in part or in consequence of the Sidewalk Service and/or Right-of-Way Service Liquor Endorsement or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of East Dundee, its officials, agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of East Dundee, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed this	117#	day of December,	2023
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Aliano's JSLS. (Name of Business)

(Signature of Liquor Licensee)

Bhajan Singh (Printed Name of Liquor Licerisee)

Nothing set forth in this Agreement shall be deemed a waiver by the Village of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Village or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of



This is a request to the East Dundee Liquor Control Commissioner to grant an existing lique licensee an endorsement to sell and service alcoholic beverages:

Please select the option(s) you are applying for:



Sidewalk Service Endorsement (\$100 fee)

Village Right-of-way Service Endorsement (Events sponsored/approved by the Village)

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the Village of East Dundee, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of East Dundee, its officials, agents and employees, arising in whole or in part or in consequence of the Sidewalk Service and/or Right-of-Way Service Liquor Endorsement or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of East Dundee, its officials, agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of East Dundee, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed this _____ day of ______ day of ______

JSLS (Name of Business)

(Signature of Liquor Licensee)

TERISA ROSSI (Printed Name of Liquor Licensee)

Nothing set forth in this Agreement shall be deemed a waiver by the Village of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Village or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of



JULIANA SERRANO 212 ORLEANS ST

CARPENTERSVILLE FL 60110



April 26, 2022
Letter ID: L0514787592

License No.: 5A-1146665 Expiration Date: 4/25/2025 License Type: Basset Card

Your "Student ID number" is: 1146665-101469

Your "Trainer's ID number" is: 5A-1146665

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at <u>ILCC.illinois.gov</u> (click on the RESOURCES tab to access the "BASSET Card Lookup" page).

> ILLINOIS LIQUOR CONTROL COMMISSION 100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601 BEVERAGE ALCOHOL SELLERS AND SERVERS EDUCATION AND TRAINING [BASSET] CARD Date of Certification: 4/25/2022 Expires: 4/25/2025 Trainer's IL Liquor License Number: 5A-1146665 JULIANA SERRANO 212 ORLEANS ST CARPENTERSVILLE FL 60110 **Card is not transferrable**

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Corporate Headquarters

This is your temporary certificate of completion. You will receive your official card in the mail. Prease forward all questions to - これでもいていた。 ちゅうがん ないたいに しょうにん たんとう コー

knowledge and techniques for the This course provides necessary responsible serving at alcohol

successfully completed an approved Learn2Serve Seller/Server course.

certify that the above named person

School Name: 360training.com dba Learn2Serve

Date of Completion: 06/01/2023

Certificate #: 000028943062

Trainee Name: Kaitlyn Delaney

SELLER / SERVER CERTIFICATION

Illinois BASSET

Sant Magno)

Illinois BASSET

SELLER / SERVER CERTIFICATION

Date of Completion: 01/13/2023 Certificate #: 000027498719 Trainee Name: Alishah Cadengo

> 360training.com dba Learn2Serve School Name:



knowledge and techniques for the This course provides necessary responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to support@360training.com.



Corporate Headquarters 504 Bridge Point Parkway, Suite 100 Austin, TX 78730

SELLER / SERVER CERTIFICATION Illinois BASSET

Trainee Name: Waylon Berndt Certificate #: 000030282709

Date of Completion: 11/13/2023

School Name: 360training.com dba Learn2Serve



This course provides necessary knowledge and techniques for the responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to support@360training.com.

Serve

Corporate Headquarters 6504 Bridge Point Parkway, Suite 100 Austin, TX 78730

Illinois BASSET

SELLER / SERVER CERTIFICATION

Trainee Name: chayce marnell

Certificate #: 000027392351

Date of Completion: 12/27/2022

360training.com dba Learn2Serve School Name:



knowledge and techniques for the This course provides necessary responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to support@360training.com.



Corporate Headquarters 5000 Plaza on the Lake, Suite 305 Phone: 877.881.2235 Austin, TX 78746

SELLER / SERVER CERTIFICATION Illinois BASSET

Certificate #: 000027388519 Trainee Name: Nolan Boyce

Date of Completion: 12/26/2022

360training.com dba Learn2Serve School Name:

successfully completed an approved certify that the above hamed person Learn2Serve Seller/Server course.

knowledge and techniques for the This course provides necessary

responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to support@360training.com.

Corporate Headquarters 5000 Plaza on the Lake, Suite 305 Austin, TX 78746

Phone: 877.881.2235



Memorandum

То:	Village President and Board of Trustees	(= EH31= (DUNDEE
From:	Brandiss J. Martin, Finance & Administrative Services Director	\$\$ T. 1881
Subject:	Repeal of Refuse Sunset Clause	
Date:	December 18, 2023	

NOT

Action Requested:

Staff recommends Village Board approval of an ordinance to repeal the refuse sunset clause approved on April 16, 2018, in Ordinance 18-06 which amended Chapter 50 of the Village of East Dundee Municipal Code. The Village will continue to charge residential customers for trash services in the same manner, provide current discounts (in an administrative policy also on the agenda for tonight) and establish payment rates via resolution.

Funding Source:

Revenue and expenditures for refuse and recycling occur within the General Fund.

Summary:

At the Village Board meeting on October 16, 2023, staff requested the Board discuss and provide direction on the removal or extension of the refuse sunset clause approved on April 16, 2018. Staff noted the following areas of concern regarding incorporating the refuse and recycling expenditure into the General Fund as a permanent expenditure:

- 1. The cost of refuse service is approximately \$270,000, annually.
- 2. The General Fund's primary revenue source is Home Rule and regular sales tax. This makes up nearly 50% or more of the revenue in the Fund. Heavy reliance on such revenue can be problematic as it ebbs and flows based on economic conditions at the time and could pose problems supplementing costly user fees in the future.
- 3. In most communities, the majority of all user fees (i.e. water & sewer) are paid for directly by the user and is not supplemented by the municipality to allow for the funding of other, more significant, services, projects, and infrastructure needs of the municipality. Residents and businesses of the Village who do not utilize our contracted vendor for refuse and recycling will be paying for the cost of a user service that does not benefit them.
- 4. Annually, the Board makes considerable efforts to fully fund the Police Pension at the Lauterbach & Amen's recommended contribution amount. The Pension Fund is currently partially funded by the Village's property tax levy. The property taxes received

do not fully fund this contribution, and as such, the Village supplements the contribution through the General Fund. In order to meet the recommended contribution amounts for SY23, the Village will make an additional contribution of \$349,854 from the General Fund. With the hiring of the Deputy Chief and two new officers as well as the objective of becoming a completely full-time department, the cost of Police Pension contributions will significantly increase, requiring an increase to the tax levy, or additional supplementary funds from the General Fund.

- 5. The Prairie Lakes TIF will expire December 31, 2023. The Village will collect its final incremental tax revenue from this TIF in 2024. When the Village is able to levy to capture this increment for property taxes payable in 2025, staff will recommend this entire portion of the increment be directed to supplement payments to the Police Pension. Currently, this TIF supplements 39.1% (about \$220,000) of the 2012A GO Bond (matures in 2032). With this TIF expiring, the General Fund or other TIFs will be responsible for covering this portion of the bond payment.
- 6. With the construction of the parking garage, the Village will be adding on new debt of at least \$3,000,000 from the Downtown and Dundee Crossings BDD. Post construction, the Village is unclear of the annual maintenance or other related expenses for this project.
- 7. Without an identified new source of revenue or increase to alternative fees to replace this user fee, staff does not recommend the elimination of this user fee.

On November 20, 2023, despite concerns relayed regarding the historical context of the implementation of the fee and its temporary vs permanent nature, there seemed to be a consensus from the Village Board to cease the practice of extending the "temporary" term of this annually and instead to adopt it permanently.

Legislative History:

Chapter 50 of the Code of Ordinances (Garbage and Refuse) was amended on August 7, 2017. The automatic sunset date for the ordinance was approved on April 16, 2018 (Ordinance 18-06), April 8, 2019 (19-12), April 20, 2020 (20-09), April 19, 2021 (21-15), April 18, 2022 (22-16), and on April 17, 2023 (23-19).

Attachments:

Repeal Ordinance Ordinance 23-19

ORDINANCE NUMBER 23-____ AN ORDINANCE OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, REPEALING SECTION 50.07 AND AMENDING SECTION 37.01(D)(3) OF THE VILLAGE OF EAST DUNDEE CODE OF ORDINANCES

WHEREAS, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Section 37.01(D)(3) of the Village of East Dundee Code of Ordinances (*"Code"*) provides a fee sharing schedule for residents of the Village pertaining to garbage collection; and

WHEREAS, Section 50.07 of the Code provides that Village Green and Gardiner Place senior apartments residents receive a rebate from the Village regarding garbage collection fees; and

WHEREAS, the Village Board of Trustees have previously passed ordinances providing for both Section 50.07 of the Code to sunset and become null and void by a date certain, and the Village Board of Trustees have also extended the expiration dates; and

WHEREAS, in an effort to conserve resources, and in preparation of the FY2024 budget, the Village Board of Trustees desire to cease providing for fee sharing and rebates to residents by code with regard to garbage collection fees and instead adopt rates and rebates via a resolution and an administrative policy; and

WHEREAS, the President and Board of Trustees have determined it to be in the best interest of the Village to repeal Section 50.07 and amend Section 37.01(D)(3) of the Village Code; and

NOW THEREFORE BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

<u>SECTION 1</u>: Incorporation. That the recitals above shall be and are hereby incorporated as Section 1 as if restated herein.

Section 2: **Repeal**. Section 50.07 of the Village Code shall be repealed in its entirety as follows, with deletions-struck through:

§ 50.07 SENIOR CITIZEN DISCOUNT.

The village will provide a rebate to Village Green and Gardiner Place senior apartments based upon the number of persons aged 65 or older registered as residents. The number of eligible residents shall be limited to the number of units within each facility.

The rebate shall be 25% of the village garbage collector monthly fee provided for in 37.01(D)(3) of the Village Code.

Section 3. Amendment. Section 37.01(D)(3) shall be amended as follows, with additions **bolded** and **<u>double underlined</u>** and deletions struck through:

§ 37.01 FEE AND FINE SCHEDULE.

(D) Garbage and refuse (Chapter 50).

- (1) Pickup of recyclables by unauthorized person(s): \$100
- (2) All other garbage and refuse violations: \$60

(a) Prepayment reduction of fine. Full fine amount is due and may be payable by mail within 30 days of issue. 50% of the fine amount may be paid by mail if done so within 15 days of issue date.

(3) Each dwelling unit to which the village garbage collector provides waste material collection shall be billed bi-monthly at the monthly rate set forth below:

(a) September 1, 2017 through September 30, 2018: \$19.90;

(b) October 1, 2018 through September 30, 2019: \$19.90 + CPI*;

(c) October 1, 2019 through September 30, 2020: (Price as of September 30, 2019) + CPI*;

(d) October 1, 2020 through September 30, 2021: (Price as of September 30, 2020) + CPI*;

(e) October 1, 2021 through September 30, 2022: (Price as of September 30, 2021) + CPI*.

*The CPI rate shall be the Consumer Price Index for all urban consumers in the Chicago-Gary-Kenosha area for the 12 months before October 1st and shall not be less than 1.5% and not greater than 3.0%.

(3) Each dwelling unit to which the Village garbage collector provides waste material collection shall be billed bi-monthly. Rates and any rebates provided to Village residents shall be set and approved as necessary by policy adopted by Resolution of the Village Board of Trustees.

SECTION 3: Continuation. That all provisions of the Village Code not amended herein shall remain in full force and effect.

<u>SECTION 4</u>: Severability. That if any Section, paragraph, or provision of this Ordinance shall be held to be invalid and unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph, or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 5: Repeal. That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance, shall be hereby repealed.

SECTION 6: Effect. That this Ordinance shall be in full force and effect upon its adoption, approval and publication in pamphlet form as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED thisday of follows:	2023 pursuant to a roll call vote as
AYES:	
NAYES:	
ABSENT:	
APPROVED by me this	of 2023.
ATTEST:	Jeffrey Lynam, Village President

Katherine Diehl, Village Clerk

Ordinance No. 23-19

ORDINANCE OF THE VILLAGE OF EAST DUNDEE, KANE AND COOK COUNTIES, ILLINOIS AMENDING CHAPTER 50 OF THE CODE OF ORDINANCES (GARBAGE AND REFUSE)

BE IT ORDAINED by the President and Board of Trustees of the Village of East Dundee, Cook and Kane Counties, Illinois, that Chapter 50 and Chapter 37 of the Code of Ordinances are hereby amended as follows:

Section 1. Section 50.07 of Chapter 50 is hereby amended by deleting said Section in the entirety and replacing it with the following:

Section 50.07 Senior Citizen Discount.

A. Any person aged sixty-five (65) or older who receives a bill for Waste Material collection in said person's name under this Chapter shall receive a twenty-five percent (25%) discount upon the fee provided for in Section 37.01(D)(3) hereof commencing the first month after application for such a discount upon a form provided by the Finance Director.

B. The Village will provide a rebate to Village Green and Gardiner Place senior apartments based upon the number of persons aged sixty-five (65) or older registered as residents. The number of eligible residents shall be limited to the number of units within each facility. The rebate shall be twenty-five percent (25%) of the Village Garbage Collector monthly fee provided for in Section 37.01 (D)(3).

Section 2. This Ordinance shall automatically sunset on December 31, 2023, unless otherwise extended by the Board of Trustees

Section 6. This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

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ADOPTED this 17 day of April 2023 pursuant to a roll call vote as follows: AYES: Mahony, Runze, Brittin, Saviano and Sauder NAYS: O ABSENT: Treiber

APPROVED by me this 17^{+1} day of $A_{\text{pr. 1}}$, 2023. Village Pre

Dil Attest:

Village Clerk

Memorandum

То:	Village President and Board of Trustees	(=EHST= (Dundee
From:	Brandiss J. Martin, Finance & Administrative Services Director	UUNUEL
Subject:	Refuse & Recycling Rebate Administrative Policy	ST. 188
Date:	December 18, 2023	

Action Requested:

Staff requests Village Board approval of a resolution adopting an administrative policy for applying the refuse and recycling rebates for senior apartments in the Village of East Dundee as well as setting the rates for trash collection services charged to East Dundee residential customers.

Summary:

On August 7, 2017, the Village Board approved Ordinance 17-41 establishing a rebate program for senior citizens pertaining to refuse collection. This ordinance provided a 25% rebate to seniors aged 65 years and older and to senior apartment facilities, Village Green and Gardiner Place for their refuse collection services bill. This ordinance was incorporated into the sunset ordinance the Village Board has approved each year since 2017.

On April 9, 2019, the Village Board approved Ordinance 08-19 establishing a senior cart rate which effectively amended Ordinance 17-41 to only be applicable to Village Green and Gardiner Place. Since the establishment of the Ordinance, the Village has worked with Village Green and Gardiner Place to apply the 25% rebate to their utility billing account. For SY 2023, the Village will rebate \$1,687.84 to Village Green, no request has been made from Gardiner Place. With the repeal of Section 50.07 from the Village Code, Village staff would like to implement the attached administrative policy maintaining and detailing the current rebate practice and procedures for this rebate.

Additionally, with the repeal of the sunset ordinance, rates for trash collection services to residents will now be set via resolution instead of via the Village Code. The attached resolution sets the current rates as prescribed by the current contract the Village is under with Flood Brothers.

Attachments:

Resolution Refuse and recycling rebate policy Current Flood Brothers Contract

RESOLUTION NO. 23-____

A RESOLUTION APPROVING A POLICY REGARDING GARBAGE AND REFUSE COLLECTION RATES AND FEES AND REBATES FOR THE VILLAGE OF EAST DUNDEE, ILLINOIS

WHEREAS, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Section 37.01(D)(3) of the Village Code of Ordinances ("*Code*") as amended provides that the Village Board of Trustees shall set rates for garbage and refuse collection by resolution as necessary; and

WHEREAS, currently, the Village is under contract with Flood Brothers, and rates are set according to the contract; and

WHEREAS, certain rebates are provided for senior citizens of the Village; and

WHEREAS, with the amendments of Sections 50 and 37 of the Village Code, rates and rebates shall be provided for by Resolution passed by the Village Board of Trustees as necessary; and

WHEREAS, Village staff have formulated a policy with regard to the scheduling of rates and rebates ("*Policy*"); and

WHEREAS, the Village Board of Trustees finds it in the best interests of the Village to approve the Policy; and

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of East Dundee, Cook and Kane Counties, Illinois, as follows:

<u>Section One.</u> <u>Recitals.</u> The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of East Dundee.

Section Two. **Approval of the Policy.** The Village Board of Trustees hereby approves the Policy setting current garbage and refuse collection rates and rebates for the Village, attached hereto as **Exhibit A**.

Section Three. <u>Authorization</u>. The Village Administrator and Village Clerk are authorized and approved to finalize the Policy on behalf of the Village.

<u>Section Four. Effective Date</u>. This Resolution shall be in full force and effect from and after its passage by a vote the Village Board of Trustees and approval in the manner required by law.

[SIGNATURE PAGE TO FOLLOW]

PASSED thi	sday of	2023 pursuant to	a roll call vote as follows:
AYES:			
NAYES:			
ABSENT:			
	APPROVED by me this _	of	2023.

Jeffrey Lynam, Village President

ATTEST:

Katherine Diehl, Village Clerk

Village of East Dundee Administrative Policy



Subject:Refuse & Recycling Discounts/RebatesEffective Date:December 18, 2023Amended:N/AAmends/Supersedes:Sections 37.01 (D)(3); 50.07

Purpose: The purpose of this policy is to provide guidelines for the distribution of discounts/rebates to certain senior apartment facilities within the Village.

Scope: This policy will apply to all employees in the Finance Department involved in the adjustment of utility billing.

Policy: Each Fiscal Year, the Village will provide a rebate to Village Green and Gardiner Place senior apartments based upon the following:

- 1. The number of persons aged 65 or older registered as residents. The number of eligible residents shall be limited to the number of units within each facility.
- 2. The rebate shall be 25% of the Village garbage collector monthly fee provided for in the current refuse and recycling contract as approved by the Village Board of Trustees.

Procedure: As outlined below:

- 1. Representatives from Village Green and Gardiner Place must submit, in writing, a request to the Village for a discount/rebate. This certified request must include (for each unit):
 - a. First and last names of each resident,
 - b. Unit number,
 - c. Date of birth or age, and
 - d. Move in date.
- 2. The Finance Department will review the request, count the number of eligible units for rebate, and calculate the rebate.
- 3. Once the rebated amount is determined, the rebate will be applied to the customer's utility billing account as a one time adjustment for the year.

Village of East Dundee Administrative Policy



Implementation: This policy will be distributed to all employees involved in the management of utility billing for the Village.

Revised By:	Date:
Approved By:	Date:
Approved by.	Datc

RESOLUTION NUMBER $\underline{\partial \mathcal{B}}_{-19}$

A RESOLUTION OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, APPROVING A SECOND AMENDMENT TO THE CONTRACT FOR UNLIMITED RESIDENTIAL REFUSE, RECYCLING AND YARD WASTE COLLECTION SERVICE WITH FLOOD BROTHERS AND THE VILLAGE OF EAST DUNDEE

WHEREAS, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, on August 20, 2012, the Village President and Board of Trustees approved Resolution 29-12, entitled "Resolution Approving A Contract For Unlimited Residential Refuse, Recycling, And Yard Waste Collection Service With Flood Brothers And The Village Of East Dundee For Waste Services To Commence October 1st, 2012 And Terminating On September 30th, 2016" ("Resolution 29-12"); and

WHEREAS, Resolution 29-12 approved a "Contract For Unlimited Residential Refuse, Recycling And Yard Waste Collection Service With Flood Brothers And The Village Of East Dundee For Waste Services To Commence October 1st, 2012 And Terminating On September 30th, 2016" ("Agreement") by and between the Village and Flood Bros Disposal Co. ("Flood Brothers"); and

WHEREAS, on June 20, 2016, the Village President and Board of Trustees approved Resolution 16-16, entitled "A Resolution Of The Village Of East Dundee, Illinois Approving A Contract Extension With Flood Brothers For Residential Refuse, Recycling And Yard Waste Collection Service" ("Resolution 16-16"); and

WHEREAS, Resolution 16-16 approved "Contract Extension For Garbage, Refuse, Recycling And Yard Waste Collection" ("First Amendment"); and

WHEREAS, the Village and Flood Brothers desire to further amend the Agreement, as amended by the First Amendment, to extend its term to September 30, 2025, and to obtain more favorable pricing for Village residents, among other things; and

WHEREAS, it is deemed necessary and desirable for the Village to approve and enter into an amendment to the Agreement, as amended by the First Amendment, as set forth in the "Second Amendment To The Contract For Unlimited Residential Refuse, Recycling And Yard Waste Collection Service With Flood Brothers And The Village Of East Dundee," attached hereto as <u>Exhibit A</u> and made a part hereof ("Second Amendment");

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

<u>SECTION 1:</u> Incorporation. That each Whereas paragraph above is incorporated by reference into this Section and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: Approval. That the Village President and Board of Trustees authorize and approve the Second Amendment. The Village President and Village Clerk are authorized and directed to execute the Second Amendment, and the Village President, Village Administrator and Village Clerk are authorized to execute such other documents as are necessary to fulfill the Village's obligations under the Second Amendment.

SECTION 3: Severability. That if any Section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 4: Repeal. That all resolutions, motions or parts thereof in conflict with this Resolution shall be and the same are hereby repealed.

SECTION 5: Publication. That this Resolution shall be in full force and effect forthwith upon its adoption, approval and publication in pamphlet form as provided by law.

ADOPTED this $\underline{\mathcal{B}}^{+}$ day of $\underline{App[1]}$, 2019, pursuant to a roll call vote as follows:
AYES: Trustees Selep, Wood Hall, Mahony and Andreson
NAYES:
ABSENT: Trustee Lynam
APPROVED by me this gt day of April, 2019.
Man
Lael Miller, Village President
ABSENT: Trustee Lynam APPROVED by methis 8th day of April, 2019.

Katherine Holt, Village Clerk

Published in pamphlet form this $\underline{94}$ day of \underline{hpril} , 2019, under the authority of the Village President and Board of Trustees.

Recorded in the Village records on <u>April</u> 9, 2019.

<u>EXHIBIT A</u>

SECOND AMENDMENT TO THE CONTRACT FOR UNLIMITED RESIDENTIAL REFUSE, RECYCLING AND YARD WASTE COLLECTION SERVICE WITH FLOOD BROTHERS AND THE VILLAGE OF EAST DUNDEE

(attached)

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SECOND AMENDMENT TO THE CONTRACT FOR UNLIMITED RESIDENTIAL REFUSE, RECYCLING AND YARD WASTE COLLECTION SERVICE WITH FLOOD BROTHERS AND THE VILLAGE OF EAST DUNDEE

THIS SECOND AMENDMENT TO THE CONTRACT FOR UNLIMITED RESIDENTIAL REFUSE, RECYCLING AND YARD WASTE COLLECTION SERVICE WITH FLOOD BROTHERS AND THE VILLAGE OF EAST DUNDEE ("Second Amendment") is entered into this $3^{+1/2}$ day of $3^{+1/2}$, 2019 ("Effective Date"), by and between the Village of East Dundee, Illinois, an Illinois municipal corporation ("Village"), and Flood Bros Disposal Co., an Illinois corporation ("Contractor").

PREAMBLES

WHEREAS, the Village and the Contractor entered into a "Contract For Unlimited Residential Refuse, Recycling And Yard Waste Collection Service With Flood Brothers And The Village Of East Dundee For Waste Services To Commence October 1st, 2012 And Terminating On September 30th, 2016" on August 20, 2012 ("Agreement"), wherein the Contractor agreed to provide refuse, recycling and yard waste collection services in the Village; and

WHEREAS, the Village and the Contractor entered into a "Contract Extension For Garbage, Refuse, Recycling And Yard Waste Collection" on June 20, 2016 ("First Amendment"), which, among other things, extended the term of the Agreement from September 30, 2016 through September 30, 2022; and

WHEREAS, the Village and the Contractor desire to further amend the Agreement, as amended by the First Amendment, with regard to pricing and term; and

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WHEREAS, it is in the best interests of the Village and the Contractor to amend the Agreement, as amended by the First Amendment, on the terms set forth in this Second Amendment;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants, representations and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Village and the Contractor, the parties hereto agree as follows:

Section 1. Incorporation of Recitals

The parties agree that all of the recitals contained in the Preambles to this Second Amendment are true and correct and are hereby incorporated into this Second Amendment as though they were fully set forth in this Section 1.

Section 2. Second Amendment to Agreement

The Agreement, as amended by the First Amendment, is hereby amended as follows:

(a) By adding Section 1.C. to the First Amendment, which shall read in its entirety as follows:

The Contractor agrees perform under the Bid Specifications, as amended by the Agreement, the First Amendment and Second Amendment, through September 30, 2025.

(b) By amending Section 2 of the First Amendment to read in its entirety as

follows:

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The Bid Proposal Form in the Bid is amended to add to the chart of the TOTAL OF UNLIMITED REFUSE, RECYCLING & YARD WASTE THE FOLLOWING:

June 1, 2019 through September 30, 2021	Per Month Charges
95 Gallon Trash Cart	\$19.75
65 Gallon Trash Cart	\$18.75

35 Gallon Trash Cart 35 Gallon Trash Cart – Senior	\$16.75 \$13.75
October 1, 2021 through September 30, 2022	Same Per Month Charges As Above, Increased by CPI*
October 1, 2022 through September 30, 2023	Same Per Month Charges As Above, Increased by CPI*
October 1, 2023 through September 30, 2024	Same Per Month Charges As Above, Increased by CPI*
October 1, 2024 through September 30, 2025	Same Per Month Charges As Above, Increased by CPI*

* The Consumer Price Index ("CPI") rate shall be the CPI for all urban consumers in the Chicago-Naperville-Elgin, Illinois-Indiana-Wisconsin area for the twelve months before October 1 of the year in question, which rate shall not be less than one and one-half percent (1.5%) and not greater than three percent (3%). Each CPI increase shall be applied to the per month charges then in effect.

June 1, 2019 through September 30, 2025	Per Item
Cart Swap Out Fee	\$10.00*
Additional Cart Rental	\$2.00
Food Compost – April through November	\$4.00
Bulk Items	No Charge
Yard Waste Stickers	No Charge
White Goods	No Charge

* The cart swap out fee will not be charged for cart swap outs requested before December 31, 2019.

Section 3. Continuing Effect

All parts of the Agreement, as amended by the First Amendment, not amended

herein shall remain in full force and effect. In the event of any conflict between the terms

of this Second Amendment, the Agreement and the First Amendment, the terms of this Second Amendment shall prevail and control.

Section 4. Effective Date

The Effective Date of this Second Amendment shall be the date on which the last of the parties executes this Second Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be executed by their duly authorized officers on the above date at East Dundee, Illinois.

VILLAGE:

By:

Village of East Dundee, an Illinois municipal corporation

President

Attest:

Villade Clerk

CONTRACTOR:

FLOOD BROS DISPOSAL CO. By: President

Attest:

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Resolution No. 14-14

A RESOLUTION OF THE VILLAGE OF EAST DUNDEE, ILLINOIS APPROVING A CONTRACT EXTENSION WITH FLOOD BROTHERS FOR RESIDENTIAL REFUSE, RECYCLING AND YARD WASTE COLLECTION SERVICES

WHEREAS, the Village of East Dundee (the "Village") is a duly organized and validly existing home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, the Village has a continuing relationship with Flood Bros Disposal Co. ("Flood Brothers") for residential refuse, recycling and yard waste collection services by entering into a contract for such services from October 1, 2013 to September 30, 2016 in the Village; and,

WHEREAS, Flood Brothers has submitted a proposal for a 5 year extension of the existing contract with an adjustment of the monthly total unlimited refuse, recycling and yard waste rates; and,

WHEREAS, the President and Board of Trustees of the Village of East Dundee find that it is in the best interests of the Village to accept the proposal from Flood Brothers for such services.

NOW THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of East Dundee, Kane and Cook Counties, Illinois, as follows:

Section 1: That the VILLAGE OF EAST DUNDEE CONTRACT EXTENSION FOR GARBAGE, REFUSE, RECYCLING AND YARD WASTE COLLECTION, that is attached hereto and made a part hereof as Exhibit A, between the Village and Flood Bros Disposal Co. be and is hereby approved and the Village President and Village Clerk are authorized to execute said Contract.

Section 2: That this resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this 20^{th} day of <u>June</u>, 2016, pursuant to a roll call vote as follows:

AYES: Trustees Gorman, Lynam, Skillicorn, Selep, Wood and Hall

ABSENT:

APPROVED this 20th day of Jun? 2016

Village President

attorizo Hold Attest: _______ Village Clerk

VILLAGE OF EAST DUNDEE

CONTRACT EXTENSION FOR GARBAGE, REFUSE, RECYCLING AND YARD WASTE COLLECTION

THIS CONTRACT EXTENSION ("Contract") is made this 20^{th} day of <u>Sune</u>, 2016, by and between the Village of East Dundee, 120 Barrington Avenue, East Dundee, Illinois, 60118, an Illinois municipal corporation hereinafter called the "Village" and Flood Bros Disposal Co., 17W697 Butterfield Road, Suite E, Oakbrook Terrace, Illinois, 60181, an Illinois corporation, hereinafter called the "Contractor".

WITNESSETH:

WHEREAS, the Village accepted Contractor's Bid for residential refuse, recycling and yard waste collection services and approved resolution Number 29-12, a *RESOLUTION APPROVING A CONTRACT FOR UNLIMITED RESIDENTIAL REFUSE*, *RECYCLING AND YARD WASTE COLLECTION SERVICE WITH FLOOD BROTHERS AND THE VILLAGE OF EAST DUNDEE FOR WASTE SERVICES TO COMMENCE OCTOBER 1*ST, 2012 AND TERMINATING ON SEPTEMBER 30TH, 2016, on August 20, 2012; and,

WHEREAS, the Village has received a proposal from the Contractor to extend the contract for 5 years with an adjustment of the monthly total unlimited refuse, recycling and yard waste rates; and,

WHEREAS, the President and Board of Trustees have determined that to enter into this Contract with the Developer as further described herein is in the best interest of the Village.

NOW, THEREFORE, for and in consideration of their mutual promises and agreements, the Village and Contractor hereby agree as follows:

- 1. The Contractor agrees to furnish all materials, supplies, tools, equipment, labor and other services necessary to continue to provide garbage, refuse, recycling and yard waste collection services in accordance with the terms and conditions stated in the:
 - A. Bid Specification RESIDENTIAL REFUSE, RECYCLING AND YARD WASTE COLLECTION SERVICE, (the "Bid Specification") including Section I: Introduction, Section II: General Requirements, Section III: Refuse Collection Specifications, Section IV: Yard Waste Collection Specifications, Section V: Recycling Collection Specifications and Section VI: Appendices attached hereto and made a part hereof as Exhibit A; and as further amended by this Contract.

- B. Bid submitted by Flood Bros Disposal Co., submittal date; August 13th, 2012 (the "Bid") attached hereto and made a part hereof as Exhibit B and as further amended by this Contract.
- 2. The Bid Proposal Form in the Bid is amended to add to the chart of the TOTAL OF UNLIMITED REFUSE, RECYCLING & YARD WASTE THE FOLLOWING:

October 1, 2017 through September 30, 2018	\$19.90
October 1, 2018 through September 30, 2019	CPI
October 1, 2019 through September 30, 2020	CPI
October 1. 2020 through September 30, 2021	CPI
October 1. 2021 through September 30, 2022	CPI
The CPI rate shall be the Consumer Price Index for	· all urban consumers in the Chicago-
Gary-Kenosha area for the 12 months before Octobe	r 1 st and shall not be less than one and
one-half percent (1.5%) and not greater than three pe	

3. That paragraph Z is added to the Bid Specifications to read as follows:

Z. Additional Termination Provisions:

1. The Village reserves the right to terminate its respective portion of this Contract, or any part thereof, upon 30 days written notice. In case of such termination, the Contractor shall be entitled to receive payment from the Village for work completed to date in accordance with the terms and conditions of this Contract.

2. All terms and conditions of this Contract are considered material and the failure to perform any of said terms or conditions on the part of the Contractor shall be considered a breach of this Agreement. Should the Contractor fail to perform any of such terms or conditions, the Village shall have the right to terminate this Contract after five (5) days written notice to the Contractor of the violation and the failure of the contractor to remedy the violation within said time. In addition to any and all equitable legal remedies available to the Village in the event of a breach, the Village shall have the right to call upon the Performance Security described in Section II, paragraph R of the Bid Specifications. The remedies provided to the Village herein shall be cumulative and not exclusive. No waiver by the Village of a default by the Contractor under this Contract shall be construed as a waiver by the Village of any subsequent default or failure to perform on the part of the Contractor.

3. In the event of a failure by the Contractor to provide any of the services required under this Contact for a period of five (5) days following written notice of such failure, then the Village, at its sole option and by any means, may take such steps as are necessary to furnish services otherwise provided by this Contract. Any and all expenses incurred by the Village may be charged against the Contractor and the Performance Security furnished by the Contractor. In addition, the Village may immediately terminate this Agreement and may elect, in its sole discretion, to seek any available legal remedy.

4. The Contractor shall not be paid whenever it fails to provide any service required under this Contact, even if such failure is caused by events

or occurrences of a nature commonly known as "force majeure" or acts of God or strikes beyond the Contractor's control; provided, however, that if the Contractor is merely delayed in providing such service by an event or occurrence of a nature commonly known as "force majeure," and if the Contractor performs such service within a reasonable period of time following such event or occurrence, then the Contractor shall be paid.

5. The Village may immediately terminate this Contract under the following circumstances:

a. be adjudicated a voluntary or involuntary bankrupt,

b. institute or suffer to instituted any proceeding for a reorganization or rearrangement of its affairs,

c. makes an assignment for the benefit of creditors, or

d. becomes insolvent or has a receiver of its assets or property appointed.

4. That all other terms, conditions and existing prices as contained in the attached Bid Specifications and Bid shall remain in full force and effect during the term of this Contract except as amended herein.

IN WITNESS WHEREOF, the Village and Contractor have executed, or caused to be executed by their duly authorized officials, this Contract as of the day and year first above written:

VILLAGE OF EAST DUNDEE

By:

Attest: Lesize Hold

By:	CONTRACTOR:	
·	William KilloodTr Print Name and Title	PHERident

Attest: _____

Print Name and Title



120 Barrington Ave - East Dundee, IL 60118

Phone: 847-426-2822 Fax 847-426-2956

MEMO

To:	The Village Board of Trustees
From:	Heather Maieritsch, Deputy Village Administrator
Date:	May 27, 2016
Re:	Waste Hauling and Recycling Collection

As of September 30th, 2016 our current waste hauling contract expires. Staff has worked with Flood Brothers to negotiate a very competitive rate for continued service. I believe it would be in the best interest of the Village to enter into a contract extension with Flood Brothers at a proposed rate of \$19.90 per unit through September 30th, 2018 and then following the attached rate schedule for future years. The CPI rate increase is very typical for communities waste hauling and recycling contracts and the commitment to use them through 2022 combined with the ability to have free yard waste disposal at the new Plote Composting facility for East Dundee residents allows the Village to have a reduced rate from our current monthly fee per household of \$20.44. The Village has been very satisfied with their services and has created a good working relationship with Flood Brothers for the Village's needs and would suggest the continuation and extension of the current contract.





DISPOSAL/RECYCLING SERVICES 17 W. 697 BUTTERFIELD RD., SUITE E OAKBROOK TERRACE, IL 60181 630.261.0400 FAX: 630.261.0575

May 18, 2016

Village of East Dundee Ms. Heather Maieritsch Deputy Village Administrator/Village Clerk 120 Barrington Avenue East Dundee, IL 60118

Re: Contract extension, rate adjustment

Dear Ms. Maieritsch,

As discussed, please accept the revised rate schedule beginning July 1, 2016.

Flood Bros Disposal Co. proposes a rate of \$19.90 per unit July 1, 2016 – September 30, 2017 any future rate increases would be determined by the CPI of no less than 1.5% no greater than 3%.

October 1, 2017 – September 30, 2018: Rate \$19.90 October 1, 2018 – September 30, 2019: Rate CPI October 1, 2019 – September 30, 2020: Rate CPI October 1, 2020 – September 30, 2021: Rate CPI October 1, 2021 – September 30, 2022: Rate CPI

The following rate schedule provides for an additional five (5) years upon such terms and conditions as the Parties may agree."

We also look forward to utilizing the Plote Composting facility for yard waste collections provided to the residents of East Dundee once it is officially open.

Sincerely yours,

William K Flood Flood Bros Disposal Co.



www.floodbrothersdisposal.com

Safety, Make it Personal



120 Barrington Ave - East Dundee, IL 60118

Phone: 847-426-2822 Fax 847-426-2956

MEMO

To: Village President and Board of Trustees From: Heather Maieriscth, Deputy Village Administrator

Date: June 8th, 2012 Re: Refuse, Recycling and Yard Waste Collection Service

Village staff would like authorization from the Village Board to go out to bid on the Residential Refuse, Recycling, and Yard Waste Collection Service. The Village of East Dundee's current contract expires July 31st 2012 and the Village has not bid out these services for more than 10 years.

The Village would like to go out to bid with the following parameters as a way to reduce the financial stress the current Refuse, Recycling and Yard Waste Services place on the Village's budget.

The Village would like to discontinue the existing program which consists of unlimited refuse, a 25 gallon recycling bin, and unlimited 33 gallon brown paper bag yard waste collection. Based on a review completed by Republic Services, our current provider, most residents are not putting out enough refuse to justify the continued costs for unlimited refuse collection.

Instead the Village would like to move to a 65-gallon tote for refuse with one bulk item per week, a 65-gallon tote for recycling and one 33 gallon bag or bundle of yard waste per household per week. Additional yard waste and refuse can be collected but will require residents to purchase a sticker.

Attached is the proposed RFP for Refuse, Recycling and Yard Waste Collection Service.



Bid Specifications

RESIDENTIAL REFUSE, RECYCLING, AND YARD WASTE COLLECTION SERVICE

Bidder:	
Address:	
Telephone Number:	Fax Number:
Contact Person:	
Title:	

BIDS DUE: No later than 10am on Wednesday July 11th



INVITATION TO BID

NOTICE IS HEREBY GIVEN by the President and Board of Trustees of the Village of West Dundee, Kane County, Illinois, invites sealed bids for residential curbside refuse, recycling and yard waste collection for the period of August 1, 2012 through until July 31, 2016.

Sealed bid proposals will be received by the office of the Village Clerk, Village of East Dundee, 120 Barrington Avenue, East Dundee, Illinois, 60118 until 10a.m., Central time, July 11th at which time the bids will be publicly opened and read aloud.

Bid proposal forms and specifications are available at the East Dundee Village Hall, 120 Barrington Avenue, East Dundee, Illinois. The Village reserves the right to refuse to issue bid proposal forms to any person, firm, or corporation that it considers to be unqualified. Bid proposals must be submitted on the forms provided. Inquiries should be directed to the Village Administrators Office.

Jennifer Rehberg Village Clerk

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SECTION I INTRODUCTION

A. **DEFINITIONS**

The following words and phrases, when used in this bid specification document shall have the meanings as specified herein.

The following words and phrases, when used in this bid specification document shall have the meanings as specified herein.

Aluminum Formed Containers/Wrap: Aluminum cans, foil, trays, pie plates, and other similar formed containers.

Bulk Materials: Any items set forth as refuse which are too large to fit into an approved refuse container and which exceed, in total, sixty (60) pounds in weight. Examples include sofas, large tables and chairs, dressers, televisions, bookcases, mattresses and box springs, other large household furniture, and large appliances which do not contain CFC or HCFC refrigerant gas, PCB containing capacitors, mercury switches, or other hazardous components.

Catalog: A book made from either glossy or non-glossy paper stock: which contains an itemized listing of names or articles arranged in orders or classified.

Chipboard (also referred to as paperboard): A thin, single layer of cardboard used in the packaging of consumer goods. Examples include cereal boxes, cracker boxes, clothing boxes, tissue boxes, and other similar products.

Chipping: The mechanical process of breaking up woody yard waste into smaller pieces to be used as landscape mulch or a bulking agent.

Composting: The process by which aerobic microorganisms decompose organic matter into a humus-like product.

Contract: The following attachments shall be incorporated herein and shall constitute the Contract documents: the bid specification document, including all addenda issued, the signed bid proposal, and any other documents as may be deemed necessary by the Village.

Corrugated Cardboard: A sturdy paperboard consisting of two paper grades, a wavy inner portion and a thick outside lining which is most commonly used for packaging.

Curbside: positions immediately behind the curb and within the parkway are used for the collection of refuse, yardwaste, and recycling containers.

Hard Landscape Waste: Brown stemmed branches and shrub pruning with large stems or trunks not to exceed four (4) feet in length and two (2) inches in diameter individually, excluding Christmas trees.

High Density Polyethylene (HDPE #2) Blow Molded Containers: Plastic milk and water jugs, laundry detergent, shampoo, personal care, and other similar blow molded containers used inside the home.

Other High Density Polyethylene (HDPE #2) Containers: Margarine tubs, baby wipe containers, and other similar molder containers used inside the home.

Household Construction and Demolition Debris: Waste materials from "do-it-yourself' interior and exterior household construction, remodeling, and repair projects, including, but not limited to, drywall, plywood, paneling, lumber, and other building materials; cabinets; carpeting; disassembled household fixtures; and small amounts of sod, earth, clay, sand, concrete, rocks, and similar materials.

Household Garbage: All organic household or kitchen wastes, such as rejected or unused food and food residues, paper used in wrapping food, household rubbish, inorganic and incombustible household waste (i.e. cans, metalware, broken glass, crockery, stoneware, and similar waste resulting from the regular operation of the household) empty cartons and crates, discarded toys, discarded clothing and furniture, and similar materials.

Household garbage shall not include waste from any manufacturing process, construction materials, broken concrete, lumber, large rocks, and other similar materials.

Juice Boxes: Aseptic cartons consisting of a high-grade paperboard coated with polyethylene plastic and aluminum foil, excluding milk cartons.

Junk Mail: Brochures, advertisements, flyers, post cards, greeting cards, window envelopes, file folders, and other similar correspondences. Kraft Paper Products: mailing tubes, wrapping paper, and other similar Kraft type paper items.

LDPE (#4): Low-density polyethylene.

Magazines: Periodical publications made from either glossy or non-glossy paper stock.

Mixed Papers: Stationary, computer paper, notebook paper, typing paper, letterhead, index cards, computer cards, bond envelopes, post-it notes, and other similar paper products.

Polyethylene Terephthalate (PET #1) Blow Molded Containers: Soft drink, liquor, cooking oil, personal care, and other similar blow molded containers used inside the home.

Other Polyethylene Terephthalate (PET#1) Containers: Plastic plates, trays, cups, and other similar ejection molded containers used inside the home.

Polypropylene (PP#S): Yogurt, cottage cheese and sour cream tubs, syrup bottles, etc.

Polystyrene (PS#6) Plastic Containers: Foam packaging peanuts, drinking cups, plates, carry-out containers, egg cartons, meat and produce trays, and other similar foam materials.

Polystyrene (PS#6) Plastic Packaging Materials: White and clear packing grade.

Polyvinyl/Chloride (PVC #3): Health and beauty aid bottles.

Refuse Household garbage, household construction and demolition debris, and bulk materials.

Refuse Containers: Refuse containers shall include:

Garbage Can: A plastic or galvanized metal can of a capacity not less than four (4) gallons and not to exceed thirty-four (34) gallons in size. No garbage can shall exceed fifty (50) pounds in weight when filled.

Garbage Bag: A plastic bag of a capacity not to exceed thirty-three (33) gallons in size and fifty (50) pounds in weight when filled.

Toter: A wheeled plastic container with a tight-fitting top, not to exceed ninety (90) gallons in size, requiring a semi-automated mechanism for collection. All toters must be approved by and/or supplied by the Contractor for an additional monthly collection charge.

Recyclables: (Also referred to as recyclable materials) Materials which have a useful second life in the economic cycle if they are successfully collected, separated, processed, and marketed for return to the economic mainstream. Recyclable materials shall include aluminum cans, tin/steel/bi-metal cans, colored and clear glass bottles, HDPE, PET and PS, plastic containers #1, #2 and #6, newspaper, magazines, catalogs, telephone directories, corrugated cardboard, chipboard, six pack rings, and any other items the Village and the Contractor agree to recycle in the future. (Also see alternates - Appendix 3)

Soft Landscape Waste: Grass and garden clippings, leaves, pruning of small diameter green stemmed shrubs, weeds, plant materials, etc.

Wet Strength Carrier Stock: Paperboard containers with special coatings to prevent tearing of the packages or smearing of the ink from moisture when refrigerated or frozen; i.e. paper beverage carriers and frozen food packages.

White Goods: Any domestic and/or commercial large appliance that contains CFC or HCFC

refrigerant gas, capacitors containing PCBs, mercury switches, or other hazardous components. Examples include, but are not limited to, refrigerators, freezers, air conditioners, ranges (both electric and gas) humidifiers, dehumidifiers, water heaters, furnaces, and other similar large appliances.

Yard Waste: Hard landscape waste and soft landscape waste.

Yard Waste Containers: Yard waste containers shall include:

Garbage Can: A plastic or galvanized metal can of a capacity not less than four (4) gallons and not to exceed thirty-four (34) gallons in size. No garbage can shall exceed fifty (60) pounds in weight when filled.

Kraft Paper Bag: A special biodegradable paper bag, not to exceed thirty-three (33) gallons in size, which will shred and degrade quickly in the composting process.

Toter: A wheeled plastic container with a tight-fitting top, not to exceed ninety (90) gallons in size, requiring a semi-automated lifting mechanism for collection. All toters must be approved by and/or supplied by the Contractor.

Bundle: Any material allowed under the definition of Hard Landscape Waste such as limbs, branches, or other loose items which do not exceed four (4) feet in length and fifty (60) pounds in weight. Each branch small not exceed two (2) inches in diameter, with the total diameter of the bundle not to exceed twenty four (24) inches.

B. INVITATION TO BID

The Village of East Dundee, Kane County, Illinois, (hereinafter referred to as "Village") an Illinois municipal corporation acting under its statutory home-rule powers, is accepting bid proposals for the establishment of a Residential Refuse, Recycling and Yard Waste Collection Service. This bid specification document describes in detail the Village's objectives and criteria for the establishment of a Residential Refuse, Recycling and Yard Waste Collection Service, as well as the anticipated review and selection process.

Any firm (hereinafter referred to as "Contractor") desiring to submit a bid proposal for such services shall submit a sealed proposal in accordance with the specifications outlined therein.

C. SCOPE OF SERVICES

The Village of East Dundee desires to retain the services of a single refuse hauler to provide same day curbside refuse, recycling, and yard waste collection and disposal services to all single family homes, town homes, duplexes, churches, multi-family residential structures with three units or less, and Village Green (a multi-unit senior living facility)

within the Village corporate limits at a minimum of once per week. In addition, all municipal buildings and public schools within the Village corporate limits will be provided refuse and recycling services per the scope of this contract at a minimum of once per week. For estimation purposes only, there are approximately 1,300 service addresses currently within the Village corporate limits. An additional 100 service addresses have been approved by the Village and will be added upon their development.

Service will not be provided to commercial properties including businesses, commercial establishments, restaurants, industrial establishments, or multi-family dwellings with four or more units, with the exception of Village Green.

The service shall be for a four year contract period beginning on August 1, 2012 and ending on July 31, 2016.

D. PROPOSAL DELIVERY REQUIREMENTS

Sealed bid proposals must be received at the East Dundee Village Hall, 120 Barrington Avenue, East Dundee, Illinois, 60118, no later than 10:00 a.m., Wednesday, July 11,2012. The sealed bids that arrive at or prior to the deadline will be publicly opened on that date by the East Dundee Village Clerk or her representative. Sealed envelopes should be clearly labeled "Bid For Refuse, Recycling, and Yard Waste Collection Service." Facsimile machine transmitted proposals will not be accepted. If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the Village at the location stated in this paragraph.

Proposals received prior to the time of opening will be securely kept, unopened. Proposals arriving after the specified date and time, whether sent by mail, courier, or in person, shall not be accepted and will either be refused or returned unopened. Mailed proposals which are delivered after the specified time and date will not be accepted regardless of the postmarked date or time on the envelope.

E. PROPOSALSECURITY

Each proposal shall be accompanied by proposal security, which shall be in the form of a certified check or a bank cashier's check in the amount of five thousand dollars (\$5,000.00), made payable to the Village of East Dundee. Proposals submitted without the required security shall be rejected.

After formal notification by the Village that a contract award decision has been made, the proposal security of the successful Contractor shall be forfeited to the Village. In the event that the successful Contractor withdraws its proposal, or neglects or refuses to enter into a contract and the required bond, the Contractor shall be liable for any and all damages the Village may thereby suffer.

Proposal securities shall be released as follows:

- (a) The successful Contractor's security shall be retained until the required performance bond has been furnished;
- (b) Proposal securities of the proposing Contractors shall be held until the successful Contractor's performance bond has been furnished, at which time the checks will be promptly returned to the unsuccessful Contractors.

F. WITHDRAWAL OF PROPOSALS

The Village Clerk, may grant a request of withdrawal, if a written request is received prior to the specified time of bid opening. After the bid opening, the Contractor cannot withdraw or cancel its bid proposal.

G. COMPETENCY OF CONTRACTORS

The Village shall not construe the opening and reading of proposals as acceptance. The Village reserves the right to determine the competence, as well as the financial and operational capacity of any Contractor. Upon request of the Village, the Contractor shall furnish evidence as may be required by the Village to evaluate its ability and resources to accomplish the services required by the specifications therein.

H. MINIMUM SPECIFICATIONS

The specifications included in this package describe the services which the Village feels are necessary to meet the performance requirements of the Village, and shall be considered the minimum standards expected of the Contractor. The specifications are not intended to exclude potential Contractors; and alternatives to these specifications may be indicated if the proposed alternatives are equal to or greater than what is required by these specifications. All alternatives shall be separately listed, and a justification shall be stated for each alternative. The Contractor shall use Appendix 2, Schedule of Alternatives and Deviations, for listing proposed alternatives.

If the Contractor is unable to meet any of the specifications as outlined therein, the Contractor shall also separately list all requested deviations from the specifications, with justifications attached for each deviation. The Contractor shall use Appendix 2, Schedule of Alternatives and Deviations, for listing proposed deviations.

If the Contractor does not indicate alternatives to or deviations from the specifications, the Village shall assume the Contractor is able to fully comply with these specifications. The Village shall be

the sole and final judge of compliance with all specifications.

The Village further reserves the right to determine the acceptability or unacceptability of any and all alternatives or deviations and to negotiate the effects and costs of such alternatives and deviations prior to reaching a decision regarding the award of the contract. The Village shall also be the sole and final judge as to whether an alternative or deviation is of an equivalent or better quality of serv1ce.

I. EXAMINATION OF SERVICE AREA

It is the responsibility of the Contractor to be completely informed of all conditions under which service is to be performed, the service area, and all other relevant matters pertaining to the collection services as specified herein, including, but not limited to, type of housing, population density, roads, traffic patterns, required collection procedure, labor requirements, and other factors which would effect the execution and/or completion of the work covered by the bid specifications.

J. SCOPE OF WORK

THE VILLAGE OF EAST DUNDEE IS SOLICITING PROPOSALS BASED ON COMBINED REFUSE, YARD WASTE AND RECYCLING PROGRAM.

The Contractor shall be responsible for performing the work as outlined in the specifications herein and shall provide and furnish the labor, materials, equipment and supplies, vehicles, transportation services, and landfill and compost facility space required to perform and complete the collection and disposal of refuse and yard waste. The Contractor shall also make necessary arrangements with processors required to perform and complete the collection and marketing of recyclables in strict accordance with these bid specifications.

K. FUTURE DEVELOPMENT/ANNEXATIONS

The Contractor shall service land annexed to the Village of East Dundee during the term of the contract, as well as residential dwellings constructed during said term. Service to land annexed to the Village and future residential development shall be provided on the same terms as set forth herein. A new structure shall be considered a serviceable address upon the issuance of the Certificate of Occupancy.

Changes to the corporate boundaries or service area resulting from annexations, zoning actions, site plan approvals, construction, etc. shall be communicated to the Contractor by the Village.

L. DOCUMENT

It is the express intent of the Village that the specifications as outlined in this Bid Document, including addenda items which are issued, shall be incorporated as part of the written and signed contract with the successful Contractor.

M. PRE-BID MEETING

A pre-bid meeting shall be held to familiarize potential Contractors with the required collection service standards, to answer questions, and to issue addenda items, if necessary, for clarification of the bid specification document. The proposal meeting shall take place on Monday, July 2, 2012 at 10:00 a.m. in the East Dundee Village Hall, 120 Barrington Avenue. Attendance at the meeting is strongly recommended.

Inquiries made prior to the pre-bid meeting must be submitted in writing to Scott Hartman, Assistant to the Village Manager, 102 S. Second Street, West Dundee, IL 60118. Replies and/or addenda will be circulated to known potential contractors at the pre-bid meeting or by mail after this meeting. Inquiries received after the proposal meeting will not be given consideration. The Contractor shall bear the sole responsibility for ensuring it has received the addenda items.

N. CONTRACT TIME FRAME

It is the express intent of the Village to establish a new Refuse, Recycling, and Yard Waste Collection and Disposal Service for implementation beginning August 1, 2012. In order to accomplish this implementation, the following time periods shall be used by the Contractor:

June 27	Invitation to Bid issued
July 2	Pre-Bid Meeting
July 11	Bid Proposals publicly opened
July 16	Award Contract

0. REFERENCES

The Contractor shall provide at least four (4) municipal references in accordance with Appendix 4 and shall indicate, if appropriate, which municipality has implemented flat fee rate for refuse, recycling, and yard waste collection.

P. AWARD OF CONTACT

The Village will award the contract to the lowest responsible bidder whose proposal, overall, is most advantageous to the Village of West Dundee. Price, conformance to specifications, innovative proposals, suggested alternatives and deviations, and other performance measures will be considered as elements of a responsible proposal.

SECTION II GENERAL REQUIREMENTS

A. DAY OF COLLECTION

The contractor shall provide at a minimum once a week, same day refuse, yard waste, and recyclables collection service to residential properties with three units or less and the municipal & public school buildings within the West Dundee corporate limits.

The current service day for refuse, recycling, and yard waste collection is **Wednesday**. The Village of East Dundee desires to maintain a Wednesday collection day but understands that the collection day shall be determined by the Contractor.

B. HOURS OF COLLECTION

The Contractor shall not commence work before 6:00a.m. and shall cease collection by 7:00p.m. The Contractor shall furnish sufficient numbers of vehicles and personnel to accomplish the work within the specified time period, regardless of adverse conditions, mechanical breakdowns, or other similar hindrances. The Contractor's employees shall provide collection services to West Dundee residents with as little noise, disturbance and disruption as possible.

C. HOLIDAYS

The Contractor shall not be required to provide refuse, yard waste, or recyclable collection services on the following recognized holidays:

New Year's Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Day

In the event that a holiday falls on a weekday, refuse, yard waste, and recyclable collection services shall be delayed one day after the recognized holiday. Collection shall also be provided on Thursday, if necessary, as the result of a holiday.

D. EMPLOYEE CONDUCT/QUALITY CONTROL

The Contractor shall undertake to perform the collection and disposal services rendered herein in a clean, orderly and efficient manner and to use due care and diligence in the performance of the contract. Neat, orderly, and courteous employees and collection crews shall also be provided.

The Contractor shall, at each service address, neatly return the containers where they were found. The Contractor shall repair or replace at their expense containers damaged as a result of the their handling thereof, reasonable wear and tear excepted.

The Contractor shall prohibit the drinking of any alcoholic beverages or the ingestion of any illegal narcotics by its drivers and crew members while on duty or in the course of performing their duties under the terms of this contract.

Employees shall carry official company identification and shall present such identification upon request. Vehicle operators shall carry valid State of Illinois driver's licenses for the class of vehicle operated. Vehicle operators shall obey traffic regulations, including gross vehicle weight and speed limits.

E. VEHICLES

The Contractor shall furnish to the Village a complete list of the vehicles to be used in the execution of the contract in accordance with Appendix 3. Vehicles shall display the name of the contractor, a local phone number, and a vehicle identification number which are clearly visible on both sides.

Vehicles shall be fully enclosed, leak proof, and operated in such a way that no refuse, recyclables, or yard waste can leak, spill or blow off a vehicle as the result of the vehicle operator's failure to properly monitor the load or to close openings. The Contractor shall be responsible for the immediate collection and clean up of the litter.

The Village reserves the right to inspect the Contractor's equipment solely for the purpose of determining compliance with the contract.

F. MISSED PICK-UP AND COMPLAINT HANDLING

The Contractor shall establish and maintain a local or toll free telephone number for the receipt of service calls or complaints, Monday through Friday from 8:00 a.m. to 6:00p.m. during the term of the contract. Complaints shall be given prompt and courteous attention and shall be investigated and resolved within twenty-four (24) hours from the time received. The Contractor shall investigate reported missed scheduled collections, and if such allegations are found to be valid, arrange for the pick-up of materials within twenty four (24) hours after the complaint is received.

The Contractor shall supply the Village, on a monthly basis, with a listing of complaints received from customers who resides within the Village corporate and receive refuse service under the terms of this Contract. The complaint forms shall indicate the nature of the complaint, the date the complaint was received, the action taken by the Contractor and the date the complaint was resolved.

G. CONTACT INFORMATION

The contractor shall designate a representative from the contractor's organization to serve as the

direct contact person for the Village. Contact information for this representative including telephone number, fax number and cell phone number shall be provided to the Village. In addition, the contractor shall provide contact information including the telephone number and cell phone number for the route supervisor(s) or field supervisor(s) who will directly oversee the refuse, recycling and yard waste collection operations within the Village.

H. PUBLIC AWARENESS / EDUCATION PROGRAMS

The Contractor shall develop a Public Awareness Program to inform West Dundee residents of the aspects included in the Residential Refuse, Recycling and Yard waste Collection Service. The Public Awareness Program shall include, at a minimum, the development of an information brochure, provided at no cost to the Village, to be delivered to program participants no later than **Monday, September 10, 2012.** The Contractor shall also supply additional copies of the informational brochure to the Village for distribution to new residents. The Contractor and Village shall mutually agree upon the contents of the informational brochure.

Upon request of the Village, the Contractor shall also make available personnel for presentations at meetings or other similar gatherings to explain or reinforce the provisions of the collection program throughout the term of the contract.

The Village retains the right to approve the materials to be delivered by the Contractor to West Dundee residents including, but not limited to, door hangers, leaflets, fliers, etc.

I. CHANGE IN SERVICE

If the Village should wish to change the type of service provided during the term of the Contract including, but not limited to, the type of materials collected, method of collection, variety of recyclable materials collected, etc., the Village shall have the option to initiate the change in service by notifying the Contractor in writing at least 30 days prior to such service is to begin. The Village and contractor shall agree to negotiate the terms, frequency, and price of such change in service after proper notice has been given.

J. CONTRACT EXTENSION OPTION

Upon the mutual written consent of both the Village and the Contractor, the Contract may be extended beyond its term provided the agreement for the extension is made at least four (4) months prior to the expiration date of the contract. The Contract may be extended for a period of no more than two (2) years from the date of expiration. All amendments and changes to the contract shall be made in writing and shall be agreed upon by both the Village and the Contractor.

In the event of such an extension, the Contractor shall provide proof of insurance and bond as set

forth in paragraphs P and S below.

K. BILLING

The Contractor shall directly bill the Village of East Dundee once per month, net 30 days. The bill shall show the monthly per address service charge, the total number of service addresses billed that month and the extended total bill for that month.

L. PRICE CHANGE

Refuse disposal prices shall be Amended an annual basis only in accordance with the enclosed proposal (Appendix 1). The price changes shall be effective on the anniversary date of the contract; i.e., August 1, 2012, August 1, 2013, etc.

M. PROVISIONS FOR VACANT PROPERTIES

The Village shall not be charged for service addresses which have been vacant for thirty (30) or more days. The date of vacancy is determined as the date water is shut off to that service address. It shall be the Village's responsibility to notify the contractor of such service addresses.

N. MONTHLY REPORTING

The Contractor shall prepare and submit to the Village a monthly report, due by the 20th day of the following month. The report shall include the following information:

- Total weight in tons and the total volume in compacted cubic yards of refuse land-filled each month.
- The total number of white goods collected per month.
- Name and location of the landfill facility used by the Contractor.
- A listing of complaints as provided in Paragraph F Missed Collections and Complaint Handling.
- Monthly recycling participation rate divided by the number of homes included in the collection service (participation percentage).
- Total weight, in pounds, of recyclable materials collected.
- Revenue received by Contractor for sale of recyclable materials.
- Tipping fee savings due to recycling (total weight of recyclable materials collected in tons multiplied by the tipping fee charge per ton at the landfill site).
- Name and location of recycling processing facility used by Contractor.
- Total weight in tons and the total volume in compacted cubic yards of yard waste each month.
- Name and location of composting facility used by Contractor.

0. INSURANCE

The Contractor shall procure and maintain for the duration of the Contract, the following minimum insurance coverages:

Worker's Compensation Insurance as prescribed by the laws of the State of Illinois

Employer's Liability Insurance, with limits of not less than one million dollars (\$1,000,000) per occurrence

Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance, with limits of not less than one million dollars (\$1,000,000) for property damages; one million dollars (\$1,000,000) for bodily injury or death of any one (1) person, and three million dollars (\$3,000,000) coverage per occurrence.

The Contractor shall include the Village, its officers, employees, and agents as additional names insured on the foregoing policies. The Contractors shall also furnish to the Village a Certificate of Insurance attesting to the respective insurance coverage for the full term of the contract.

The Village shall receive written notice of cancellation or reduction in coverage of insurance policy within ninety (90) days prior to the effective date of cancellation or reduction.

P. INDEMNIFICATION

The Contractor shall indemnity, defend, save, and hold harmless the Village, its officers and employees, from liability, losses, damages, expenses, and lawsuits, including workers' compensation claims, attorney's fees and costs of defense, that the Village may suffer, incur, or become liable for on account of:

The negligence of the Contractor, its employees, agents or assigns

Assertion of claim under the Illinois Workers' Compensation Act or similar acts made by persons furnished by the Contractor or subcontractor

Q. LICENSE AND TAXES

The Contractor shall be responsible for obtaining the licenses and permits necessary for the successful performance of the contract. The Contractor shall also pay all Federal, State, and local taxes, including sales tax, social security, workers compensation, unemployment insurance, and other tax which may be chargeable against labor, material, equipment, or real estate.

R. PERFORMNACE SECURITY

The Contractor shall furnish to the Village performance security in the form of a performance bond or irrevocable letter of credit in the amount of fifty thousand dollars (\$50,000) from a reputable banking institution or surety company acceptable to the Village. The performance security shall remain in effect for the full term of the contract, including extension periods, and shall be provided to the Village prior to July 31, 2012.

S. CONTINGENCY

If the Contractor fails to perform the work as specified herein, the Village may take such steps as are determined necessary to furnish services according to the collection requirements provided for in the Bid document. The Village shall provide the Contractor at least twenty-four (24) hours written notice and shall draw on the Contractor's letter of credit for expenses incurred as a result of such action.

T. INDEPENDENT CONTRACTOR

The Contractor acknowledges that it is an independent Contractor and that none of its employees, agents, or assigns are employees of the Village. The Contractor shall be solely responsible for unemployment, social security, and other payroll tax payments required by law or union contract.

U. COMPLIANCE WITH APPLICABLE LAWS

The Contractor shall comply with applicable Federal, State, and Municipal laws, ordinances, rules, and regulations governing the collection, disposal, and processing of refuse, recyclables, and yard waste during the term of the contract.

V. PREYAILING WAGE RATES

The Contractor shall comply, if applicable, with the prevailing wage rates for public works projects as issued by the State of Illinois Department of Labor, current edition at date of bid submission.

W. NON-ASSIGNMENT

The Contractor shall not assign or subcontract the rights or interests under the Contract or parts thereof to another person, firm, or corporation without the prior written consent of the Village.

X. PENALTIES AND FINES

Should the contractor fail to provide service to 99% of the service addresses by the day after the scheduled collection day, the contractor shall pay to the Village liquidated damages of \$500 per day until service is provided to those neglected service addresses. In addition, for complaints not resolved to the Village's satisfaction within 48 hours, excluding Sundays and Holidays, liquidated damages of \$50 will be assessed against the contractor. Should the Contractor choose to operate in violation of the hours of operation listed herein, the contractor shall pay liquidated damages of \$500. These provisions do not waive other remedies that the Village may have.

The Contractor shall be solely liable for fines, liquidate damages and penalties imposed by the Village or other governmental agency resulting from the Contractor's performance or its failure to perform its duties and obligations under the contract.

Y. NOTIFICATIONS

Official notifications shall be made in writing and addressed to the Village as follows:

Village of East Dundee Robert Skurla Village Administrator 120 Barrington Ave East Dundee, IL 60118

SECTION III FLAT FEE WITH OPTIONAL ADDITIONAL TAGS REFUSE COLLECTION SPECIFICATIONS

A. PROGRAM DESIGN

The collection of household garbage, bulk materials, white goods, and household construction and demolition debris shall be offered on a year round basis and shall occur a minimum of once per week. A flat rate defined on a per stop per month basis shall be charged to the Village for refuse collection.

B. COLLECTION STANDARDS

In order for a refuse container to be collected, each container must be placed curbside and readily accessible to the Contractor's personnel as set forth by the Village ordinances.

Residents refuse will be limited to one 65 gallon container provided by the contractor unless they elect to purchase a 95 gallon container instead. Residents will also be able to put out one bulk item per week. Additional items outside of the cart (excluding the bulk item) must have a waste sticker attached that the resident may purchase. White goods and bulk items weighing more than sixty pounds (60) shall be collected at no charge through a special collection arranged by the resident or Village with the Contractor in advance.

The Contractor shall be required to provide a labeling system for refuse container that does not get collected. Each tag or label must provide a brief explanation as to why the material was not collected, including, but not limited to, over capacity; container over weight; unacceptable refuse; and the like. The Contractor shall submit with this proposal an example of the tagging system to be used.

The Contractor will also be responsible for cleaning up material that has spilled as a result of the collection process.

C. REFUSE SERVICE FOR MUNICIPAL PROPERTIES

The Contractor shall provide, at no cost to the Village, once a week, refuse collection and recycling, as well as special pick-ups upon the request of the Village, from the following municipal properties:

1. Village Hall, 120 Barrington Avenue One-4 cu. yrd Container with cover

- 2. Public Works, 448 Elgin Ave One - 4 cu. yrd. container with cover
- 3. Public Works, 401 Elgin Ave One - 4 cu. yrd. container with cover
- 4. Firemans Park One-4 cu. yrd Container with cover

The Village reserves the right to include additional municipal buildings or facilities for service by the Contractor during the term of the contract. The number and type of containers or dumpsters and their placement at each location shall be specified by the Village and shall be furnished at no charge by the Contractor during the term of the contract. The Village reserves the right to change the number and type of containers or dumpsters and their placement at each location.

D. BULK MATERIALS / SPECIAL COLLECTIONS

The Contractor shall provide collection service for one bulk item per household per week, which are too large to fit into an approved refuse container, or items in excess of sixty (60) pounds in weight, e.g. furniture, etc. and large quantities of refuse including but not limited to move-in or move -out clean-up rubbish. Such Service shall be by advanced arrangement with the Contractor at the resident's request and shall be included in the flat fee rate.

The Contractor shall advise the resident directly of the terms of such collection; i.e. what materials will be collected, how the materials should be prepared, and the date of collection.

The contractor shall also offer dumpster rental and pick-up service for residents with household remodeling and repair projects that generate large quantities of construction and demolition debris which cannot be easily picked up at the curbside. The terms of, as well as charges and payment for, this service shall be arranged solely between the Contractor and the resident.

E. WHITE GOODS

The Contractor shall have a plan for the separate collection and proper recycling/disposal of white goods collected in compliance with all State and Federal legislation. The cost of collection and disposal of white goods containing CFC or HCFC refrigerant gas, PCB containing capacitors, mercury switches, and other hazardous components shall be included in the flat fee rate.

F. CHRISTMAS TREE COLLECTION

The Contractor shall provide two special collections for Christmas trees to be held on the first two collections in January. The Contractor agrees to perform this once a year service at no charge to the Village of East Dundee residents or the Village.

G. 65 GALLON TOTER SYSTEM

The Contractor shall make available to the residents participating in the curbside collection service, once per week refuse collection from 65-gallon toter's. The Contractor shall provide the toter for collection to residents. A 95-gallon can be requested by the resident and the Contractor shall bill the resident receiving this service directly for the toter rental charge as indicated on the enclosed proposal (Appendix 1).

H. REFUSE STICKER ADD ADDITIONAL INFO

I. DISPOSAL OF RESIDENTIAL REFUSE

The Village reserves the right to approve the landfill site location the Contractor intends to use for the disposal of refuse collected at the curbside. The Contractor shall provide the name and location of the disposal site.

In the event that an alternative site is preferred by the Village, the Contractor shall use the alternative site location provided that any changes in the costs of disposal created by the use of such site will be negotiated between the Village and the Contractor prior to its use.

J. TITLE TO WASTE

Garbage and refuse collected shall become the property of the Contractor as soon as the same is placed in the Contractor's vehicle.

SECTION IV YARD WASTE COLLECTION SPECIFICATIONS

A. PROGRAM DESIGN

The yard waste collection service shall be offered each year from April 1 through November 30 during the term of the contract and shall occur a minimum of once per week. A flat rate defined on a per stop per month basis shall be charged for yard waste collection. Although this program is seasonal, the costs for the yard waste collection shall be spread out over the contract year.

B. COLLECTION STANDARDS

In order for an approved yard waste or leaf container to be collected, yard waste shall be properly prepared and each container or bundle must be placed curbside and readily accessible to the Contractor's personnel. Yard waste containers or bundles shall not exceed sixty (60) pounds in weight.

Residents are allowed one 33 gallon bad or one bundle per week per household. Any additional bags or bundles require a waste sticker which the resident can purchase. Bundles cannot be in excess of the four (4) foot length requirement; bags contain unacceptable material, such as refuse or dirt; container weighs overweight; and the like. The Contractor shall submit with this proposal an example of the tagging system to be used. Such tags shall state the reasons for non- collection of these items.

The Contractor will also be responsible for cleaning up any material that has spilled as a result of the collection process.

C. TITLE TO WASTE

Yard waste collected shall become the property of the Contractor as soon as the same is placed in the Contractor's vehicle.

SECTIONV RECYCLING COLLECTION SPECIFICATIONS

A. PROGRAM DESIGN

The recyclable collection service shall use the general curbside bin method similar to refuse collection. Participation in the program shall remain voluntary. The Contractor shall supply curbside bins too the Village at no cost. A flat rate defined on a per stop per month basis shall be charged to the Village for refuse collection.

B. MINIMUM RECYCLABLE MATERIALS TO BE COLLECTED

The Contractor shall, at a minimum, collect the following materials:

Non-paper Items:

- Polyethylene Terephthalate (PET #1): Plastic blow molded containers, etc
- HDPE (#2) plastic milk containers and water jugs, etc
- Polyvinyl/Chloride (PVC #3): health and beauty aid bottles, etc.
- Low-density polyethylene (LDPE #4) soft plastic 6 & 12 pack rings, etc.
- Polypropylene (PP#5) yogurt, cottage cheese, sour cream, syrup containers, etc.
- Other recyclable plastics (#7)
- Brown, green, and clear glass containers
- Aluminum formed containers/wrap
- Steel/tin/bi-metal cans
- Aerosol cans
- Formed steel containers
- Aluminum cans
- Aseptic packaging and table top containers
- Paint cans (empty)

Paper Items

- Corrugated cardboard
- Chipboard (paperboard)
- Newspaper
- Magazines and catalogs (glossy & non-glossy)
- Telephone directories
- Brown kraft paper bags
- Frozen food packages
- Mixed paper
- Wet strength carrier stock

The aforementioned materials shall be referred to as the basic recycling package for the purpose of establishing the price of refuse services.

The Contractor shall specify the method in which the recyclables are to be prepared and sorted for collection by the household. The method in which the recyclable are to be generally sorted for collection by the household shall also be stated; i.e., source separated, partially source separated, or commingled within the recycling bin.

In addition, the Contractor shall specify the manner in which the recyclables are to be collected and sorted by the Contractor at the curbside; i.e. curb-sort, sorting at an intermediate processing facility, and the like. The Village reserves the right to approve the location where the recyclable materials are taken to be sorted and/or processed.

C. COLLECTION STANDARDS.

There shall be a limit of one 65 gallon tote limit per household may place at the curbside for collection. Residents have the right to purchase a 95-gallon tote instead of the 65-gallon tote. The Contractor shall bill the resident receiving this service directly for the tote, rental charge as indicated on the enclosed proposal (Appendix 1). The Contractor shall collect recyclables from recycling totes that have been placed at the curbside for collection.

The Contractor shall be required to provide a tagging system for recyclables that are not collected. The tagging system must provide a simple explanation as to why the recyclable materials were not picked up, including, but not limited to, the following: contaminants; improper preparation; materials not accepted in program; refuse and/or yard waste mixed with recyclable; or some combination thereof. The Contractor shall submit with this proposal an example of the tagging system to be used. Recyclable materials that were rejected shall be returned to the bin and not be left on the street or parkway areas.

The Contractor will also be responsible for cleaning up materials that has spilled as a result of the collection process.

D. PROCESSING OF RECYCLABLE MATERIALS

The Village reserves the right to approve the location of the processing facility the Contractor intends to use for the separation and processing of recyclable materials collected at the curbside. The Contractor shall provide the name and location of the processing facility, as well as the proposed buyer/market for recyclable materials in accordance with Appendix 6.

In the event that an alternative site is preferred by the Village, the Contractor shall use the alternative site location provided that changes in the costs for the collection and processing created by the use of such site will be negotiated between the Village and the Contractor prior to its use.

E. TITLE TO WASTE

All recyclable materials collected shall become the property of the Contractor as soon as the same is placed in the Contractor's vehicle.

Memorandum

То:	Village President and Board of Trustees	DŪ
From:	Phil Cotter, Director of Public Works	* s T
Subject:	Purchase of Caterpillar Backhoe Loader from Altorfer Industries	
Date:	December 18, 2023	

Action Requested:

Staff recommends Village Board approval of a resolution authorizing the purchase of a 2023 Caterpillar Backhoe Loader (Model 430-07A) with attachments from Altorfer Industries through a Sourcewell contract in the amount of \$142,265.00.

Funding Source:

The proposed FY 2024 Budget appropriates \$148,000 in the Capital Projects Fund (32-31-5945) for the purchase of a new backhoe loader.

Summary:

The Village owns and operates a 2005 Caterpillar 430D backhoe loader. This backhoe loader is one of the oldest units in Public Works' vehicle/equipment fleet and has exceeded its useful life of 15 years. This unit is used extensively for underground excavating and loading/unloading/moving various materials including salt, gravel, asphalt, tree logs/debris, and various other heavy objects. Due to the unit's age and mechanical condition, staff budgeted for a replacement backhoe loader in FY 2024 and seeks to declare the 2005 Caterpillar Backhoe Loader as municipal surplus property (next item on the agenda).

Staff solicited a proposal from Altorfer Industries, located in East Dundee, for the purchase of a 2023 Caterpillar backhoe loader (Model 430-07A). The following is a summary of pricing presented on the attached proposal:

List Price	\$226,398.00
Attachments	
• 12" Excavating Bucket	\$1,445.00
• 47" Grading Bucket	\$3 <i>,</i> 045.00
Multi-Purpose Bucket	\$7,295.00
Freight & Dealer Prep	\$3,220.00
USA Governmental Discount	(\$75,238.00)

Total Purchase Price	\$142,265.00
Trade-In (2005 Caterpillar backhoe)	(\$21,000.00)
Good Neighbor Discount	(\$2,900.00)

The requested equipment is available for purchase using a competitively bid cooperative agreement (Contract #032119-CAT) with Sourcewell. Sourcewell is a national cooperative purchasing agency for state and local municipalities that allows government agencies to take advantage of lower costs by combining their purchasing power. The attached proposal reflects governmental discounts applied through the Sourcewell program.

The Altorfer CAT sales and service facility is conveniently located in East Dundee if/when the unit requires maintenance and other levels of service. The Altorfer CAT facility also rents various attachments if/when such attachments are needed for Public Works operations. Staff proposes to utilize its current compactor with the new backhoe loader.

The actual backhoe loader unit that staff is recommending purchasing is currently located in Altorfer's inventory in Iowa and, with approval, would be delivered in January. Ordering a newly manufactured unit would result in a delivery later in 2024 (September/October).

In lieu of disposing of the 2005 Caterpillar backhoe loader unit as surplus property via online auction, staff recommends a trade-in of the unit. Altorfer has assessed the Village's 2005 backhoe loader and is offering \$21,000 as a trade-in amount. Staff believes this would be comparable to its value in the online auction market and therefore recommends the trade-in option.

Attachments:

Resolution Proposal from Altorfer Industries

RESOLUTION NUMBER __-23

A RESOLUTION APPROVING THE PURCHASE OF A NEW PUBLIC WORKS VEHICLE FROM ALTORFER INDUSTRIES OF EAST DUNDEE

WHEREAS, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, the Village Public Works Department has identified the need to purchase a 2023 Caterpillar Backhoe Loader (Model 430-07A) ("Vehicle"); and

WHEREAS, the Village participates in the Sourcewell Purchasing Cooperative, which permits local governments to purchase commodities and services according to contracts negotiated by the cooperative; and

WHEREAS, the Village obtained a proposal from Altorfer Industries of East Dundee ("Vendor") for the purchase of the Vehicle with a purchase price of \$142,265; and

WHEREAS, Village staff has recommended that the Village Board waive competitive bidding for the purchase of the Vehicle; and

WHEREAS, the Village Board of Trustees find that it is in the best interests of the Village to waive competitive bidding for the purchase of the Vehicle from the Vendor;

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of East Dundee, Cook and Kane Counties, Illinois, as follows:

<u>Section One.</u> <u>Recitals.</u> The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of East Dundee.

<u>Section Two</u>. <u>Waiver of Competitive Bidding.</u> Pursuant to the Village Code and the Village's home rule authority, the Village President and Board of Trustees waives the requirement of competitive bidding for the procurement of the Vehicle.

Section Three. **Approval of Purchase of Vehicle.** The Village President and Board of Trustees hereby approves the purchase by the Village of the Vehicle from the Vendor, in the total amount of \$142,265.

Section Four. **Execution of Required Documents.** The Village Administrator and the Village Clerk are hereby authorized to execute and attest, on behalf of the Village, all purchase orders and documents necessary to complete the purchase of the Vehicle authorized pursuant to this Resolution.

Section Five. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval by the vote of two-thirds of the Trustees.

PASSED this 18th day of December 2023 pursuant to a roll call vote as follows:

AYES:______ NAYES:______ ABSENT:_____

APPROVED by me this ______of _____ 2023.

Jeffrey Lynam, Village President

ATTEST:

Katherine Diehl, Village Clerk



127638-01

Dec 12, 2023

VILLAGE OF EAST DUNDEE ACCOUNTS PAYABLE 120 BARRINGTON EAST DUNDEE, IL 60118

Attention: PHILLIP COTTER



Dear Phillip Cotter,

We would like to thank you for your interest in our company and our products and are pleased to quote the following for your consideration.

ONE (1) NEW CATERPILLAR MODEL: 430-07A BACKHOE LOADER WITH ALL STANDARD EQUIPMENT IN ADDITION TO THE ADDITIONAL SPECIFICATIONS LISTED BELOW:

STOCK NUMBER: 235N106 S

SERIAL NUMBER: 0H8W01049

YEAR: 2023 SMU: 5

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me. In closing, we do greatly appreciate this opportunity to earn your business. We are confident that our products, backed by our unparalleled product support after the sale, will exceed your expectations.

Sincerely,

laudia Tonelli

Claudia Tonelli Machine Sales Representative

ONE (1) NEW CATERPILLAR MODEL: 430-07A BACKHOE LOADER WITH ALL STANDARD EQUIPMENT IN ADDITION TO THE ADDITIONAL SPECIFICATIONS LISTED BELOW:

STANDARD EQUIPMENT

POWERTRAIN -- Water separator -- Thermal starting aid system -- Dry type axial seal air cleaner with -integral precleaner --Automatic dust ejection system -- Filter condition indicator -- Hydraulically boosted multi-plate -wet disk brake with dual pedals & -interlock -- Differential lock -- Drive-line parking brake -- Torque converter -- Neutral safety switch -- Spin-on filters for -Fuel -Engine oil -Transmission oil -- Outboard Planetary Rear Axles -- Diesel particulate filter -- Hydrostatic power steering

HYDRAULICS -- Pilot hoe and mechanical loader -controls -- Load sensing, variable flow system -with 43 GPM (162 L/min) axial piston -pump -- 6-micron hydraulic filter -- Caterpillar XT-3 hose -- Hydraulic oil cooler -- Pilot control shutoff switch -- Flow-sharing hydraulic valves -- Hydraulic suction strainer -

ELECTRICAL -- 12-volt electrical start -- Horn, front and rear -- Backup alarm -- Hazard flashers/turn signals -- Halogen head lights (2) -- Halogen rear flood lights (2) -- Stop and taillights -- Audible system fault alarm -- Key start/stop system -- 850 CCA maintenance free battery -- Disconnect switch -- External Power Receptacle (12v) -- Diagnostic ports for engine and -machine Electronic Control Modules

OPERATOR ENVIRONMENT -- Interior rearview mirror -- ROPS canopy, Rear Fenders -- 2-inch (50mm) retractable seat belt -- Tilt steering column -- Steering knob -- Hand and foot throttle -- Automatic Engine Speed Control -- One Touch Low Idle -- Floor mat and Coat Strap -- Lockable storage area -- Air suspension seat -

FLUIDS -- Antifreeze - Extended Life Coolant -- 20F (-30C)

OTHER STANDARD EQUIPMENT -- Standard Storage Box -- Transport tie-down points -- Ground line fill fuel tank with -42.3 gallon (160L) capacity & 5 gal (19L) -diesel exhaust fluid -- Rubber impact strips on radiator -guard -- CD-ROM Parts Manual -- Safety Manual -- Operations and Maintenance Manual -- Lockable hood -- Tire Valve Stem Protection

BOOMS, STICKS, AND LINKAGES -BACKHOE -- 15' Center pivot backhoe -4.5 Meters -- Boom and swing transport locks -- Pilot operated backhoe and -electro hydraulic stabilizer controls -- Street type stabilizer shoes -- Anti-drift hydraulics (boom, stick, -and E-stick) -- Cat Cushion Swing(tm) system -LOADER -- Single Tilt Loader -- Lift cylinder brace -- Self-leveling loader with single -lever control -- Return-to-dig -(automatic bucket positioner) -- Transmission neutralizer switch -- Bucket level indicator -



MACHINE SPECIFICATIONS

	F 40, 00 40
430 07A BACKHOE LOADER CFG2	543-3343
	0P-9003
STICK, EXTENDABLE, 15FT	543-4286
PT, 4WD/2WS, AUTOSHIFT, LTC	544-1059
ENGINE, 86KW, C3.6 DITA, T4F	543-5181
HYD, MP, 6FCN/8BNK, ST, QC	554-4188
	544-0883
	545-5047
WORKLIGHTS (8) LED LAMPS	491-6736
SEAT, DELUXE FABRIC, HEATED	611-0345
BELT, SEAT, 2" SUSPENSION	206-1747
AIR CONDITIONER, T4F	542-7810
PRODUCT LINK, CELLULAR, PLE643	560-6797
TIRES, 340 80-18/500 70-24, MX	533-0488
COUNTERWEIGHT, 1015 LBS	337-9696
STABILIZER PADS, FLIP-OVER	9R-6007
INSTRUCTIONS, ANSI	559-0872
SERIALIZED TECHNICAL MEDIA KIT	421-8926
	551-6453
	456-3390
LINES, COMBINED AUX, E-STICK	548-1233
STANDARD RADIO (12V)	540-2298
COLD WEATHER PACKAGE, 120V	551-6940
AUTO-UP STABILIZERS	567-5090
PLATE GROUP - BOOM WEAR	270-3204
GUARD, STABILIZER	353-1389
LINES, HYD CPLR 15FT EXT PILOT	555-2397
PACK, DOMESTIC TRUCK	0P-0210
SHIPPING/STORAGE PROTECTION	461-6839
	462-1033
BUCKET-GP, 1.5 YD3, IT, BOCE	251-1792
COUPLER, PG, HYDR. D. LOCK, BHL	485-5303
BUCKET-SOIL, 24", 8.5 FT3	254-8941
BUCKET-HD, 12", 2.8 FT3	219-3411
BUCKET-GRADING, 47", BOCE/PIN	
PINS, BUCKET, BHL-F, 45MM-50MM (3 SETS)	388-9668 178-3593

WARRANTY & COVERAGE

Standard Warranty: 12 Months/Unlimited Hours Full Machine Standard Warranty

LIST PRICE	\$226,398.00
12" BUCKET	\$1,445.00
47" GRADING BUCKET	\$3,045.00
BUCKET-MP 1.4 YD3, IT BOCE	\$7,295.00
FREIGHT & DEALER PREP	\$3,220.00
SOURCEWELL GOVERNMENTAL DISCOUNT	(\$75,238.00)
NET BALANCE DUE	\$166,165.00
GOOD NEIGHBOR DISCOUNT	(\$2,900.00)
TRADE IN 430D (MP bucket, 3 rear buckets, frost tooth, & flip-over forks)	(\$21,000.00)
AFTER TAX BALANCE	\$142,265.00

SOURCEWELL CATERPILLAR CONTRACT # 032119-CAT

ADDITIONAL CONSIDERATIONS

• Delivery is out of our inventory and subject to prior sale.

F.O.B/TERMS:

Customer Site

EXTENDED WARRANTY OPTIONS:

Options to Add Extended Warranties: You have the option to add extended machine warranty. We can tailor these options available to you however you want. Just tell us what you need, and we will do our best to meet or exceed your expectations. Here are just a few examples of some Extended Warranty options:

	Sell
Warranty	
430-60 MO/2000 HR POWERTRAIN (Tier 4)	\$660.00
430-60 MO/2000 HR POWERTRAIN + HYDRAULICS + TECH (Tier 4)	\$2,370.00
430-60 MO/2000 HR PREMIER (Tier 4)	\$4,810.00



Memorandum

То:	Village President and Board of Trustees
From:	Phil Cotter, Director of Public Works
Subject:	Sale of Surplus Property - Caterpillar Backhoe Loader
Date:	December 18, 2023



Action Requested:

Staff recommends Village Board approval of a resolution declaring the Village's 2005 Caterpillar Backhoe Loader with attachments as municipal surplus property and authorizing its trade-in with the purchase of the 2023 Caterpillar Backhoe Loader to Altorfer Industries.

Funding Source:

The proposed CY 2024 Budget appropriates \$148,000 in the Capital Projects Fund (32-31-5945) for the purchase of a new backhoe loader.

Summary:

The Village owns and operates a 2005 Caterpillar 430D backhoe loader. This backhoe loader is one of the oldest units in Public Works' vehicle/equipment fleet and has exceeded its useful life of 15 years. This unit is used extensively for underground excavating and loading/unloading/moving various materials including salt, gravel, asphalt, tree logs/debris, and various other heavy objects. Due to the unit's age and mechanical condition, staff budgeted for a replacement backhoe loader in CY 2024 and seeks to declare the 2005 Caterpillar Backhoe Loader as municipal surplus property and trade the vehicle in to offset the cost of the purchase of a new backhoe (previous item on this meeting agenda).

In lieu of disposing of the 2005 Caterpillar backhoe loader unit as surplus property via online auction, staff recommends a trade-in of the unit. Altorfer has assessed the Village's 2005 backhoe loader and is offering \$21,000 as a trade-in amount. Staff believes this would be comparable to its value in the online auction market and therefore recommends the trade-in option.

Attachments:

Resolution

RESOLUTION NUMBER _____-23

RESOLUTION DECLARING CERTAIN EQUIPMENT AS SURPLUS AND AUTHORIZING THE DISPOSAL OF SAID EQUIPMENT VIA TRADE-IN TO ALTOFER INDUSTRIES

WHEREAS, the Village of East Dundee is a home rule unit of local government under and pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, has the authority to exercise any power and perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the Village Board has been advised that the following described property has been removed from service and is no longer needed by the Village:

ITEM DESCRIPTIONTRADE-IN VALUE1. 2005 Caterpillar Backhoe Loader
Product Identification Number - CAT0430DCBNK06582\$21,000.00

; and

WHEREAS, the Village Board has determined that the vehicles, equipment and other Village property so listed have been used beyond their economical and/or useful life and may be declared as surplus property; and

WHEREAS, pursuant to 65 ILCS 5/11-76-4 of the Illinois Municipal Code, the Village Board may authorize the disposal of surplus village property; and

WHEREAS, it is deemed necessary and desirable for the Village of East Dundee to trade-in the listed surplus item to Altorfer Industries.

NOW THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

Section One. Recitals. The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of East Dundee.

<u>Section Two</u>. Disposal of Surplus Property. That the Village of East Dundee, acting by and through its President and Board of Trustees, approves the trade-in of the 4895-9915-8911, v. 1

equipment so listed by the Village Administrator and has determined the item to be surplus property as identified.

<u>Section Three.</u> Proceeds. That the proceeds from the trade-in of the surplus property will be deposited in the appropriate Village fund from which the property was originally purchased.

Section Four. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

Section Five. Publication. This resolution shall be in full force and effect forthwith upon its adoption, approval and publication in pamphlet form as provided by law.

Adopted this day of follows:	, 2023, pursuant to a roll call vote as
AYES:	
	day of, 2023.
ATTEST:	JEFF LYNAM, President
KATHERINE DIEHL, Village Clerk	
Recorded in the Village Records on	, 2023.

Memorandum

To: Village President and Board of Trustees
From: Erika Storlie, Village Administrator
Subject: Approval of an Indemnity Agreement for 110 Railroad
Date: December 18, 2023



Action Requested:

Staff recommends Village Board approval of resolution authorizing the Village Administrator to execute an Indemnity and Hold Harmless Agreement ("Agreement") allowing the former owner to take full responsibility for any and all liability caused by the subtenants remaining on 110 Railroad after the conclusion of the master lease.

Summary:

October 16, 2023, the Village Board of Trustees passed Ordinance No. 23-48 approving the purchase by the Village and lease back to Deloris Doederlein ("Former Owner") of 110 Railroad, East Dundee, Illinois ("Subject Property").

The Purchase and Sales Agreement executed by both parties required the seller to have any subtenants on the property execute a lease agreement and provide proof of insurance to protect the Village. The seller has failed to deliver these leases and instead has requested to indemnify the Village on behalf of her tenants. This is memorialized in the attached agreement and suitably protects the Village in lieu of the leases. This document is being retroactively approved in order to not delay the closing on the property which is set for December 15, 2023.

Fully executed copies of the agreement will be provided to the Village by the title company after closing.

Attachments:

Resolution Indemnity Agreement

RESOLUTION NUMBER __-23

A RESOLUTION APPROVING AND RATIFYING THE VILLAGE ADMINISTRATOR'S EXECUTION OF AN INDEMNITY AND HOLD HARMLESS AGREEMENT REGARDING THE LEASE BACK OF 110 RAILROAD, IN THE VILLAGE OF EAST DUNDEE

WHEREAS, the Village of East Dundee (*"Village"*) is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, on October 16, 2023, the Village Board of Trustees passed Ordinance No. 23-48 approving the purchase by the Village and lease back to Deloris Doederlein ("*Former Owner*") of 110 Railroad, East Dundee, Illinois ("*Subject Property*"); and

WHEREAS, under the lease back to Current Owner ("*Industrial Lease*"), two subtenants currently occupying portions of the Subject Property were to execute sublease agreements as set forth in the Industrial Lease("**Subleases**") and provide proof of insurance; and

WHEREAS, Former Owner could not procure signatures from subtenants on the Subleases and insurance certificates; and

WHEREAS, the closing for the Subject Property was scheduled for December 15, 2023; and

WHEREAS, in an effort to finalize the closing of the Subject Property, Former Owner agreed to execute an Indemnity and Hold Harmless Agreement ("*Agreement*") in favor of the Village, whereby Former Owner agrees to take full responsibility for any and all liability caused by the subtenants remaining on the Subject Property, including, but not limited to, any necessary eviction actions; and

WHEREAS, without the execution of the Agreement, the closing would have been delayed; and

WHEREAS, the Village Board of Trustees finds it in the best interests of the Village to approve and ratify retroactively the Village Administrator's execution of the Agreement in order to effectuate the closing; and

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of East Dundee, Cook and Kane Counties, Illinois, as follows:

<u>Section One</u>. <u>Recitals</u>. The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of East Dundee.

<u>Section Two</u>. <u>Approval of Agreement.</u> The Village Board of Trustees hereby approves and ratifies the Village Administrator's execution of the Agreement in order for the sale of the Subject Property to close on December 15, 2023; the executed Agreement is attached hereto as <u>Exhibit A</u>.

<u>Section Three</u>. <u>Authorization</u>. The Village Administrator and Village Clerk are retroactively authorized and approved to execute the Agreement on behalf of the Village as of the date the Agreement was executed.

Section Four. Effective Date. This Resolution shall be in full force and effect from and after its passage by a vote the Village Board of Trustees and approval in the manner required by law.

[SIGNATURE PAGE TO FOLLOW]

PASSED this	sday of	2023 pursuan	t to a roll call vote as follows:
AYES:			
NAYES:			
ABSENT:			
	APPROVED by me this	of	2023.

Jeffrey Lynam, Village President

ATTEST:

Katherine Diehl, Village Clerk

INDEMNITY, HOLD HARMLESS AND RELEASE AGREEMENT

This Indemnity, Hold Harmless and Release Agreement (the "*Agreement*") is made and entered into and effective this ______ day of December, 2023, by and between the VILLAGE OF EAST DUNDEE, an Illinois home-rule municipal corporation ("*Village*"), and DELORIS DOEDERLEIN, an individual, on behalf of herself and as Trustee of the DELORIS DOEDERLEIN LIVING TRUST, dated September 26, 1995 (collectively, "*Doederlein*"), (the Village and Doederlein each individually being a "*Party*" and collectively being the "*Parties*") with reference to the following:

WHEREAS, Doederlein is the current owner of the real property commonly known as 110 Railroad Street, East Dundee, Illinois, and which is legally described on <u>Exhibit A</u> attached hereto ("*Property*"); and

WHEREAS, Doederlein is under contract to sell the Property to the Village, with a closing date to occur on or about December 15, 2023 ("*Closing*"); and

WHEREAS, pursuant to the Real Estate Purchase and Sales Agreement whereby Doederlein has agreed to convey title to the Property to the Village in exchange for good and valuable consideration, the Parties have agreed, upon closing, to lease-back the Property to Doederlein pursuant to a Industrial Building Lease Agreement ("*Master Lease*"), a true and correct copy of which is attached hereto and incorporated herewith as <u>Exhibit B</u>; and

WHEREAS, currently, Doederlein has two tenants occupying a portion of the Property: Bonkoski Lawn Care, Inc., an Illinois corporation ("*Bonkoski*"), and Greg Capocasa, d/b/a Mid Valley Glass & Service ("*Mid Valley*") (Bonkowski and Mid Valley may be collectively referred to as the "*Tenants*, or individually as "*Tenant*"); and

WHEREAS, pursuant to the Master Lease, the Tenants were to sign and execute individual leases, which were to become sublease agreements ("*Subleases*") under the Master Lease with the understanding that Doederlein would be responsible to act as Landlord to the Tenants even though the Subleases would be assigned to the Village; and

WHEREAS, Tenants have refused to execute the Subleases and have failed to provide adequate proof of liability insurance for their portion of the rented Property; and

WHEREAS, the refusal by Tenants to execute the form sublease agreements and provide proof of adequate liability insurance for their portion of the rented Property may expose the Village to certain damages or liability upon, and after, Closing, for which, the Village is not willing to accept as a risk; and

WHEREAS, the Parties recognize that time is of the essence for closing on the Property, and continued negotiations with Tenants by Doederlein may result in the Property not closing; and

WHEREAS, Doederlein, in an effort to sell and close on the Property, agrees to accept the risk of continued occupation of the Tenants at the Property, and has agreed to indemnify and hold

the Village harmless for any actions, claims, damages or liability incurred as a result of the Tenants' occupation at the Property, including, but not limited to, Tenants' failure to vacate the Property pursuant to any written or oral lease agreements.

NOW THEREFORE, in consideration of the mutual obligations, representations and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. **<u>RECITALS</u>**; **DEFINITIONS**. The recital paragraphs of this Agreement are hereby acknowledged by the Parties to be true and accurate in all material respects and are made a part hereof.

INDEMNITY, HOLD HARMLESS, AND RELEASE. Doederlein hereby 2. agrees to indemnify, save and hold the Village, its elected and appointed officials, employees, contractors, successors and assigns harmless from and against any and all liabilities, obligations, losses, damages, costs and expenses (including without limitation, reasonable attorneys' fees), pay, protect, prosecute, defend (at Doederlein's cost and with attorneys reasonably acceptable to Village) causes of action, suits, including, and without limitation, eviction proceedings against Tenants for violation of any written or oral lease agreements, deficiencies in insurance coverage by the Tenants that result in a loss to the Village, holding over tenancy, claims, demands and judgments of any nature or description whatsoever (collectively, "Costs") which may at any time be imposed upon, incurred by or awarded against the Village as a result of the Tenants' occupation at the Property. Doederlein does hereby remise, release, waive, and forever discharge the Village from any and all manner of claims, demands, damages, and any causes of action of any nature, whether at law or in equity, whether known or unknown, accrued or unaccrued, existing or to be acquired, as a result of the Tenants' occupation at the Property (collectively, the "Claims"). Other than the obligation to obtain executed Subleases and proof of adequate liability insurance from the Tenants as set forth in this Agreement, nothing herein shall contradict, modify, amend or affect the Master Lease and the Parties' obligations under the Master Lease shall remain unchanged unless specifically modified herein.

3. **EVICTION**. Should either Tenant: (a) violate the terms and conditions of any oral or written lease agreements; (b) conduct any activity contrary to local, state or federal laws or regulations on the Property; or (c) hold over tenancy beyond the term of the Master Lease, Doederlein (at her sole cost and expense as provided for in Section 2 herein), at Village's written request must initiate eviction proceedings in the Sixteenth Judicial Circuit, Kane County against Tenant(s) within ten (10) days of receiving Notice as set forth under Section 4 herein.

4. **NOTICES**. All notices to be given hereunder shall be personally delivered, sent by facsimile transmission, sent by overnight courier, sent by electronic mail, or sent by U.S. mail, with postage prepaid, to the Parties at the following addresses (or to such other or further addresses as the parties may hereafter designate by like notice similarly sent):

TO DOEDERLEIN: DeLoris Doederlein, an individual and as Trustee of the DeLoris Doederlein Living Trust 525 Reese Ave. East Dundee, IL 60118

With a copy to:	Gary M. Vanek and Lindsay K. Sanchez Vanek, Larson & Kolb 200 W. Main St. St. Charles IL 60174 gvanek@vlklawfirm.com lsanchez@vlklawfirm.com
TO VILLAGE	 Village of East Dundee c/o Village Administrator 120 Barrington Ave. East Dundee, IL 60118
With a copy to	 Elrod Friedman LLP ATTN: Kelley A. Gandurski 325 North LaSalle Street, Suite 450 Chicago, IL 60654 Email: Kelley.Gandurski@elrodfriedman.com

All notices sent by mail shall be deemed effectively given on the business day next following the date of such mailing. All notices personally delivered, sent by facsimile transmission, sent by electronic mail or sent by overnight courier shall be deemed effectively given on the date of such delivery.

5. <u>COMPLETE AGREEMENT</u>. This Agreement may be extended, modified or terminated only by a written amendment signed by each Party; is not assignable by any Party and shall be governed by the laws of the State of Illinois; is the complete agreement between the Parties regarding the subject matter hereof; and may be executed in any number of counterparts, each of which shall be deemed to be an original.

6. **ENFORCEABILITY**. If any provision of this Agreement shall be deemed to be invalid or unenforceable to any extent, the remainder of this Agreement and the application of the provisions shall be enforced to the greatest extent permitted by law. The captions used in each section of this Agreement are for convenience only and shall not be deemed to affect, enlarge, limit or otherwise modify the meaning or the language of this Agreement. This Agreement shall inure to the benefit of and be binding upon each of the Parties hereto and their respective heirs, successors and permitted assigns.

8. <u>AUTHORIZATION</u>. The undersigned specifically represent that they are authorized to execute this Agreement and that the Parties have the right and capacity to perform the acts contemplated by this Agreement.

[Remainder of Page Left Intentionally Blank.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date set forth above.

DELORIS DOEDERLEIN, AN INDIVIDUAL AND AS TRUSTEE OF THE DELORIS DOEDERLEIN LIVING TRUST dated September 26, 1995:

VILLAGE OF EAST DUNDEE, an Illinois municipal corporation

	By:
By:	Name: Erika Storlie
	Title: Village Administrator
Name: Deloris Doederlein,	
as Trustee	
	ATTEST:
By:	By:
Name: Deloris Doederlein, an	Name: Katherine Diehl
individual	Title: Village Clerk
	Date executed:, 2023
Date executed:, 2023	

EXHIBIT A

LEGAL DESCRIPTION OF PARCEL

(To be confirmed with the Title Company and Surveyor)

LOTS 1,2,3,4,5,6,7,8,9,10 AND 11 IN BLOCK 1 OF EDWARD'S ADDITION TO THE VILLAGE OF EAST DUNDEE, IN SECTION 23, TOWNSHIP 42 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN IN KANE COUNTY, ILLINOIS.

Commonly known as 110 Railroad St. East Dundee, IL. PIN 03-23-314-001-0000.

EXHIBIT B

INDUSTRIAL BUILDING LEASE AGREEMENT

Memorandum

To:Village President and Board of TrusteesFrom:Phil Cotter, Director of Public WorksSubject:Riverfront Master Plan – Project UpdateDate:December 18, 2023



Action Requested:

Staff requests Village Board discussion of the Riverfront Master Plan which is currently in the process of being developed.

Summary:

A representative from Hitchcock Design Group ("HDG"), the Village's consultant leading this study, will attend Monday night's meeting to present an update on the project. More specifically, HDG will review the status of the first three phases of the study and begin the fourth phase. The five phases are identified below:

- 1) Analyze Inventory and Analysis Phase (Completed)
- 2) Connect Public Engagement (Completed)
 - a) Online Survey
 - b) Stakeholder Meetings
- 3) Envision Alternative Strategies (Completed)
- 4) Prioritize Preferred Strategies (projected completion end of January)
- 5) *Implement* Action Plan, Develop Report (projected completion end of March)

This project is now moving into the *Prioritize* phase as the *Analyze, Connect*, and *Envision* phases are complete. This coming Monday night, HDG and Village staff will review the conceptual plans presented at the open house, facilitate discussion of the feedback that was received during/after the open house and the most recent online survey (69 responses), and seek feedback from the Village Board regarding short-term and long-term priorities along the riverfront corridor. The slideshow presentation includes a list of ongoing initiatives and proposed implementation priorities that will be presented and discussed in more detail.

Legislative History:

On December 19, 2022, the Village Board approved a contract with HDG to develop a Riverfront Master Plan to encompass the area from the Village's north border to the south border along the Fox River. The goals of the plan are to develop a set of actionable recommendations to enhance access to the Fox River, connect the Fox River more with the downtown area, and to beautify the Village's precious natural asset.

Attachments

Open House Summary Community Input Summary Presentation



Meeting Summary

Date:	October 24, 2023
Time:	4:30 PM
Location:	Rakow Center, 665 Barrington Ave., Carpentersville, IL 60110
Attendees:	Phil Cotter, Village of East Dundee (VED) Lara Barnas, Hitchcock Design Group (HDG) Caitlin Osburn, HDG East Dundee Community Members (29 Attendees)

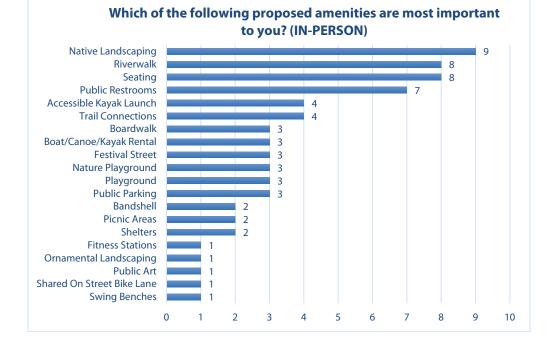
RE: East Dundee Riverfront Master Plan Community Input Meeting

Purpose of Meeting: Community input meeting

Community Meeting Input Summary:

Attendees were presented with the East Dundee Riverfront Master Plan and each of the phases were explained for the planning area and its four segments, Water Street – North Segment, William Bartels Park, Water Street – South Segment, and Haeger Property Redevelopment. The design boards for the four segments were presented and HDG requested feedback from the community. Comment cards were passed out and participants were asked to select the most important amenities that they would like to see in the Master Plan, and to write down their comments and suggestions. A group discussion took place and the comments from that discussion are listed under Additional Comments.

1. The table below summarizes the most important amenities that the participants would like to see in the Master Plan.



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Village of East Dundee East Dundee Riverfront Master Plan Page 2

- 2. Participants were asked to write down all their comments and suggestions for the Village's future relating to the East Dundee Riverfront Master Plan. HDG staff organized the responses into the following categories:
 - a. Water Street Improvements and Impacts to Local Businesses
 - i. Concerns with closing Water Street and its effect on local businesses
 - ii. Speed on Water Street is a concern. No police enforcement
 - iii. Semi-trucks are a concern on Water Street. Community recommended the trucks to be re-routed
 - iv. Loss of parking for local businesses with potential improvements is a concern
 - v. Noise level increase with potential improvements for street festivals
 - vi. Removal of private businesses is a concern
 - b. Haeger Property Redevelopment
 - i. Potential for open space
 - ii. Minimize multi-family development
 - iii. The building/facility needs to be redeveloped
 - c. Park Amenities
 - i. Shelter with game tables
 - ii. Coffee machines or potential coffee shops
 - iii. Add bike pathways
- 3. Additional In-Person Comments
 - a. The creek that flows into the Fox River near Railroad Street is called Macintosh Creek
 - b. There are private properties on Water Street near the intersection of Jackson that are shown to be removed with the proposed improvements for an expanded park and main street. One of the property owners was in attendance and had asked for clarification on the schedule and what the plans were with the potential impacts to his property and that he was not in favor of having to be relocated.
 - c. VED had expressed that the master plan is estimated to be implemented over 5, 10, or even 20 years and are dependent on funding and community approval.
 - d. VED had stated that there are mandated public works improvements for lead pipe removal that are a high priority and that will have to be considered and performed in conjunction with these potential Village improvements.
 - e. Community members had expressed a need for parking for the new parks and expanded parks. VED had stated that there were plans to provide adequate parking for the park improvements.
 - f. Funding for the projects was a concern of the residents and VED had stated that the taxes would not increase for the park improvements and that the funding source would be through grants.
 - g. Concerns were raised about the lack of policing on Water Street and that the traffic calming that was shown on the plans would not be enough to address the speeding. VED stated that they would raise their concerns with the East Dundee Police.
 - h. There was a request for continued maintenance of the waterfront vegetation. VED confirmed that it would remain.
 - i. A community member recommended making Water Street one-way in the South Segment plans. VED stated that this improvement would be explored.
 - j. Further research into the archeological history of the area was suggested by a community member.
 - k. Better signage and wayfinding for Water Street and the downtown area was recommended.



Village of East Dundee East Dundee Riverfront Master Plan Page 3

- There is a similar manufacturing facility to Haeger Property in Harvard, Illinois, that has been redeveloped into an art collective called the Starline Factory. It was a suggestion for the redevelopment of Haeger Property into something similar.
 m. There were concerns that there would be an increase in bars with the redevelopment.

CC: Attendees



Community Input Summary

Date: November 8, 2023

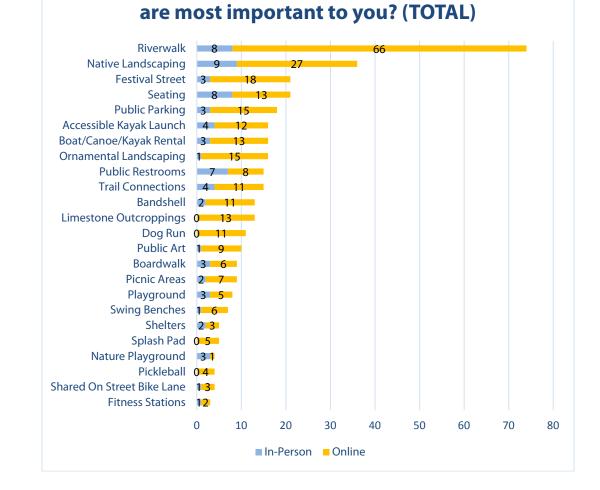
RE: East Dundee Riverfront Master Plan Community Input

Community Input Summary:

A community meeting was held on October 24th, 2023, to obtain feedback for the East Dundee Riverfront Master Plan. Participants were asked to fill out comment cards and to select the most important amenities that they would like to see in the Master Plan, and to write down their comments and suggestions. An online survey was also provided for the community to provide feedback.

1. The table below summarizes the most important amenities that the participants would like to see in the Master Plan from both the online survey and in-person comment cards.

Which of the following proposed amenities



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- Which of the following proposed amenities are most important to you? (ONLINE) Riverwalk 66 Native Landscaping 27 **Festival Street** 18 **Ornamental Landscaping** 15 **Public Parking** 15 Boat/Canoe/Kayak Rental 13 Limestone Outcroppings 13 Seating 13 Accessible Kayak Launch 12 Bandshell 11 Dog Run 11 Trail Connections 11 Public Art 9 Public Restrooms 8 Picnic Areas Boardwalk 6 Swing Benches 6 Playground 5 Splash Pad 5 Pickleball 4 Shared On Street Bike Lane 3 Shelters 3 Fitness Stations 2 Nature Playground 1 0 10 20 30 40 50 60 70
- 2. The table below summarizes the most important amenities that the participants would like to see in the Master Plan from the online survey.

- 3. Online participants were asked to write down all their comments and suggestions for the Village's future relating to the East Dundee Riverfront Master Plan. HDG staff organized the responses into the following categories:
 - a. Water Street Improvements and Circulation
 - i. Reinforce bike safety.
 - ii. On street bike lanes are not recommended and there is a fear for the biker's safety.
 - iii. There were concerns about construction activities causing more traffic.
 - iv. Adding a pedestrian bridge closer to downtown.
 - v. Add more restaurants.
 - b. William Bartels Park
 - i. A community member stated that the park has newer playground equipment, fencing, amenities and improvements are not needed.
 - ii. The improvements make a lot of sense and could be a welcome focal point for the community.



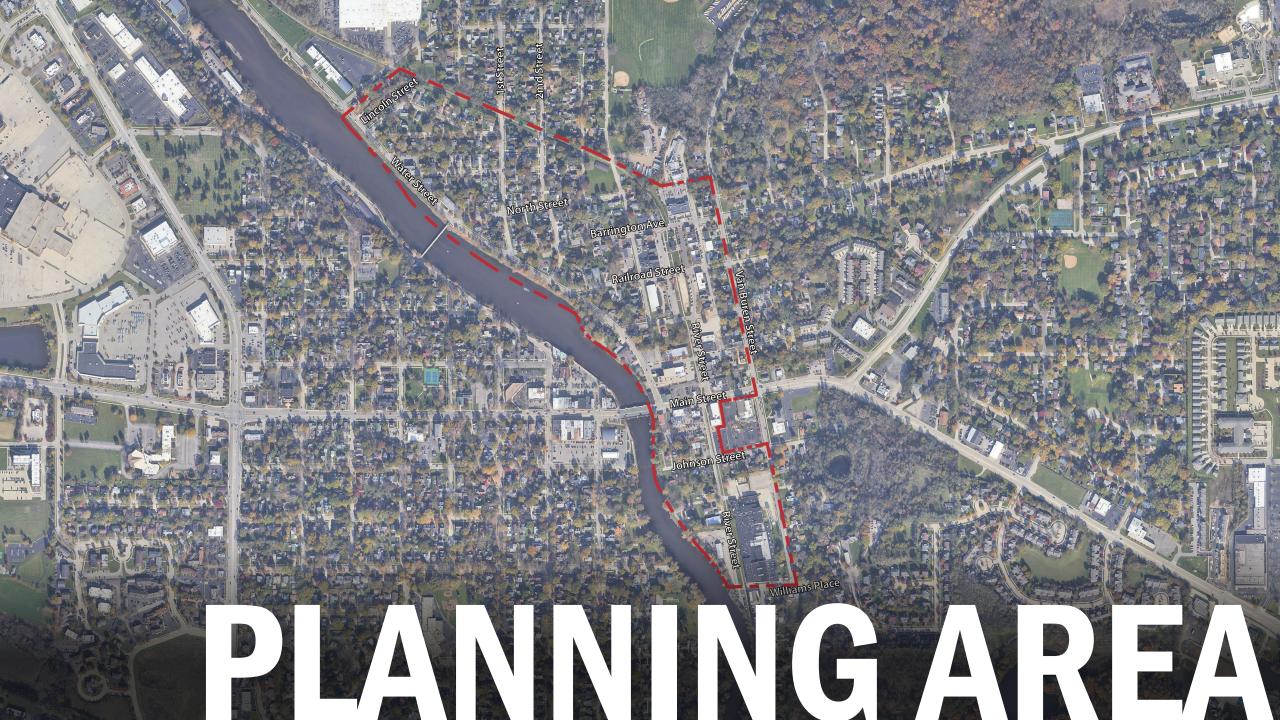
Village of East Dundee East Dundee Riverfront Master Plan Page 3

- iii. Retain the basketball court.
- iv. Add a welcome tower/chimney swift tower combination.
- v. A community member is in favor of the new design and extending the park to the river.
- c. Haeger Property Redevelopment
 - i. Potential for open space and gathering.
 - ii. In favor of adding a parking lot for Haeger and removing parking at Barrington Avenue.
 - iii. Pickleball to be multi-sport to allow for flexibility in the future.
 - iv. Prefer to have tennis court and small soccer/futsol court versus pickleball.
 - v. Add pathway loops along the river.
 - vi. Brick pavers are not needed.
 - vii. A few members are not in favor of an amphitheater and would prefer a passive park.
- d. Park Maintenance
 - i. Potential increase in maintenance with the improvements and an increase in personnel.
 - ii. Increase funds to paving improvements of existing infrastructure versus adding infrastructure.
- e. Historical Significance
 - i. Requests to keep East Dundee a historic area.
- f. Native Landscaping and Wildlife
 - i. Plant more natives and cater to the wildlife more.
 - ii. Native restoration along the riverfront and less clearcutting.
 - iii. Native restoration specifically at the area north of Rt 72 and removal of invasives.

cc: Attendees

= EAST= DUNDEF TLE HITCHCOCK DESIGN GROUP **Riverfront Master Plan**







EXISTING CONDITIONS



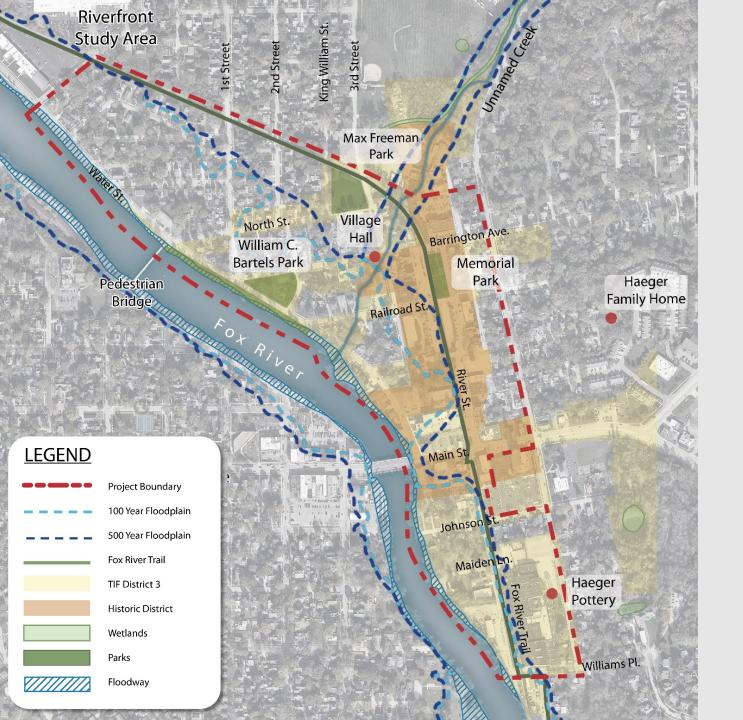








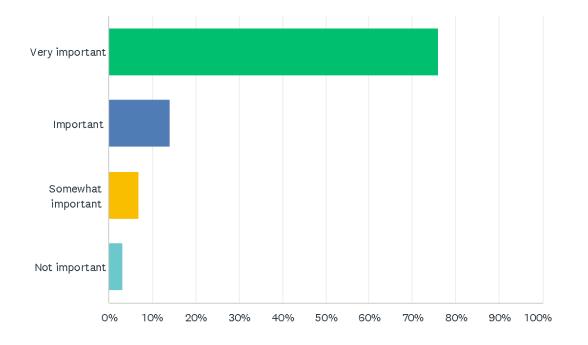




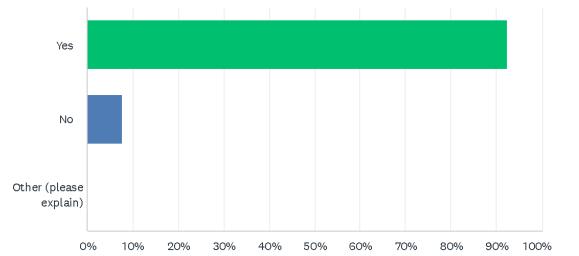
ANALYZE: Inventory & Analysis

- Corridor Inventory
- Jurisdictional Constrains
- Site Analysis Mapping
- Establish Goals and Objectives

Q10 How important is the river to East Dundee's identity?



Q11 Should the Village of East Dundee improve and enhance the river and/or the riverfront experience through East Dundee?

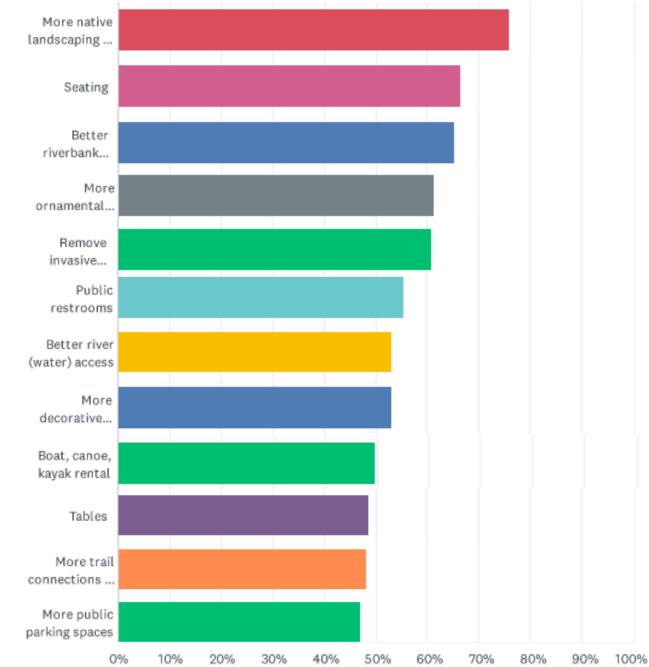




CONNECT: Public Engagement

- Online Survey
- Stakeholder Focus Groups
- Community Open House

Q13 If you answered "yes", please tell us what improvements will enhance the Fox River and/or the East Dundee Riverfront? Check all that apply.



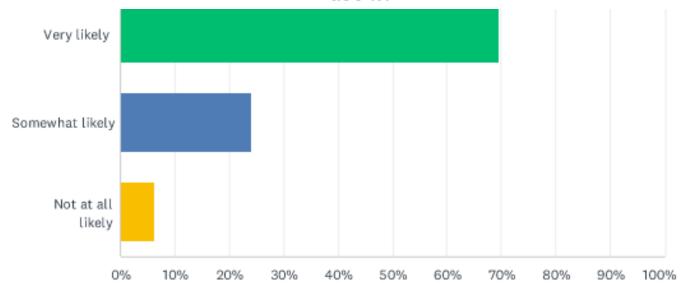


CONNECT:

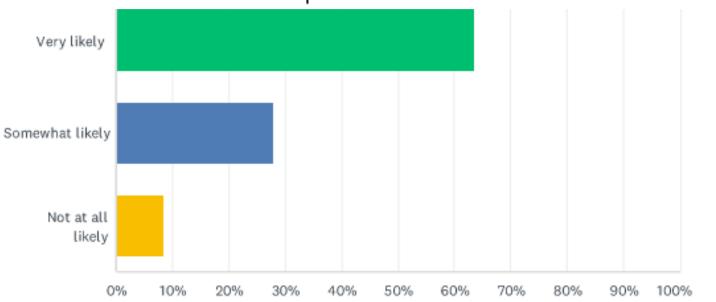
Public Engagement

• Online Survey Results

Q19 If the river and/or riverfront are improved, how likely would you be to use it?



Q20 If the Village invests in improving the riverfront area, would you support the Village allocating finances and resources towards the improvements?

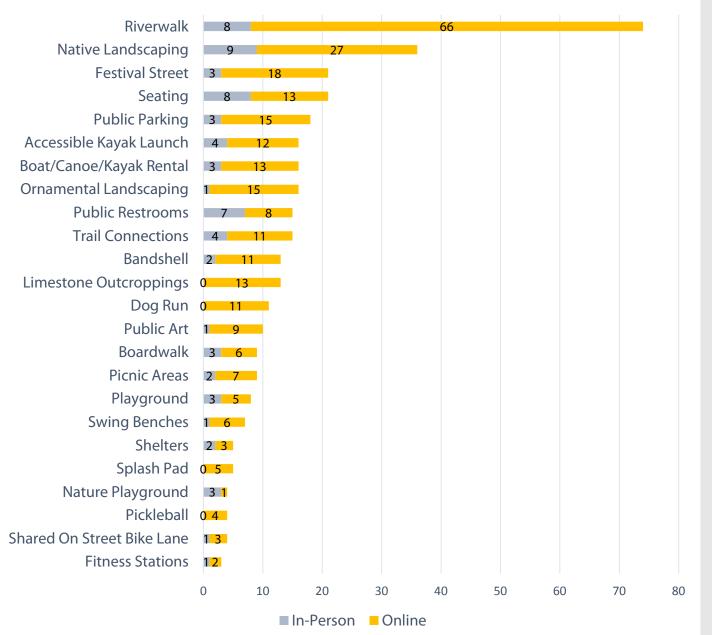




CONNECT: Public Engagement

• Online Survey Results

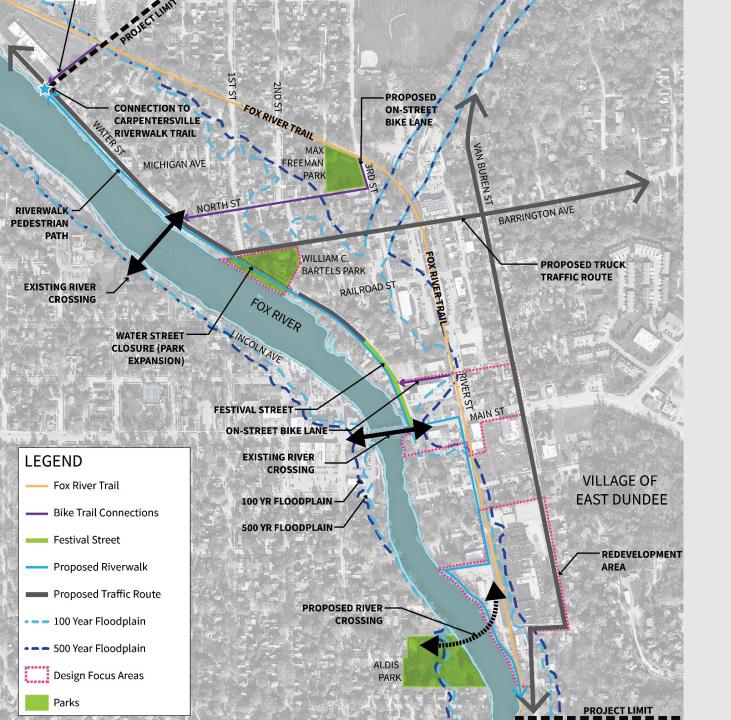
Which of the following proposed amenities are most important to you? (TOTAL)





CONNECT: Public Engagement

- Community Input In-Person
- Community Input Online



ENVISION:

Alternative Framework Plans

- Strategy Development
- Collaborative Process
- Visioning Exploration



rot

RILER

INCOLNAVENUE

LEGEND

- Riverfront Trail 6ft width **Riparian Restoration** D Seating Plaza Art / Sculpture E Limestone Outcropping G Raised Pedestrian Crosswalk
 - Trailhead Signage
 - **On-Street Bike Lane**
 - Road Width Reduction 12ft lanes
 - R Road Width Reduction - 10ft lanes

NORTH

MICHIGAN AVENUE

ENVISION:

Water Street – North Segment













LEGEND

- Riverfront Trail 8ft width
 Community Pavilion
 Riparian Restoration
 Swing Benches
 Art / Sculpture
 Limestone Outcropping
 Nature Play Environment
- Gateway Wall Feature
 - Galeway wall realure
- Reroute Water Street
- Road Width Reduction 12ft lanes

1ST STREET

BARRINGTON AVE.

FOXRIVER

🚯 Road Width Reduction - 10ft lanes

















Potential Redevelopment Area FEMA Hazard Mitigation Assistance for flood-prone properties

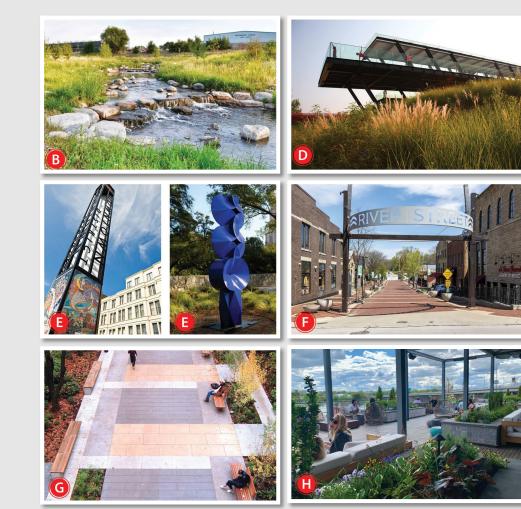
HILL STREET

ENVISION:

JACKSON

MAIN ST

Water Street – South Segment



LEGEND

 (\mathbf{A}) Riverfront Trail - 8ft width B **Channel Enhancement** O **Riparian Restoration** D

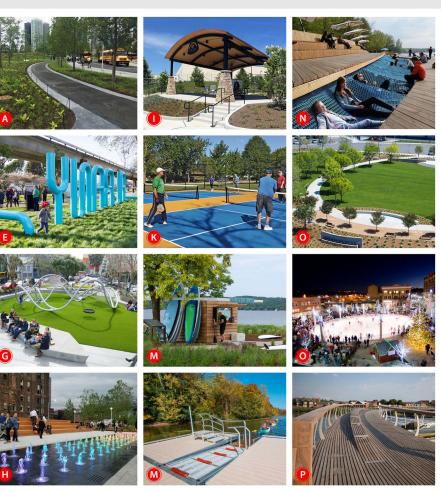
FO+ RIVER

- **River** Overlook
- E Art / Sculpture
- Ð **Gateway Feature**
- G Specialty Paving
- Ð **Rooftop Dining**
- (\mathbf{I}) Festival Street - 10ft Lanes
- Main Street Streetscaping (J)



ENVISION:

Haeger Property Redevelopment



ONGOING INITIATIVES

- Shoreline Restoration / Enhancement
- Removal of Invasive Vegetation
- Installation of Native Plantings
- Property Acquisition and Development
- Consider and Develop Grant Opportunities
 - FEMA Hazard Mitigation Assistance
 - Land and Water Conservation Fund (LWCF)
 - Open Space Land Acquisition Development (OSLAD)
 - Regional Trails Program (RTP)
 - Tourism Attraction Grant Program (TAG)
 - Community Development Block Grant

PRIORITIZE: PROPOSED IMPLEMENTATION

PRIORITIES



PRIORITY 1 – William Bartels Park

Plan/Design/Construct Park Improvements

PRIORITY 2 – Water Street North Segment (North of Railroad Street)

 Plan/Design/Construct Water Street North Segment

PRIORITY 3 – Haeger Property Redevelopment

 Acquire/Plan/Design/Construct Haeger Property Redevelopment

PRIORITY 4 - Water Street South Segment (Railroad Street to Main Street)

 Acquire/Plan/Design/Construct Water Street South Segment

= EAST= DUNDEF TLE HITCHCOCK DESIGN GROUP **Riverfront Master Plan**

Memorandum

То:	Village President and Board of Trustees	=EAST=` Jundee
From:	Erika Storlie, Village Administrator Brandiss J. Martin, Finance & Administrative Services Director	JUNUEC ** 7. 18 ^{B1}
Subject:	FY 2024 Budget	
Date:	December 18, 2023	

Action Requested:

Staff recommends Village Board approval of an ordinance adopting the FY 2024 Budget.

Summary:

The Fiscal Year 2024 Budget was presented to the Village Board on November 6, 2023 at the Budget Workshop and at the November 20, 2023 Village Board Meeting for a final review and discussion before the Public Hearing which was held on December 4, 2023. After various Board discussions and considerations, the final Fiscal Year 2024 Budget is presented for approval and adoption with the following additions and changes:

- 1. Final review of SY2023 revenues and expenditures (reviewed through December 11, 2023)
- 2. Addition of the purchase of 304 Hill & 309 Jackson in the amount of \$378,000
- 3. Included an allocation for the Depot Council in the amount of \$10,000
- 4. Reduced the allocation for the Arts Council from \$50,000 to \$40,000
- 5. Eliminated a new initiative for the interior painting of well #3 in the amount of \$11,000 to be performed in house

Additional details regarding the FY 2024 Budget can be found in the Budget Highlights within the budget document.

Attachments:

Ordinance Adopting the FY 2024 Budget Village of East Dundee FY 2024 Budget

ORDINANCE NUMBER 23-____

ORDINANCE ADOPTING THE 2024 FISCAL YEAR BUDGET

WHEREAS, the Village of East Dundee is a home rule unit of local government under and pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, has the authority to exercise any power and perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the Village determined that it was in the public interest to provide for the budget procedure and adopted such procedure by ordinance as established by law pursuant to Illinois Compiled Statutes, 65 ILCS 5/8-2-9.1 through and including 8-2-9.10; and

WHEREAS, the Budget Officer has compiled a budget for fiscal year 2024 as provided pursuant to Illinois Compiled Statutes, 65 ILCS 5/8-2-9.3 et seq.; and

WHEREAS, the corporate authorities have made the proposed 2024 Fiscal Year Budget conveniently available for public inspection at least ten (10) days prior to the public hearing on the budget and copies have been made available at the East Dundee Village Hall; and

WHEREAS, notices of availability for public inspection of the budget and of the public hearing have been given at least ten (10) days prior to the time of the hearing by publication in a newspaper having general circulation in the municipality; and

WHEREAS, not less than one week after the publication of the tentative stub budget and prior to final action on the budget, the corporate authorities have held at least one (1) public hearing on the tentative annual budget, after which the budget may be further revised and passed without further inspection, notice or hearing.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

Section One. The 2024 Fiscal Year Budget attached hereto and made a part hereof is hereby passed and adopted by a majority vote of the corporate authorities now holding office, including the President of the Board, which passage and approval is before

the beginning of the fiscal year for 2024. Passage of the 2024 Fiscal Year Budget Ordinance shall be in lieu of an annual appropriation ordinance as required by 65 ILCS 5/8-2-9.

<u>Section Two</u>. Severability. If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the validity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

Section Three. **Repeal**. All ordinances, resolutions, motions or parts thereof in conflict herewith shall be and the same are hereby repealed.

Section Four. **Publication.** This ordinance shall be in full force and effect forthwith upon its adoption, approval and publication in pamphlet form as provided by law.

follows		day of	, 20	24, pursuant to a roll call vote as
AYES	:			
NAYE	S:			
ABSE	NT:			
	Approved by m	e this	day of	, 2024.
		J	EFFREY LYN	AM, President
Publis of the	hed in pamphlet form t President and Board o	his o f Trustees.	day of	, 2024, under the authority
ATTE	ST:			
KATH	ERINE DIEHL, Village	Clerk		
Recor	ded in the Village Reco	ords on		_, 2024.

Village of East Dundee

January 1, 2024 – December 31, 2024

Comprehensive Budget



Create a Well-Known, Livable, Walkable Community

Financial Stability and Sustainability

Sustainable Infrastructure and IT

Economic Development Sustainable Service Delivery through Staff Support and Development

Village of East Dundee, 120 East Barrington Avenue, East Dundee, IL 60118
www.eastdundee.net
847-426-2822

Principal Officials

VILLAGE PRESIDENT

Jeffrey J. Lynam (Term Expires April 2025)

VILLAGE TRUSTEES

Sarah Brittin (Term Expires April 2025)

(Term Expires April 2027)

(Term Expires April 2025)

Kathleen Mahony

Tricia Saviano

Scott Kunze (Term Expires April 2027)

Andy Sauder (Term Expires April 2025)

Rich Treiber (Term Expires April 2027)

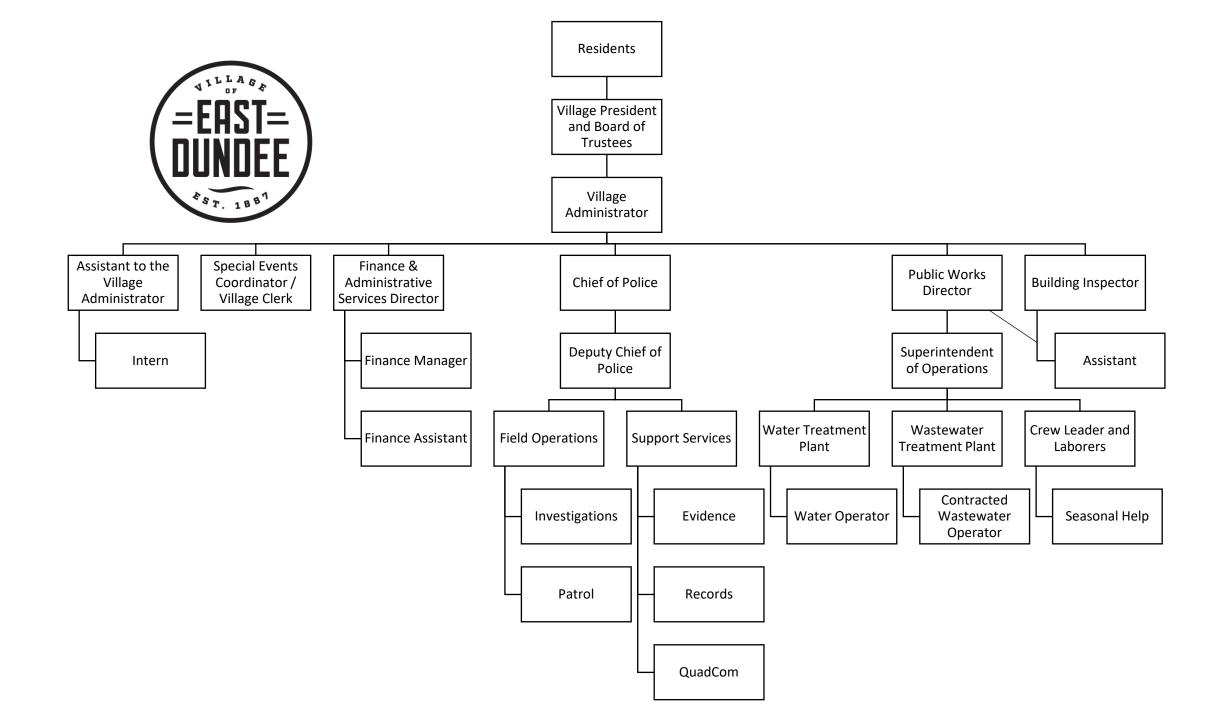
MANAGEMENT STAFF

Erika Storlie Village Administrator

Chris Ranieri Building Superintendent Brandiss J. Martin Finance/Administrative Services Director

> Philip Cotter Director of Public Works

Joshua Fourdyce Police Chief





December 18, 2023

To the Honorable Village President Jeffrey Lynam, Board of Trustees and Village of East Dundee Residents:

I am pleased to submit the Village of East Dundee's Annual Budget for Fiscal Year 2024, which begins January 1, 2024 and ends December 31, 2024. This will be the Village's very first Calendar Year budget which will be beneficial in bidding for future construction projects as well as aligning the budgeting process with the tax levy year for better pension contribution determination.

The core purposes of the Village's budget include estimating the financial resources that will be available to the Village during the budget year and authorizing a spending plan that utilizes those financial resources to fund the services, programs, projects, and events that the Village Board has determined should be provided to the community. The budget is developed and modified through an extensive review process involving the Board of Trustees and Village staff. It reflects an ongoing commitment by the Village government to ensure East Dundee is a community that is a great place to live, work, and play.

The Village's budget is a wide-ranging financial plan which not only projects annual revenues, operating expenses, and capital investments for the coming year, but also provides a clear reflection of the Village's goals and strategic priorities. The Village's strategic plan was established in 2019 and includes the following: *create a well-known, livable, walkable community; financial stability and sustainability; sustainable infrastructure and IT; economic development*; and *sustainable service delivery through staff support and development*. These strategic goals have served to underscore the values inherent in the Village Board's vision and stewardship of the community's resources.

Like most municipalities, the Village has limited resources available to fund its services, programs, and infrastructure improvement needs. The process of developing the annual budget includes a thorough assessment of the external environment so the Village can effectively respond to potential fluctuations in its resources.

The FY 2024 Budget demonstrates the Village's continued commitment to delivering exceptional service at a value to residents, businesses, and other community stakeholders. The budget also builds on the positive budget performance of the prior year. Below is a list of noted accomplishments based on the Village's strategic goals and challenges of SY 2023:

Create a Well-Known, Livable, Walkable Community

• Continued publication of *Depot Life* on a bi-monthly basis.

- Total Facebook "Likes" increased 58% due to regular and engaging use of the Village's Facebook page.
 - The Village's page reaches 88,553 people and has 24,417 page visits which is a 26% decrease from FY2023.
 - Maintained a 100% response rate to Facebook messages received.
- Police department collaborated with Santa's Village management to improve safety.
- Named Tree City USA community for the 6th consecutive year

Financial Stability and Sustainability

- Updated the Vehicle & Capital Improvement Plan.
- Continued to update the Village's long-term financial projections.
- Continued to maintain a conservative approach to spending to ensure that expenditures do not exceed revenues received.
- Continued to levy the maximum PTELL to exceed the required employer contribution to the Police Pension Fund.
- Contributed actuarial recommended contribution to the Police Pension Fund.

Sustainable Infrastructure and IT

- Implemented Village-wide computer replacement schedule.
- Implemented State mandated body worn camera program.
- Resurfacing Project Reese Ave (all), Hilton Ln (all), Wendt Ave (Hilton to King), Balmoral Dr (IL 25 to Scott Dr), Balmoral Ct, Dunbar Lane (all), Linden Ave (IL 72 to Oak Dr)
- Water Street Water Main Project Installed a section of new 6-inch and 8-inch diameter watermain along Water Street between Railroad Street and North Street
- Included 3 residential service stubs, 3 gate valves, and 4 new fire hydrants
- Continued converting remaining manually read water meters to radio read
- Completed 2nd year of a 3 year valve exercising program
- Completed year 3 of hydrant painting program.
- Initiated Inflow & Infiltration study in downtown and Flats areas (manhole inspections and smoke testing of sanitary sewer system).
- Replaced one pump inside the Prairie Lakes Lift Station
- Rebuilt one pump inside the Milk Pail Lift Station
- Ravine Culvert Project replaced two 8-fooot extensions of 30" diameter concrete pipe
- Repaired various catch basins and inlets (in-house)
- Initiated aerial treatment in an effort to eradicate spongy moth species from the Village
- Initiated Riverfront Master Plan
- Planted 40 parkway trees
- Initiated traffic/truck study of downtown area
- Improved crosswalk across Railroad Street, at River Street
- Replacement of all exterior windows at the Village Hall, renovation of 2nd floor offices
- Cleared brush along Fox River

- Pavement and pedestrian bridge repairs along the Fox River Trail
- Installed pedestrian crossing system at Van Buren & Johnson
- Replaced ridge cap on Police Station roof
- Replaced roof on special events garage

Economic Development

- Awarded \$40,000 IEPA grant to complete lead service line inventory.
- Continued to meet and negotiate with major landowners and businesses looking to develop and/or move to East Dundee.
- New Businesses:
 - A&V Ventures, Inc
 - AGM Luxury Transport
 Inc
 - Airsoft Station LLC
 - Black & Brown Beauty
 - Black & Brown Beauty Supply
 - Briana's Food Corp
 - Briana's Pancake House
 - BSL Transition
 - Bungalow Vintage LLC
 - Vintage Furniture and Decor
 - Commontrans Inc
 - Ats Freeway
 - CTM Auto Sales Inc
 - Custom Steam Solutions (USA), Inc
 - Steam System Integrators

- CVP Operations IL LLC
- Dundee Animal Hospital
- Dent Wizard International Corp.
- DGM Beauty LLC
- EDP Construction
- Encore Concrete Coatings Inc
- Focus On You LLC
- Grafe Auction Company
- Hartwig Transit Inc
- HRJ Botanica San Simon
- Botanica San Simon
- Intellisource, Inc
- Intellisource
- K & N Electric Inc
- Lucky Joe's

- Lunas Catering
- Luxo Truck Service Inc
- Milos Quality Detailing Shop
- National Youth Advocate Program
- Onyx Transportation Inc
- Phone Mart
- Simi Testing LLC
- Smoke House
- Steam System Solutions (USA) Inc.
- Steam System Integrators
- The Healing Cottage
- True Blue Pet Wash
- Vertical Lighting Controls
- Wildflower Spirit Hour LLC
- Willow & Birch

- *New Construction*:
 - 200 Rock Road, PAL Land Industrial building 45,000 sq ft.

Sustainable Service Delivery through Staff Support and Development

- Recruited and hired vacant two Public Works Laborer positions.
- Promoted Deputy Chief to Police Chief and two part-time Police Officers to full-time positions.
- Continued to make COLA, step, and merit salary adjustments to retain staff.
- Second sergeant attended Northwestern University School of Police Staff and Command and enhanced training opportunities for officers.
- Hosted an annual employee appreciation event.

FY 2024 Goals

- Third sergeant to attend Northwestern University School of Staff and Command
- Addition of two full-time sworn officers and phase out of part time staffing.
- Complete fleet leasing program transition.
- Expansion of Truck Enforcement/Truck Route Enforcement program.
- Update the Village's codified Cross Connection Control Program and ensure compliance with the Illinois Environmental Protection Agency
- Depot Bathroom Renovation
- Street Improvement Program resurface Village roads that have been evaluated and are in *poor* condition
- Initiate riverfront improvements
- Demolish 2 & 4 N. Van Buren
- Expand William Bartels Park to connect with riverfront
- Install Depot lawn irrigation system
- Replace lead service lines
- Further develop/implement plan for replacement of lead service lines
- Conduct Water & Sewer Rate Study
- Purchase new pickup truck
- Recondition clarifier rotating assembly
- Replace Hill St Lift Station pump
- Repairs to manholes per I&I Study
- Adopt 2021 International Building Codes
- Complete Village Hall renovation
- Begin residential rental inspections
- Complete continuing education courses for 2020 NEC and 2021 IMC.

Acknowledgements

The Fiscal Year 2024 Budget is the result of considerable discussions and careful deliberation by the Village Board and staff. The preparation, review and development of the budget requires a significant time commitment from the organization. Collectively, hundreds of staff hours are invested in analysis and discussion, with even more time spent assuring that these pages achieve the Village's expectations in the provision of services. These efforts are underscored by the level of dedication that our entire staff showcases daily in service to our residents. I would like to extend a special note of thanks to Finance and Administrative Services Director Brandiss J. Martin and Finance Manager Ana Lopez for their outstanding leadership in the development of this document. Building Inspector Chris Ranieri, Police Chief Jim Kruger, Acting Police Chief Josh Fourdyce, and Public Works Director Phil Cotter and their teams also deserve to be commended for their outstanding work.

Further, I wish to acknowledge the leadership and guidance of the Village Board for their diligent review and thoughtful direction through the budget development process. We look forward to

working with the Village Board to implement the initiatives outlined in this budget and continuing to provide quality services to the East Dundee residents.

Sincerely,

Erika Storlie

Erika Storlie Village Administrator

훕(DUNDEE Fiscal Year 2024 Budget Highlights

This section of the budget document provides a summary of the Village's financial operations, revenue assumptions and expenditures to occur within the budget year. The charts and graphs provide an easy-to-understand overview of the total revenues, expenses, and projected ending financial position for all the funds of the Village. Highlights encompass major changes, additions, or expenses being requested in the Fiscal Year 2024 budget recommendation.

All expenditures in the budget adhere to the Village's financial principles and directly correlate to the Village's strategic planning goals. The Village of East Dundee's FY 2024 budget is recommended at \$16.7 million, an overall increase of 27.8% from the \$12.6 million Stub Year 2023 budget as a result of the eight month budget period. The budget includes \$16.1 million in estimated revenues. Additionally, in keeping with the Village Board's Cash Balance policy, the Village will use cash reserves exceeding the 35% reserve mandate to fund Capital Projects. Furthermore, the Village will continue its practice of completing transfers or interfund advances between TIF or BDD funds to balance each TIF and BDD fund. In this Fiscal Year, the General Fund will not need to supplement any Debt Service, BDD, or TIF Fund to balance.

Please see the summaries by fund types on the following pages for a comprehensive overview of the changes in the fund balances by fund types.

	General Fund	Capital Funds	Debt Service Fund	Special Revenue Funds	Enterprise Fund	Village Total
Beginning Cash Balances	6,481,967	1,885,755	(457,788)	7,000,556	2,767,581	17,678,071
Revenues	7,318,794	653,000	200	5,476,101	2,690,060	16,138,155
Net Expenses ¹	7,283,972	1,423,345	567,556	4,399,969	3,067,271	16,742,113
Change in Fund (Cash) Balance/Net Position						
Cash Balance Before Transfers	6,516,789	1,115,410	(1,025,144)	8,076,688	2,390,370	17,074,112
Transfers ²						
Transfers In	-	-	567,556	-	-	567,556
Transfers Out	-	-	-	(567,556)	-	(567,556)
Net Transfers		-	567,556	(567,556)	-	-
Change in Fund (Cash) Balance/Net Position	6,516,789	1,115,410	(457,588)	7,509,132	2,390,370	17,074,112

Summary Statement of Changes in Fund (Cash) Balances or New Position for CY24

¹ Net Expenses include the intentional use of cash reserves in the Streets, MFT & Captial Funds which have been saved over the last few years to fund major capital purchases or projects.

² Transfers include both permanent transfers (transfer do no have to be reimbursed) and temporary transfers (transfer must be paid back to lending General Fund: Village operating departments - Administration, Building, Community Events, Finance, Police, Public Works, and Refuse.

Capital Funds: Capital Projects Fund, Streets Fund, & Motor Fuel Tax Fund.

Debt Service Fund: 2012A GO Bond Reserve Fund.

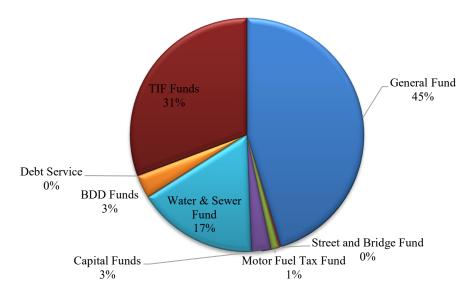
Special Revenue Funds: All Tax Increment Finance and Business Development Districts.

Enterprise Fund: Water & Sewer Fund (consolidated to create one Fund in FY21).

Total Village Revenues

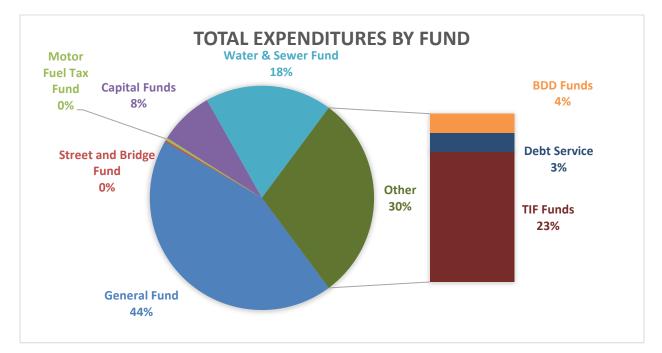
Total revenues for FY24 are projected at \$16,138,155, a 28% or \$3.5M increase over SY23 budgeted revenues. As noted in the chart below, 45% of the Village's total revenue consists of General Fund revenue such as property, state shared sales, and Home Rule sales taxes. In FY20, the Board earmarked Video Gaming revenues from the State and local licensing fees for Capital Projects Fund. Motor Fuel Tax revenue is determined, per capita, by the State of Illinois. Street

and Bridge revenues are obtained by a levy of up to .06% of property taxes. Water and Sewer Fund revenues consists of user fees generated through water and sewer services the Village provides to residents and businesses. Also, approximately 17%, or \$469,060, of the Water and Sewer Fund revenue is the Village of West Dundee's principal and interest payment for the 2005 IEPA Loan.



Total Village Expenditures

Total expenditures for FY24 are proposed at \$16,742,224, an 8.9% or \$1,366,400 increase in the budget due to the prior year's Stub Year transition budget. The Village is funding approximately \$1.9 million for increase in staffing and in new projects, purchases, and additional expenditures. The TIF Funds cover most of the Village's debt service and redevelopment agreement obligations.



Village Debt Obligation

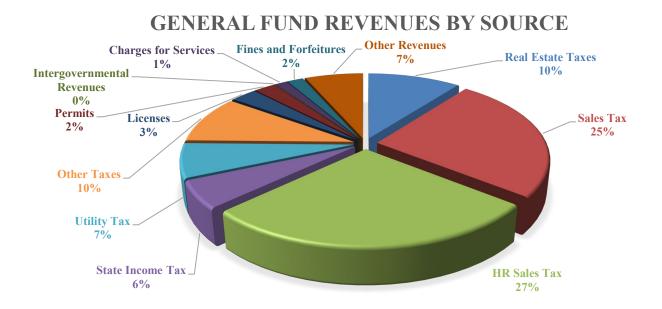
The Village's debt obligations are identified below. The IEPA Loan 2005 is 100% funded by the Village of West Dundee. JD Byrider, a local business, supports the bond payment for 2012B GO Bond by making monthly prearranged payments to the Village. The Prairie Lakes TIF Fund 35, Christina Drive TIF Fund 36, Dundee Crossings TIF Fund 36, and Downtown TIF Fund 39, through budget transfers, support the debt service payment for the 2012A GO Bond in the 2012A GO Bond Debt Service Fund 48. The 2010 IEPA, 2012, 2015, 2016 Bonds are all supported by interfund transfers from various TIF Funds if the paying Fund is not financially stable enough to cover principal and interest payments.

VILLAGE DEBT OBLIGATIONS does not include redevelopment agreement obligations						
General Obligation Debt:	Project:	Supported By:	Amount Issued	SY 2023 P&I Pavment	CY 2024 P&I Payment	Outstanding Principal & Interest (12.31.24 Estimate)
General Obligation Debt	1) Stormwater Detention Pond	Paid out of Fund 48:	i inount issueu	Tuyincin	Tuyincin	(12.01.21 Estimate)
	2) Acquisition of River Haven Property	Prairie Lakes TIF - 39.1%				
	3) Construction of Water Main	Christina TIF - 15.3%				
GO Bond Series 2012A	4) Van Buren Avenue and Christina Drive Road	Dundee Crossings TIF - 34.2%				
Maturity: 2032	Improvements	Downtown TIF - 11.4%	\$5,390,000	\$541,456	\$567,206	\$1,227,294
	1) Grant to J.D. Byrider Redevelopment Project (\$520,500)					
GO Bond Series 2012B	2) Loan for J.D. Byrider Redevelopment Project					
Maturity: 2027	(\$1,735,000) to be paid by J.D. Byrider	Dundee Crossings TIF - 100%	\$2,610,000	\$218,262	\$215,334	\$655,266
Limited General Obligation		<u>0</u>	. ,,	,	,	
Tax Increment Revenue						
Bond Series 2012	1) Gat Guns Redevelopment Project (\$5.5 million) and					
Maturity: 2031	Required Reserve Funds	Route 25 TIF - 100%	\$7,000,000	\$806,406	\$268,719	\$1,900,007
<i>Matanay</i> . 2001		10000 25 111 10070	\$7,000,000	\$000,100	\$200,717	\$1,700,007
	1) Police Station Redevelopment Project					
	2) Acquisition of Summit School Properties					
	3) Downtown Redevelopment Project (Road Improvements,					
	Crosswalks, Lighting, Burying ComEd Lines)					
CO.D. 10 . 0015						
GO Bond Series 2015	4) Downtown Lift Station	D	65 450 000	#000 coo	¢010.000	.
Maturity: 2024	5) Downtown Water Main Improvements	Downtown TIF - 100%	\$5,450,000	\$908,600	\$910,000	\$0
GO Bond Series 2016						
1 1 0	1) Pay off the Line of Credit for the Police Station					
2026	2) 311 Barrington Avenue Parking Lot					
Maturity: 2028	3) Summit School Roofing Project	Downtown TIF - 100%	\$2,865,000	\$85,950	\$85,950	
Total General Obligation P	rincipal Issued and Outstanding		\$23,315,000	\$2,560,674	\$2,047,209	\$6,865,667
				SY 2023	CY 2024	Outstanding Principal
				P&I	P&I	& Interest
Other Debt:	Project:	Supported By:	Amount Issued	Payment	Payment	(12.31.24 Estimate)
		supported by				
IEPA Loan 2005		Water & Sewer Fund - 100%				
Maturity: 2026	Wastewater Treatment Plant Improvements	Funded by Village of West Dundee	\$7,200,000	\$469.060	\$469,060	\$938,119
IEPA Loan 2010		r under by vinite of west Dunder	-\$7,200,000	φ 1 02,000	φ+02,000	φ, 50, 11)
Maturity: 2031	Water Improvements - Well #6	Water & Sewer Fund - 100%	\$3,414,000	\$197,865	\$197,865	\$1,385,045
East Dundee Fire Protection		mater & Sewer Fund = 10070	\$5,414,000	\$177,005	\$177,803	\$1,365,045
District Loan	Purchase of Fire Station for Police Station Redevelopment					
Maturity: 2033	Project	Downtown TIF - 100%	\$2,000,000	\$100,000	\$100,000	\$900,000
Total Other Principal Issue		Downtown 111 - 10070	\$2,000,000	\$766,925	\$766,925	
-						
Total Principal Issued and	Outstanding		\$35,929,000	\$3,327,599	\$2,814,134	\$10,088,831
Total SY 2023 Debt Payme	ents (Less J.D. Byrider and West Dundee Revenue)			\$8	,990,712	

Summary of General Fund Revenues

General Fund revenues are projected to increase by 20% or 1.2 million over the projected End-of-Year estimate in SY23. Approximately 52.6% of General Fund revenues consist of sales taxes. The Village's property taxes are used to fund 100% of the Police Pension obligation. There are no significant revenue changes anticipated for the Stub Year budget.

	FY21 Audited	FY22 Audited	FY23 Unaudited	SY23 Budget	SY23 EOY	FY24 Budget
Taxes	5,545,662	6,929,716	7,117,977	4,869,241	4,542,893	6,215,003
Licenses	169,279	226,843	245,209	138,000	123,000	213,000
Permits	355,975	231,277	311,697	157,200	161,847	173,440
Intergovernmental	193,800	26,517	221,965	2,500	10,634	2,575
Charges for Services	298,554	102,360	153,767	88,235	90,364	100,773
Fines & Forfeits	205,770	164,271	200,424	117,600	113,029	134,628
Other Revenues	400,668	399,247	798,299	253,500	659,798	479,375
Transfers	-	-	20,958	-	-	-
	7,169,708	8,080,230	9,070,296	5,626,276	5,701,564	7,318,794

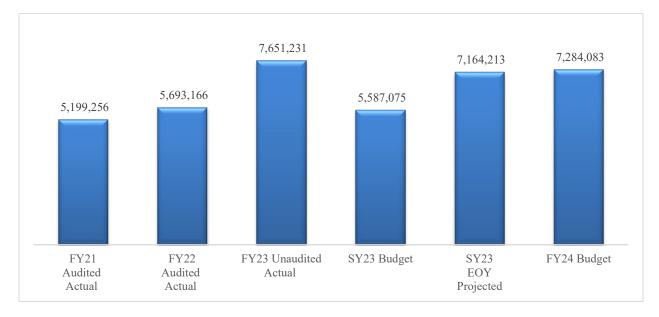


Summary of General Fund Expenditures

The Village has seven operating departments that are funded solely by General Fund revenues. Those departments include Administration, Building, Community Events, Finance, Public Works, Police and Refuse.

As noted in the graphic below, expenditures in the General Fund remained relatively flat from FY2021 through to FY 2024. There is an exception with a minor spike for the estimated End-of-Year Project in FY2023 due to the anticipation of an additional Police Pension contribution of \$329,262 to meet the Lauterbach & Amen recommended contribution amount as well as a transfer of 50% of surplus revenues into the Capital Improvement Projects Fund (estimated at \$1 million). There is also a recognizable reduction in expenditures for SY2023 due to the 8 month transition to

a calendar budget. Recommended FY2024 expenditures are 28.6% or \$1.6 more than the SY2023 EOY Budget of \$5,664,213 (excluding the \$1,500,000 General Fund transfer to the Capital Projects Fund which is reflected in the chart below). The difference, again, is due to the eight month transition to a calendar year budget.

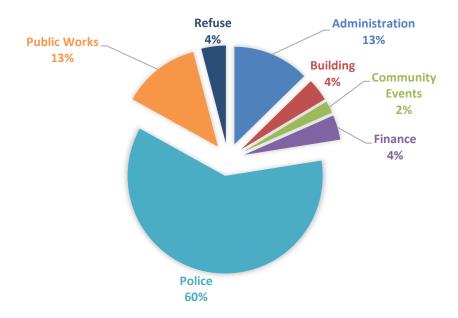


Below is a breakdown of each department's budget by expenditure category to provide a better understanding of costs per department. Of the total \$7,284,083 in General Fund expenditures, 69% of all expenditures are personnel costs. Personnel cost is inclusive of salary and wages, overtime, FICA, pension payments to IMRF or the Police Pension Fund, and employee insurance. Salary and wage increases are proposed for both union and non-union personnel. The second largest expenditure, or 12%, is for Contractual Services which is inclusive of the Flood Brothers refuse and recycling contract, engineering, and legal fees for the Village.

			Community				
	Administration	Building	Events	Finance	Police	Public Works	Refuse
Personnel Services	471,100	206,513	-	200,006	3,629,519	521,824	-
Maintenance Services	8,000	2,000	-	-	64,250	236,900	-
Contractual Services	241,500	14,000	62,000	50,000	181,500	47,450	289,500
Communications	17,250	3,250	11,000	6,500	219,572	8,150	-
Professional Development	29,000	1,450	1,550	5,050	51,400	8,050	-
Other Charges for Service	35,000	38,900	48,000	33,000	128,500	59,500	7,500
Commodities & Supplies	18,950	5,100	18,000	3,900	69,800	56,150	750
Capital Outlay	50,000	-	-	-	-	-	-
Micellaneous Expenses	52,500	-	5,000	-	65,249	-	-
Transfers	-	-	-	-	-	-	-
TOTAL	923,300	271,213	145,550	298,456	4,409,790	938,024	297,750

For reference, the chart below shows a breakdown, by percentage, of each department's portion of the entire General Fund expenditure total. The Police department accounts for 60% of the total budget. This is the largest department in the Village with the most number and some of the highest paid employees. Moreover, the pension contribution is about 28% of the total personnel services

category. Administration and Public Works departments have the next highest percentage of expenses at 13% each of total General Fund expenses. This is also due to salary and other personnel costs related to those two departments. The Administration budget also includes a \$50,000 contingency, as well as \$90,000 for economic development obligations.



In SY23, the Village began a computer replacement program to replace outdated computers and laptops which will continue into the new fiscal year. The Village will also continue to implement cybersecurity measures to enhance the overall security of its hardware and software. The following expenditures have been included for FY2024:

Description	An	nount	Details
One of Two FT Officers	\$	145,000	The Police Department is requesting to phase out part time police officers and transition to a regular full-time compliment of sworn personnel. (The original request is for two new officers. One officer is budgeted in FY2024).
William Bartels Park Expansion	\$	10,000	During the ongoing Riverfront master Plan study, one concept that has been suggested is to vacate the segment of Water Street (entire right-of-way) between Barrington Ave and 2 nd Street which would allow Bartels Park to be expanded and join with the riverfront. This recommendation will initiate the design/concept phase for pursuing this park expansion.
BEDC Training	\$	600	The Basic Economic Development Course will help build staff knowledge and training in economic development and redevelopment for the Village.
Human Resource Information System (HRIS)	\$	4,832	This system will allow for an electronic application process for new job postings and the electronic management of employee's personnel files.
Total	\$	160,432	

Summary of Capital Fund

In 2019, the Village implemented a five-year Capital Improvement Plan that included major projects and purchases of vehicles and equipment over \$20,000. The identified items meet the strategic planning goals as determined by the Village Board for 2020 through 2024. The following projects have been budgeted for from the Capital Plan:

Description	An	nount	Details
Village Hall Improvements	\$	50,000	Staff is requesting approval of a project involving the replacement of three exterior doors at the Village Hall, along with one pedestrian door to the Police Garage, buildout of the front counter at the Village Hall, and buildout of the rear office area at the Village Hall (Building Inspector).
Purchase of 2025 International Dump Truck	\$	216,345	On October 17, 2022, the Village Board approved the purchase of a 2025 International HV607 dump truck from Rush Truck Center. The new truck will replace a 2005 International dump truck (unit #33) which will be auctioned subsequent to delivery of the new unit.
Purchase of a Ford F-150	\$	45,000	Public Works is requesting to purchase a Ford F-150 pickup truck that would be used primarily by the Superintendent of Operations. With the purchase of a new Ford F-150, the 2010 pickup truck (unit #20) would be transferred to operations.
Purchase of a Loader/Backhoe Combination Unit	\$	148,000	This unit is a workhorse and essential to Public Works' operations as it loads various materials (stone, salt, soil, mulch, concrete, asphalt, etc.). It is also used for underground excavations associated with the water distribution system (main break repairs, etc.) and the sanitary and storm sewer systems. The unit is also used during storm damage cleanup, lifting/moving/placement of heavy loads/items, and snow removal when necessary.
Lakewood Resurfacing Project	\$	75,000	The Village of Carpentersville is coordinating a project to resurface (grind and overlay) a section of Oak Ridge Road, between Greenwood Ave and Hawthorne Lane. This section of road is divided equally between the two communities (down the center line of the road).
Riverfront Improvements & Beautification	\$	75,000	Staff are proposing an initial annual expenditure of \$150,000 to meet as many of the objectives as possible in the study - which will be completed later in 2023. Annual costs are likely to increase as a result of the recommendations presented in the Master Plan.
Lions Park Stormwater Project	\$	50,000	Public Works is requesting approval to initiate engineering for the Lions Park Stormwater Project. This proposed project would construct a storm water detention facility along with infiltration trenches and drywells in Lions Park.

Summary of Special Revenue Funds

The Village has three Business Development Districts (BDDs) and nine Tax Increment Finance Districts (TIFs). In addition to funding the Village's debt service and redevelopment agreements, these funds are also used this Stub Year to fund four façade grants. Similar to FY2023, the Village's Art Council will receive \$50,000 to improve the overall appearance of Downtown. The budget also includes the following projects:

Description	An	nount	Details
Demolition of 2 N. Van Buren	\$	24,000	Staff are requesting approval of a project to demolish the residential buildings at 2 N. Van Buren Street.
Depot Siding/Trim Repairs	\$	7,500	Public Works is requesting approval of a project to repair areas of exterior siding and trim on the Depot that are in deteriorated condition.
Depot Bathroom Renovation	\$	120,000	Staff is requesting approval of a project to renovate two existing bathrooms and add one bathroom – all inside the Depot.
Depot Lawn Irrigation System	\$	30,000	This project would involve installing a system that would water all turf grass areas at the Depot complex. An irrigation system would also allow staff to perform other more complex and skilled Public Works related tasks.
Total	\$	181,500	

Unfortunately, some of the BDD and TIF Funds do not generate the revenue necessary to meet all its financial obligations. As a result, interfund advances (loans) are made between the Funds and are to be paid back to the receiving Fund once it is financially able to do so. The amounts noted below may be amended based on the revenues received within the Funds at the end of the budget

year. For Fiscal Year 2024, the Village has identified the following Interfund Transfer (these transfers do not have to be paid back):

Transfers Out	Transfers In	Budgeted Amount
Prairie Lakes TIF	2012A GO Bond Debt Service	221,914
Christina Drive TIF	2012A GO Bond Debt Service	86,836
Dundee Crossings TIF	2012A GO Bond Debt Service	194,104
Downtown TIF	2012A GO Bond Debt Service	64,702

No Interfund Advances have been identified at this time.

Summary of Enterprise Fund

Projects identified in the Village's five-year Capital Improvement Plan related to the Water and Sewer Fund are as follows:

- SCADA Upgrades
- Lift Station Grinder
- Dry/Wet Weather Pump

Additionally, \$50,000 was included in this year's budget to accommodate any unexpected purchases or projects that may be incurred over the course of the year.

Description	Am	ount	Details
Raw Lift Station - Interior Painting	\$	16,000	Staff are requesting approval of a project to paint the interior of the raw lift station, both upper and lower levels, which is located at the wastewater treatment plant. Staff are requesting approval for the purchase of a sludge pump, also
Sludge Pump Replacement	\$	10,000	referred to as a progressive cavity pump, that will replace one of three pumps.
Waste-Activated Sludge (WAS) Pump Replacement	\$	16,000	Public Works is requesting approval to purchase and replace one WAS pump located in the RAS/WAS well at the wastewater treatment plant.
Lead Service Line Replacement	\$	50,000	There are approximately 400 active lead water services in East Dundee. Until more of a formal program is established, staff recommends allocating \$50,000 annually during each of the next several years to assist property owners who wish to initiate replacement of the lead services. Beginning in 2027, the Village will be required to replace a certain number of services annually – as required by the IEPA.
Valve Exercising Program	\$	14,000	Public Works is requesting approval to complete the 3rd year of a 3- year program to exercise all valves in the Village's water distribution system.

XX 7 . X 7 1		
Water Valve	\$ 20.000	Public Works is requesting approval to continue replacing two water
Replacements Inflow & Infiltration Study	\$ 20,000 42,500	distribution system valves annually. In 2023, a Village consultant and contractor completed the first two phases of an Inflow & Infiltration Study of a section of the Village's sanitary sewer system. The Study was focused on the downtown area and Flats neighborhood. Included in the report of the first two phases will be a recommendation to rehabilitate manholes - \$30,000 each for 2024 and 2025.
Water & Sewer Rate Study	\$ 35,000	A water and sewer rate study evaluates the financial planning implications of the funding requirements for the water and sewer utilities and proposes rates to adequately cover operating and capital improvement costs for these utilities and maintain a fund balance for the Water & Sewer Fund.
Lead Service Line Replacement Plan	\$ 17,500	On January 1, 2022, the Illinois Lead Service Replacement and Notification Act went into effect that is designed to require the replacement of all lead service lines (LSL) in the state of Illinois. A final version of the plan is due to the IEPA in 2027.
Oxidation Ditch Projects	\$ 57,000	Staff is requesting approval of two projects to maintain and improve the operating system of the two oxidation ditches at the wastewater treatment plant: 1) replace Gearbox and Motor (3rd of 8 gearbox/motor assemblies); and 2) replace shaft and bearings (1st of 4 shaft/bearing assemblies).
Hill Street Lift Station Pump Replacement	\$ 20,000	Staff are recommending upgrading the second, smaller pump inside the wet well of the lift station. This pump will also be equipped with a VFD and have a capacity of 1,250 gallons per minute (compared to 350 gpm for the current pump). A new pump was installed in 2022.
Clarifier Rotating Assembly - Recondition	\$ 17,500	Staff are requesting approval to initiate a 4-year program to recondition (sandblast, repaint and perform any necessary rehabilitation) the rotating assemblies of the four clarifiers at the wastewater treatment plant.
Total	\$ 315,500	

Cash Balance Transfer Policy

At the Village Board Budget Workshop on November 6, 2023, staff recommended continued use of the Cash Balance Transfer Policy. The proposed changes will require the Village to continue to reserve 35% of excess revenues and use a portion of the remaining excess to make an additional Police Pension contribution to meet the actuarial recommended amount. Of the difference in the 35% reserve and additional Police Pension contribution, 50% will be transferred into the Capital Improvements Funds and the remaining will be used to increase the General Fund reserve for additional cash flow purposes.

The purpose of this policy is to establish the following:

- A target level of cash balance required for the General Fund and Water and Sewer Fund.
- A process and criteria for the continued evaluation of that target level as conditions warrant.

- A process for reaching and/or maintaining the targeted level of cash balance and the priority for the use of resources in excess of the target.
- A mechanism to meet the actuarial recommended Police Pension contribution to reduce the Village's long-term pension liability.
- A mechanism for monitoring and reporting the General Fund and Water and Sewer Fund cash balance.

Village of East Dundee

Stub Fiscal Year May 1 - December 31, 2023

Budget Summary

		FY23 Projected SY23 Proposed Budget							
		Beginning Cash Balance	<u>Revenues</u>	<u>Expenses</u>	<u>Revenues</u> <u>less</u> <u>Expenses</u>	<u>Transfers & Due</u> <u>To/From</u>	SY 2023 Balance Rev less Exp less Transfers	Projected Ending Cash Balance	
	General Fund								
01-12	Administration			680,266					
01-14	Finance			214,162					
01-21	Police			3,311,257					
01-25	Building			191,025					
01-31	Public Works			766,760					
01-33	Refuse			278,750					
01-37	Community Events			144,855					
	General Fund Total	6,037,165	5,626,276	5,587,075	39,201	-	39,201	6,076,366	
	Non-General Funds								
15	Streets	37,572	43,000	43,000		_	_	37,572	
32	Capital Projects Fund	1,071,894	285,000	1,101,500	(816,500)	-	(816,500)	255,394	
34	DT & Dundee Crossing BDD	1,034,969	315,000	921,025	(606,025)	_	(606,025)	428,944	
35	Prairie Lakes TIF	1,055,185	1,300,000	5,725	1,294,275	(2,349,460)	(1,055,185)	-	
36	Christina Drive TIF	394,343	325,000	305,225	19,775	(82,896)	(63,121)	331,222	
38	Dundee Crossings TIF	2,053,620	1,494,700	1,130,337	364,363	(672,154)	(307,791)	1,745,829	
39	Downtown TIF	215	350,000	2,208,725	(1,858,725)	1,858,510	(215)	-	
40	Christina Drive BDD	441,871	4,400	225	4,175	-	4,175	446,046	
42	Route 68 West TIF	28,798	8,000	3,225	4,775	-	4,775	33,573	
46	Route 25 TIF	48,937	77,500	830,631	(753,131)	704,194	(48,937)	-	
47	North Cook County TIF	1,427,825	285,000	-	285,000	-	285,000	1,712,825	
48	2012A GO Bond Debt Service	(457,492)	-	541,806	(541,806)	541,806	-	(457,492)	
56	Penny Avenue TIF	2,924	9,500	12,100	(2,600)	_	(2,600)	324	
57	IL South Route 72 TIF	90,065	230,000	179,725	50,275	-	50,275	140,340	
	Non-General Fund Total	7,230,725	4,727,100	7,283,249	(2,556,149)	-	(2,556,149)	4,674,577	
	VILLAGE TOTAL	13,267,890	10,353,376	12,870,324	(2,516,949)	-	(2,516,948)	10,750,941	
20	Restricted Use Funds	(22.55)	05 100	20.000	55 100		55 100	22.544	
28	Motor Fuel Tax Fund	(22,556)	85,100	30,000	55,100	-	55,100	32,544	
33	Dundee Gateway BDD	174,594	70,000	50,225	19,775	-	19,775	194,369	
60	Water & Sewer Fund	2,804,197	2,117,010	2,423,925	(306,915)	-	(306,915)	2,497,282	
	RESTRICTED FUNDS TOTAL	2,956,235	2,272,110	2,504,150	(232,040)	-	(232,040)	2,724,195	
Т	OTAL W/ RESTRICTED FUNDS	16,224,124	12,625,486	15,374,474	(2,748,989)	-	(2,748,988)	13,475,136	

Village of East Dundee

Stub Fiscal Year May 1 - December 31, 2023 Projected End-of-Year Budget Summary

Projections are as of December 11, 2023 FY23 Unaudited SY23 Projected End-of-Year Budget SY 2023 Revenues **Balance Beginning** Cash Ending Cash less Transfers & Rev less Exp les Balance Revenues Expense Expenses **Due To/From** Balance Transfers **General Fund** 01-12 (1,500,000) 661.172 Administration 01-14 Finance 229,346 01-21 Police 3,616,835 Building 01-25 185,042 01-31 Streets 654,567 01-33 189,600 Garbage 01-37 Community Events 127,651 **General Fund Total** 7,481,967 6,081,429 5,664,213 417,217 (1,500,000) (1,082,783) 6,399,184 Non-General Funds 15 37,961 48,767 25,000 23,767 23,767 61,728 Streets -(1,725,812) 32 Capital Projects Fund 1,517,297 418,464 2,144,276 1,500,000 (225,812) 1,291,485 34 Downtown & Dundee Crossing BDD 1,084,234 635,569 289,460 738,125 (448, 665)(448, 665)-35 Prairie Lakes TIF 1,994,578 1,638,937 5,725 1,633,212 (211,847) 1,421,365 3,415,943 36 Christina Drive TIF 393,217 344,773 300,449 44,324 (82,896) (38,572) 354,645 38 Dundee Crossings TIF 2,154,150 1,891,793 (185,297) 2,693,556 1,167,090 724,703 539,406 39 Downtown TIF 453,151 2,227,749 (1,774,598) (61,766) (1,836,364) (1,836,364) 40 Christina Drive BDD 36,153 8,243 225 8,018 8,018 44,171 -42 Route 68 West TIF 16,825 13,263 3,225 10,038 10,038 26,863 46 Route 25 TIF 45,123 830,631 (785, 508)(785, 508)(785,508) _ 901,585 47 146,865 North Cook County TIF 146,865 146,865 1,048,450 (457,788) 48 218 541,806 541,806 218 (457,570) 2012A GO Bond Debt Service (541,588) 56 Penny Avenue TIF 3,590 10,908 12,100 (1, 192)(1, 192)2,398 -232,934 327,041 57 IL South Route 72 TIF 273,832 179,725 94,107 94,107 **Non-General Fund Total** 7,914,736 5,583,797 8,176,126 (2,592,329) 1,500,000 (1,092,329) 6,822,407 15,396,703 11,665,226 13,840,339 13,221,591 VILLAGE TOTAL (2,175,112) (2,175,112) **Restricted Use Funds** 28 Motor Fuel Tax Fund 330,497 115,000 23,000 92,000 -92,000 422,497 33 Dundee Gateway BDD 183,289 62,016 50,225 11,791 11,791 195,080 -60 2,767,581 365,652 3,133,233 Water & Sewer Fund 2,551,152 2,185,500 365,652 RESTRICTED FUNDS TOTAL 3,281,367 2,728,168 2,258,725 469,443 469,443 3,750,810 16,099,064 (1,705,669) (1,705,669) TOTAL W/ RESTRICTED FUNDS 18,678,070 14,393,394 16,972,401

Village of East Dundee 2024 Budget

Budget Summary

Projections are as of December 11, 2023

Projections are as of December 11, 2023 SY23									
		8 Y 23 Projected	2024 Proposed Budget						
		Beginning Cash Balance	<u>Revenues</u>	<u>Expenses</u>	<u>Revenues</u> <u>less</u> Expenses	<u>Transfers &</u> <u>Due</u> <u>To/From</u>	CY2024 Balance Rev less Exp less Transfers	Projected Ending Cash Balance	
	General Fund								
01-12 01-14 01-21 01-25	Administration Finance Police Building			923,300 298,456 4,409,790 271,213					
01-23 01-31 01-33 01-37	Public Works Refuse Community Events			271,215 938,024 297,750 145,550					
	General Fund Total	6,481,967	7,318,794	7,284,083	34,711	-	34,711	6,516,678	
	Non-General Funds								
15	Streets	37,961	45,000	45,000	-	_	-	37,961	
32	Capital Projects Fund	1,517,297	440,000	1,316,345	(876,345)	-	(876,345)	640,952	
34	DT & Dundee Crossing BDD	1,084,234	425,000	523,350	(98,350)	_	(98,350)	985,884	
35	Prairie Lakes TIF	1,994,579	1,501,000	6,750	1,494,250	(221,914)	1,272,336	3,266,915	
36	Christina Drive TIF	393,217	341,000	325,250	15,750	(86,836)	(71,086)	322,131	
38	Dundee Crossings TIF	2,154,150	1,711,000	1,271,750	439,250	(194,104)	245,146	2,399,296	
39	Downtown TIF	_,	401,500	1,672,150	(1,270,650)	(64,702)	(1,335,352)	(1,335,352	
40	Christina Drive BDD	36,153	10,500	250	10,250	-	10,250	46,403	
42	Route 68 West TIF	16,825	10,000	3,250	6,750	-	6,750	23,575	
46	Route 25 TIF	-	106,000	302,969	(196,969)	-	(196,969)	(196,969	
47	North Cook County TIF	901,585	600,000	-	600,000	-	600,000	1,501,585	
48	2012A GO Bond Debt Service	(457,788)	200	567,556	(567,356)	567,556	200	(457,588	
56	Penny Avenue TIF	3,590	10,101	13,750	(3,649)	-	(3,649)	(59	
57	IL South Route 72 TIF	232,934	275,000	230,250	44,750	-	44,750	277,684	
	Non-General Fund Total	7,914,737	5,876,301	6,278,620	(402,319)	-	(402,319)	7,512,418	
	VILLAGE TOTAL	14,396,704	13,195,095	13,562,703	(367,608)	-	(367,608)	14,029,095	
	Destricted Use Free J-								
28	Restricted Use Funds Motor Fuel Tax Fund	330,497	168,000	62,000	106,000	-	106,000	436,497	
28 33	Dundee Gateway BDD	183,289	85,000	62,000 50,250	34,750	-	34,750	436,497 218,039	
55 60	Water & Sewer Fund	2,767,581	2,690,060	3,067,271	(377,211)	-	(377,211)	2,390,370	
	RESTRICTED FUNDS TOTAL	3,281,367	2,090,000 2,943,060	3,179,521	(236,461)	-	(377,211) (236,461)	3,044,906	
T	OTAL W/ RESTRICTED FUNDS	17,678,071	16,138,155	16,742,224	(604,069)	-	(604,069)	17,074,001	

Village of East Dundee General Fund Revenues

		FY21	FY22	FY23		SY23	
Account		Audited	Audited	Unaudited	SY23	EOY	CY24
01-09	Description	Actual	Actual	Actual	Budget	Projected	Budget
4025	Property Tax	660,065	684,804	688,298	725,241	725,241	761,503
4030	Sales Tax	1,730,593	1,858,399	2,051,245	1,350,000	1,400,000	1,850,000
4035	Home Rule Sales Tax	1,649,092	2,346,740	2,650,352	1,650,000	1,600,000	2,000,000
4040	Income Tax	327,862	429,599	509,296 5,899,191	300,000	309,548	400,000
Total Tax		4,367,612	5,319,542	5,899,191	4,025,241	4,034,789	5,011,503
4041	Utility Tax	875,883	1,150,878	498,368	350,000	289,975	500,000
4045	Telecommunication Tax	83,544	69,645	67,756	40,000	41,600	65,000
4050	Automobile Rental Tax	11,021	25,178	21,950	15,000	11,000	22,000
4060	Personal Property Rep. Tax	25,494	50,170	56,705	16,000	20,109	45,000
4070	Amusement Tax	50,996	194,354	256,960	200,000	140,000	206,000
4075	Video Rental Tax	905	201	-	-	-	-
4080	Local Use Tax	127,869	115,061	128,350	80,000	87,000	111,000
4081	Cannabis Excise Tax	2,338	4,687	4,963	3,000	3,040	4,500
4082	Vehicle Parking Tax	-	-	121,260	100,000	108,124	175,000
4083	Streaming Tax	-	-	62,474	40,000	64,808	75,000
Total Oth	ier Taxes	1,178,050	1,610,174	1,218,786	844,000	765,656	1,203,500
4110	Liquor License	41,536	92,110	106,704	40,000	40,000	95,000
4140	Franchise Fee/License	112,368	115,913	119,753	85,000	70,000	100,000
4160	Business License	15,375	18,820	18,752	13,000	13,000	18,000
Total Lice		169,279	226,843	245,209	138,000	123,000	213,000
4210	Building Permits	312,524	187,222	252,986	125,000	157,880	128,750
4215	Inspection Fees	3,476	- 10/,222	-	-	157,000	128,750
4215	Residential Rental Inspection	20,790	- 22,060	32,375	23,000	20,000	23,690
4210	Commercial Inspection	18,400	22,000	26,126	23,000 9,000	20,000 9,000	23,090
4230	Solicitors Permit	-	35	20,120	200	9,000	-
4240	Bartender Registration	785	800	-	200		_
Total Per		355,975	231,277	311,697	157,200	186,880	173,440
			-		-	-	
4445	Grants	192,796	26,517	3,141	2,500	10,634	2,575
4460	State Reimbursements	1,004	-	218,824	-	-	-
Total Inte	ergovernmental	193,800	26,517	221,965	2,500	10,634	2,575
4610	Admin Impact Fees	58,582	-	14,836	7,335	7,928	-
4620	Public Works Impact Fees	26,583	-	8,464	5,850	6,506	-
4630	Police Impact Fees	114,889	-	19,747	14,300	14,960	-
4640	Planning/Zoning Fees	2,250	725	1,675	750	500	773
4646	Vehicle Title Fees	96,250	101,440	109,000	60,000	61,920	100,000
4670	Alarm Permit Fees	-	195	45	-	690	-
Total Charges for Services		298,554	102,360	153,767	88,235	92,504	100,773
4710	Traffic & Court Fines	51,350	39,012	52,252	30,000	43,327	30,900
4714	Liquor Fines	410	4,000	2,100	1,000	-	1,030
4716	DUI Prevention	14,019	14,911	14,387	6,500	14,278	6,695
4717	Drug Forfeiture	76	-	11,541	-	307	-
4720	Parking Fines	3,080	6,460	6,160	5,000	2,180	5,150
4721	Red Light Revenue	-	56,327	55,964	40,000	41,707	50,000
4725	Admin Booking Fee	111	590	500	100	2,225	103
4/23							
		118,537	23,103	17,663	15,000	8,500	15,450
4725 4726 4780	Towing/Police Fees Other Fines & Fees	118,537 18,187	23,103 17,223	17,663 20,657	15,000 10,000	8,500 15,684	15,450 15,000
4726	Towing/Police Fees	118,537 18,187 -	23,103 17,223 2,645	17,663 20,657 19,200	15,000 10,000 10,000	8,500 15,684 1,450	15,450 15,000 10,300

Village of East Dundee General Fund Revenues

Account 01-09	Description	FY21 Audited Actual	FY22 Audited Actual	FY23 Unaudited Actual	SY23 Budget	SY23 EOY Projected	CY24 Budget
4810	Investment Income	39,995	9,250	345,756	10,000	413,014	150,000
4820	Rental Income	88,295	107,912	96,760	60,000	61,271	61,800
4885	Insurance Reimbursements	36,922	14,092	44,057	-	63,616	-
4888	Community Events	450	2,735	3,314	2,500	19,551	2,575
4889	Garbage Collection	231,839	258,293	262,810	180,000	177,840	260,000
4890	Miscellaneous Income	3,167	6,936	45,602	1,000	3,016	5,000
Total Ot	her Revenues	400,668	399,218	798,299	253,500	738,308	479,375
4905	Sale of Assets	-	30	20,958	-	-	-
Total Mi	scellaneous	-	30	20,958	-	-	-
Total Ge	neral Fund Revenues	7,169,708	8,080,230	9,070,296	5,626,276	6,081,429	7,318,794

				-		<u>CY24</u>	
<u>Account</u>	Description	<u>FY21A</u>	<u>FY22A</u>	<u>FY23A</u>	EOY SY23	Budget	Budget Notes
01-09-4025	Property Taxes	660,065	684,804	688,298	725,241	761,503	Property taxes are collected by the Village solely as a means to fund the Village's Police Pension obligations. The Village levy's the maximum PTELL amount in order to meet the annual contribution recommendation from the IPOPIF or the Lauterbach & Amen's Police Pension actuarial report.
01-09-4030	Sales Tax	1,730,593	1,858,399	2,051,245	1,400,000	1,850,000	The Sales Tax represents the 1% sales tax imposed on all sales within the Village. The Sales Tax, unlike the Home Rule Sales Tax, is imposed on all sales including food, drug, and automobile transactions. This revenue source is directly impacted by the Village's ability to drive economic activity within the Village. The Village will receive additional revenue from Speedway and Dundee Ford. Rebates are issued back to these businesses at 40% and 50%, respectively (see 01-12-5876).
01-09-4035	Home Rule Sales Tax	1,649,092	2,346,740	2,650,352	1,600,000	2,000,000	A sales tax imposed on all persons who are engaged in the business of selling tangible personal property at retail entities within the Village. The Village has imposed a 1% tax on these goods. Moved from Home Rule Sales Tax Fund 25 in FY20.
01-09-4040	Income Tax	327,862	429,599	509,296	309,548		The Income Tax revenue represents the Village's distributed share from the State. The amount distributed to the Village is based on population. The Income Tax is distributed out of the Local Government Distributive Fund (LGDF).
01-09-4041	Utility Tax	875,883	1,150,878	498,368	289,975	500,000	The Utility Tax Fund receives revenue from ComEd/Exelon for the municipal taxes charged on residents electric bills and from gas providers (Nicor) for municipal taxes charged on residents natural gas bills.
01-09-4045	Telecommunications Tax	83,544	69,645	67,756	41,600	65,000	This tax is placed on telephone, mobile, radio, internet, and any other taxable telecommunications.
01-09-4050	Automobile Rental Tax	11,021	25,178	21,950	11,000	22,000	Tax imposed on businesses renting automobiles in the State.

AccountDescriptionFY21AFY23AFY23AEVY SV3BudgetBudget NotesRevenues collected by the State and paid to local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities are taken away. PFT are taxes collected on individual's personal property (i.e. 109-4000Revenues collected by the State and paid to local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities are taken away. PFT are taxes collected on individual's personal property (i.e. 45,00001-09-4070Tax25,49450,17056,70520,10945,000A tax imposed on amusements (i.e. laser tag, water parks, and other entertainment venues). The Village or stimated based on average revenue collection for 2-3 years. IV22, Red Box machine removed.01-09-4070Amusement Tax905201years.A tax imposed on average revenue collections for 2-3 years. IV22, Red Box machine removed.01-09-4080Local Use Tax127,869115,061128,35087,000111,000126 Taxer relate to aut of state up tracks collised on and is distributed on a per capita basis. Budgeted amount has been determined by reviewing the last three years of on 111,00001-09-4081Cannabis Excise Tax2,3384,6874,9633,0404,500A tax imposed on streaming services.01-09-4083Streaming Tax121,260108,124175,000A tax imposed on streaming services.01-09-4084Vehicle Parking Tax							<u>CY24</u>	
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01-09-4110 Liquor License 41,536 92,110 106,704 40,000 95,000 actuals. This is a license or fee paid by franchise businesses and corporations operating in the Village. This includes Illinois Bell, Verizon, and Comcast. Revenues are		Vehicle Parking Tax	-	-				
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	01-09-4140		112,300	113,713	117,/33	70,000	100,000	based on estimates from previous years actuals.
All businesses operating in the Village are required to								All husinesses operating in the Village are required to
register, annually, with the Village. Each business pays								
a \$50 renewal fee. New businesses pay \$100. Revenues								
01-09-4160 Business License/Registration 15,375 18,820 18,752 13,000 18,000 are based on estimates from previous years' actuals.	01-09-4160	Business License/Registration	15,375	18,820	18,752	13,000	18,000	

						<u>CY24</u>	
<u>Account</u>	Description	<u>FY21A</u>	<u>FY22A</u>	<u>FY23A</u>	EOY SY23	Budget	Budget Notes
01-09-4210	Building Permits	312,524	187,222	252,986	157,880	128,750	Building permits (renovation, new construction, sign, fence, roof, etc.) for residential and commercial structures are fees collected based on the type of project. Revenues are based on estimates from previous years' actuals.
01-09-4216	Rental Residential Inspection Fee	24,266	22,060	32,375	20,000	23,690	This inspection is conducted to ensure the life safety of residential rental properties in the Village. Revenues are based on estimates from previous years' actuals.
01-09-4217	Commercial Inspection	18,400	21,160	26,126	9,000	21,000	1 5
01-09-4230	Solicitor Permits	-	35	210	-	-	A permit approved to allow door-to-door solicitation within Village limits. Revenues are based on estimates from previous years' actuals.
01-09-4240	Bartender Registration	785	800	-	-	-	A fee collected for the registration of bartenders within the Village.
01-09-4445	Grants	192,796	26,517	3,141	10,634	2,575	National Tools grant to be received this year from IDOT as well as a 50-50 grant from BVP (a federal program) for the purchase of ballistic vests for the Police department.
01-09-4460	State Reimbursements	1,004	_	218,824	-	-	Reimbursements provided by the State for various projects that impact or occur within the Village.
01-09-4610	Impact Fees - Administration	58,582	-	14,836	7,928		Impact fees are payments required by local governments of new development for the purpose of providing new or expanded public capital facilities required to serve that development.
01-09-4620	Impact Fee - Public Works	26,583	-	8,464	6,506	-	Impact fees are payments required by local governments of new development for the purpose of providing new or expanded public capital facilities required to serve that development.

				-		<u>CY24</u>	
<u>Account</u>	Description	<u>FY21A</u>	<u>FY22A</u>	<u>FY23A</u>	EOY SY23	Budget	Budget Notes
01-09-4630	Impact Fees - Police	114,889	_	19,747	14,960	<u>-</u>	Impact fees are payments required by local governments of new development for the purpose of providing new or expanded public capital facilities required to serve that development.
01-09-4640	Planning/Zoning Fees	2,250	725	1,675	500	773	Fees collected by the Village from businesses seeking planning/zoning regulations.
01-09-4646	Vehicle Title Transfer Fee	96,250	101,440	109,000	61,920	100,000	The Village receives revenue from the sell of a vehicle within the Village. The Village has 11 car and trucking dealerships in the area.
01-09-4670	Alarm Permit Fees	-	195	45	690	_	Covers alarm systems and false alarms for residents and businesses. Revenues are based on estimates from previous years' actuals.
01-09-4710	Traffic & Court Fines	51,350	39,012	52,252	43,327		Collected from fees and fines issued for violations of state and local ordinances. Revenues are based on estimates from previous years' actuals.
01-09-4714	Liquor Fines	410	4,000	2,100	-		Fines for violations to liquor laws.
01-09-4716	DUI Prevention	14,019	14,911	14,387	14,278	6,695	Fines for DUI violations.
01-09-4717	Drug Forfeiture Parking Fines	76 3,080	- 6,460	6,160	307 2,180	- 5,150	Drug forfeiture assets. Fines for parking violations that occurred in the Village limits. Revenues are based on estimates from previous years' actuals.
01-09-4721	Red Light Camera Fees	-	56,327	55,964	41,707		Redlight camera fees from RedSpeed.
01-09-4725	Booking Admin Fees	111	590	500	2,225	103	Fees for booking a prisoner in the Village jail. Revenues are based on estimates from previous years' actuals.
01-09-4726	Towing/Other Police Fees	118,537	23,103	17,663	8,500	15,450	The Village applies a towing fee to any vehicle towed within the Village limits. Other fees related to Police services. Revenues are based on estimates from previous years' actuals. FY22 remove redlight camera tickets into 01-09-4721.
01-09-4780	Other Fines	18,187	17,223	20,657	15,684	15,000	Payments for fines and fees not otherwise categorized.
01-09-4785	Admin Hearing Fines	-	2,645	19,200	1,450	10,300	Individuals participating in the Village's adjudication process are required to pay an administrative hearing fee if they are found guilty of the violation. Revenues are based on estimates from previous years' actuals.

						<u>CY24</u>	
<u>Account</u>	Description	<u>FY21A</u>	<u>FY22A</u>	<u>FY23A</u>	EOY SY23	Budget	Budget Notes
							The Village earns investment income on money held by both Cook and Kane counties as well as any investments. Revenues are based on estimates from
01-09-4810	Investment Income	39,995	9,250	345,756	413,014	150,000	previous years' actuals.
01-09-4820	Rental Income	88,295	107,912	96,760	61,271	61,800	American Tower and AT&T cell tower leases.
01-09-4885	Reimbursement	36,922	14,092	44,057	63,616	-	Includes reimbursements from the Village's insurance for claims.
01-09-4888	Community Events	450	2,735	3,314	19,551	2,575	Revenues collected during Village events for the sell of products and tickets. Revenues are based on estimates from previous years' actuals.
01-09-4889	Garbage Collection	231,839	258,293	262,810	177,840	260,000	Fees collected for residential and business properties for garbage and recycling services. The Village's current contract is with Flood Brothers. Additional information can be found in department budget 01-33. Fees for refuse service was collected in Water Fund 60 until FY19.
01-09-4890	Miscellaneous Income	3,167	6,936	45,602	3,016	5,000	Includes miscellaneous income from various sources such as LexisNexis, crash reports, etc.
01-09-4905	Proceeds Sale Of Assets	_	30	20,958	_	<u>-</u>	The Village, through disposal ordinance, is able to sell vehicles, equipment, and other items that are no longer of use or value to departments. Revenues are based on estimates from previous years' actuals.
General Fund	l Total	7,169,708	8,080,230	9,070,296	6,081,429	7,318,794	
15-01-4020	Road & Bridge Tax	42,377	43,144	43,846	48,767	45,000	The Village receives up to .06% in taxes on taxable properties for the annual upkeep on the Village infrastructure and streets related equipment.
15-01-4060	Road & Bridge PPRT	855	1,788	_	-	-	Replacement tax paid to the Village by the State for the loss of revenues.
Streets Fund	Total	43,232	44,932	43,846	48,767	45,000	
							Included the State of Illinois Motor Fuel Tax distribution as well as their allocation specific for
28-01-4430	MFT Allotment	196,643	176,841	156,121	88,000	,	transportation renewal.
28-01-4810	Investment Income	837	592	22,109	27,000		Bank interest earned on investments.
Motor Fuel T	ax Fund Total	197,480	177,434	178,230	115,000	168,000	

						<u>CY24</u>	
<u>Account</u>	Description	<u>FY21A</u>	<u>FY22A</u>	<u>FY23A</u>	EOY SY23	<u>Budget</u>	Budget Notes
							The Village offers a local license to establishments
							licensed by the state to operate video gaming terminals
							under the Illinois Video Gaming Act. The Village
32-09-4085	Video Gaming Tax	180,110	342,857	371,483	227,859	375,000	receives 5% of the net terminal income.
							The Village offers a local license to establishments
							licensed by the state to operate video gaming terminals
							under the Illinois Video Gaming Act. There is an
							annual permitting and licensing fee for each terminal in
32-09-4115	Video Gaming License	26,462	15,438	64,611	50,000	65,000	use in the Village.
							A grant for Route 25 & Christina Drive traffic signal.
22 00 1115	Economic Development Prog.			020 (17			This is a pass-through grant that the Village will collect
32-09-4445	Grant	-	-	939,617	-	-	on behalf of Speedway for their construction project.
							A grant for the construction of the roadway for the National Tools industrial park. One grant is for \$25,000
							for excavation and the other is \$275,000 for
32-09-4446	Dept. of Commerce & Economic (-	224,429	-	-	-	construction.
32-09-4885	Insurance Reimbursement	46,543	-	_	-	_	Risk insurance reimbursements and grants.
		-)					Reimbursement from Enterprise for the transition of
32-09-4890	Miscellaneous Income	-	-	-	140,605	-	Police fleet to lease option.
	cts Fund Total	253,115	582,724	1,375,711	418,464	440,000	
33-01-4030	Sales Tax	68,791	81,864	104,712	62,016	85,000	The sales rate is 0.75% for the BDD.
33-01-4810	Investment Income	-	-	-	-	-	Interest earned on investments.
	way BDD Fund Total	68,791	81,864	104,712	62,016	85,000	
34-01-4030	Sales Tax	301,811	407,146	451,003	289,460	425,000	The sales rate is 0.75% for the BDD.
34-01-4810	Investment Income Dundee Cross BDD Fund Total	- 301,811	- 407,146	451,003	- 289,460	425,000	Interest earned on investments.
Downtown &	Dundee Cross BDD Fund Total	301,011	407,140	451,005	209,400	425,000	A mention of the Wills and managers to see is many and for
35-01-4010	Real Estate Taxes	1,264,423	1,287,376	1,457,488	1,636,925	1,500,000	A portion of the Village's property taxes is reserved for the financing of TIF projects.
35-01-4010	Investment Income	1,204,423	59	1,437,488	2,012	1,000,000	Interest earned on investments.
-	TIF Improvement Fund Total	1,264,539	1,287,436	1,459,396	1,638,937	1,501,000	
		, - ,	, - ,	, ,	<u>-</u>)	A portion of the Village's property taxes is reserved for
36-01-4010	Real Estate Taxes	316,116	323,867	329,606	343,264	340,000	the financing of TIF projects.
36-01-4810	Investment Income	87	45	1,431	1,509	1,000	Interest earned on investments.
Christina Dri	ve TIF Fund Total	316,203	323,911	331,037	344,773	341,000	
							A portion of the Village's property taxes is reserved for
38-01-4010	Real Estate Taxes	1,279,137	1,339,555	1,476,871	1,737,088	1,500,000	the financing of TIF projects.
38-01-4810	Investment Income	579	296	9,486	10,005	3,500	Interest earned on investments.

						<u>CY24</u>	
<u>Account</u>	Description	<u>FY21A</u>	<u>FY22A</u>	<u>FY23A</u>	<u>EOY SY23</u>	Budget	<u>Budget Notes</u>
							The Village collects a portion of the principal payment
							for the 2012B Bond from JD Byrider. The payment
38-01-4930	Principal Payment Byrider	130,542	125,661	131,243	88,000	135,000	schedule is detailed monthly through 2027.
							The Village collects a portion of the interest payment
20.01.4021		45,822	27.177	21.555	10.200	25.000	for the 2012B Bond from JD Byrider. The payment
38-01-4931	Interest Payment Byrider	45,822	37,167	31,555	19,200	35,000	schedule is detailed monthly through 2027. Dundee Township fence reimbursement for \$300,000
38-01-4932	Developer Reimbursement					27 500	loan to be reimbursed by 2031.
	sings TIF Fund Total	1,456,080	1,502,678	1,649,155	1,854,293	1,711,000	Ioan to be remoursed by 2031.
Dunuee Cross	sings fif fund fotai	1,430,000	1,302,078	1,049,133	1,034,293	1,711,000	A portion of the Village's property taxes is reserved for
39-01-4010	Real Estate Taxes	348,998	376,627	391,112	447,235	400 000	the financing of TIF projects.
39-01-4810	Investment Income	243	125	3,997	4,216		Interest earned on investments.
	edevelopment TIF Fund Total	349,241	376,752	395,109	451,451	401,500	
		,	,	,	,	,	A portion of the Village's property taxes is reserved for
40-01-4010	Real Estate Taxes	6,497	14,827	10,892	8,243	10,500	the financing of TIF projects.
Christina Dri	ve BDD Fund Total	6,497	14,827	10,892	8,243	10,500	
							A portion of the Village's property taxes is reserved for
42-01-4010	Real Estate Taxes	6,813	9,094	10,310	13,263	10,000	the financing of TIF projects.
Route 68 Wes	st TIF Fund Total	6,813	9,094	10,310	13,263	10,000	
							A portion of the Village's property taxes is reserved for
46-01-4010	Real Estate Taxes	76,008	82,631	76,573	90,371		the financing of TIF projects.
46-01-4810	Investment Income	210	112	32,680	45,156	11,000	Interest earned on investments.
46-01-4950	Other Receipts	-	28,774	25,620	(90,404)	-	Bank transaction in Amalgamated Bank.
Route 25 TIF	Fund Total	76,218	111,518	134,873	45,123	106,000	
45 01 4010		(53 000	(00, (01	242.045	146.065	600 000	A portion of the Village's property taxes is reserved for
47-01-4010	Real Estate Taxes	652,990	692,601	242,845	146,865	600,000 600,000	the financing of TIF projects.
North Cook C 48-01-4810	Investment Income	652,990 12	692,601	242,845 207	146,865 218	,	Interest earned on investments.
	ond Debt Service Fund Total	12	6	207	218	200	interest earlied on investments.
2012A GO DO	Debt Service Fund Total	12	U	207	210	200	A portion of the Village's property taxes is reserved for
56-01-4010	Real Estate Taxes	8,715	9,461	9,914	10,908	10 101	the financing of TIF projects.
	e TIF Fund Total	8,715 8,715	9,401 9,461	9,914	10,908 10,908	10,101	
r enny Avenue		0,715	7,701	7,714	10,700	10,101	A portion of the Village's property taxes is reserved for
57-01-4010	Real Estate Taxes	_	_	_	273,832	275 000	the financing of TIF projects.
2, 01 1010	Item Louite Iuneo						in manning of the projecto.
IL South Rou	te 72 TIF Fund Total	_	-	-	2/3.832	275.000	
IL South Rou 60-09-4509	te 72 TIF Fund Total Sewer Fees	- 787,976	- 919,966	- 954,214	273,832 734,378	275,000 800,000	Monthly sewer user charges.

60-09-4511 West Dundee Sewer Fees 333,725 341,124 403,491 267,200 300,000 their waste water. 60-09-4515 Water Late Fees (113) - - - payments. 60-09-4515 Water Late Fees 354 196 15,691 13,859 5,000 payments. 60-09-4514 Sewer Late Fees 354 196 15,691 13,859 5,000 payments. 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4525 Cross Connection Fees - - - - - - - - - - - - - <							<u>CY24</u>	
60-09-4511 West Dundee Sewer Fees 333,725 341,124 403,491 267,200 300,000 their waste water. 60-09-4515 Water Late Fees (113) - - - payments. 60-09-4515 Water Late Fees 354 196 15,691 13,859 5,000 payments. 60-09-4514 Sewer Late Fees 354 196 15,691 13,859 5,000 payments. 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4525 Cross Connection Fees - - - - - - - - - - - - - <	<u>Account</u>	Description	<u>FY21A</u>	<u>FY22A</u>	<u>FY23A</u>	EOY SY23	<u>Budget</u>	<u>Budget Notes</u>
60-09-4515 Water Late Fees (113) - - - - - payments. 60-09-4514 Sewer Late Fees 354 196 15,691 13,859 5,000 payments. 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic 60-09-4535 Cross Connection Fees - - - - utilities. 60-09-4560 Connection Fees 103,064 - - - A proposed new meter installation for 855 E. Main. 60-09-4575 Meter Fees 103,064 - - - A proposed new meter installation for the 2005 IEPA loan. 60-09-4450 Rental 500 - <								Fees collected from West Dundee for the treatment of
60-09-4515 Water Late Fees (113) - - - payments. 60-09-4514 Sewer Late Fees 354 196 15,691 13,859 5,000 payments. 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for service 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for service 60-09-4535 Cross Connection Fees -	60-09-4511	West Dundee Sewer Fees	333,725	341,124	403,491	267,200	300,000	their waste water.
1 1								Late fees paid by the user for delays in water bill
60-09-4514 Sewer Late Fees 354 196 15,691 13,859 5,000 payments. 60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for service 60-09-4525 Cross Connection Fees - - - - utilities. 60-09-4536 Connection Fees 253,099 3,775 150,029 152,000 150,000 utilities. 60-09-4575 Meter Fees 103,064 - - - A proposed new meter installation for 855 E. Main. 60-09-4585 West Dundee IEPA Debt Service 469,060 46	60-09-4515	Water Late Fees	(113)	-	-	-		
60-09-4525 Availability Charge 120,244 153,913 160,820 109,950 165,000 Fixed rate charged to water & sewer users for servic Residential charge for connecting into the Village's utilities. 60-09-4535 Cross Connection Fees - - - - - - - - - - - utilities. 60-09-4560 Connection Fees 253,099 3,775 150,029 152,000 150,000 utilities. 60-09-4560 Connection Fees 253,099 3,775 150,029 152,000 150,000 utilities. 60-09-4575 Meter Fees 103,064 - - - A proposed new meter installation for 855 E. Main. 60-09-4585 West Dundee IEPA Debt Service 469,060 469,060 469,060 469,060 and principal payment for the 2005 IEPA loan. 60-09-4810 Investment Income 1,388 1,168 36,036 41,009 1,000 Interest earned on investments. 60-09-4820 Rental 500 750 450 500 - -								Late fees paid by the user for delays in sewer bill
60-09-4535Cross Connection FeesResidential charge for connecting into the Village's utilities.60-09-4560Connection Fees253,0993,775150,029152,000150,000utilities.60-09-4560Connection Fees253,0993,775150,029152,000150,000utilities.60-09-4575Meter Fees103,064A proposed new meter installation for 855 E. Main.60-09-4585West Dundee IEPA Debt Service469,060469,060469,060469,060469,060469,06060-09-4585West Dundee IEPA Debt Service469,060469,060469,060469,060469,060469,06060-09-4810Investment Income1,3881,16836,03641,0091,000Interest earned on investments.60-09-4820Rental500750450500-Shut off fees and other miscellaneous income relate60-09-4890Miscellaneous Income(3,006)-12,413water & sewer operations.60-09-4891Sale of Assets-487water & sewer operations.Water Fund Total2,833,2972,845,1793,227,2782,551,1522,690,060	60-09-4514	Sewer Late Fees	354	196	15,691	13,859	5,000	payments.
60-09-4535 Cross Connection Fees - - - - - Residential charge for connecting into the Village's utilities. 60-09-4536 Connection Fees 253,099 3,775 150,029 152,000 150,000 utilities. 60-09-4560 Connection Fees 253,099 3,775 150,029 152,000 150,000 utilities. 60-09-4575 Meter Fees 103,064 - - - A proposed new meter installation for 855 E. Main. 60-09-4585 West Dundee IEPA Debt Service 469,060 <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>								
60-09-4535 Cross Connection Fees - - - - utilities. 60-09-4536 Connection Fees 253,099 3,775 150,029 152,000 150,000 utilities. 60-09-4575 Meter Fees 103,064 - - - A proposed new meter installation for 855 E. Main. 60-09-4575 Meter Fees 103,064 - - - A proposed new meter installation for 855 E. Main. 60-09-4585 West Dundee IEPA Debt Service 469,060 469,060 469,060 469,060 and principal payment for the 2005 IEPA loan. 60-09-4810 Investment Income 1,388 1,168 36,036 41,009 1,000 Interest earned on investments. 60-09-4820 Rental 500 750 450 500 - - water & sewer operations. 60-09-4890 Miscellaneous Income (3,006) - 12,413 - - water & sewer operations. 60-09-4891 Sale of Assets - 487 - - - water & sewer operations. 60-09-4891 Sale of Assets - 487	60-09-4525	Availability Charge	120,244	153,913	160,820	109,950		•
60-09-4560Connection Fees253,0993,775150,029152,000150,000utilities.60-09-4575Meter Fees103,064A proposed new meter installation for 855 E. Main.60-09-4575Meter Fees103,064A proposed new meter installation for 855 E. Main.60-09-4575West Dundee IEPA Debt Service469,060469,060469,060469,060469,060and principal payment for the 2005 IEPA loan.60-09-4585West Dundee IEPA Debt Service469,060469,060469,060469,060469,060and principal payment for the 2005 IEPA loan.60-09-4810Investment Income1,3881,16836,03641,0091,000Interest earned on investments.60-09-4820Rental50075045050060-09-4890Miscellaneous Income(3,006)-12,413water & sewer operations.60-09-4891Sale of Assets-487water & sewer operations.60-09-4891Sale of Assets-4								
60-09-4560 Connection Fees 253,099 3,775 150,029 152,000 150,000 utilities. 60-09-4575 Meter Fees 103,064 - - - A proposed new meter installation for 855 E. Main. 60-09-4575 Meter Fees 103,064 - - - A proposed new meter installation for 855 E. Main. 60-09-4585 West Dundee IEPA Debt Service 469,060 469,060 469,060 469,060 and principal payment for the 2005 IEPA loan. 60-09-4810 Investment Income 1,388 1,168 36,036 41,009 1,000 Interest earned on investments. 60-09-4820 Rental 500 750 450 500 - 60-09-4890 Miscellaneous Income (3,006) - 12,413 - water & sewer operations. 60-09-4891 Sale of Assets - 487 - - - water & sewer operations. Water Fund Total 2,833,297 2,845,179 3,227,278 2,551,152 2,690,060 water & sewer operations.	60-09-4535	Cross Connection Fees	-	-	-	-		
60-09-4575Meter Fees103,064A proposed new meter installation for 855 E. Main.60-09-4575West Dundee IEPA Debt Service469,060469,060469,060469,060469,06060-09-4585West Dundee IEPA Debt Service469,060469,060469,060469,060469,06060-09-4810Investment Income1,3881,16836,03641,0091,000Interest earned on investments.60-09-4820Rental50075045050060-09-4890Miscellaneous Income(3,006)-12,413water & sewer operations.60-09-4891Sale of Assets-487Shut off fees and other miscellaneous income relate water & sewer operations.60-09-4891Sale of Assets-487Water Fund Total2,833,2972,845,1793,227,2782,551,1522,690,060								
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60-09-4585West Dundee IEPA Debt Service469,060469,060469,060469,060469,060and principal payment for the 2005 IEPA loan.60-09-4810Investment Income1,3881,16836,03641,0091,000Interest earned on investments.60-09-4820Rental500750450500-60-09-4890Miscellaneous Income(3,006)-12,413Shut off fees and other miscellaneous income relate60-09-4891Sale of Assets-487Shut off fees and other miscellaneous income relateWater Fund Total2,833,2972,845,1793,227,2782,551,1522,690,060-								
60-09-4585West Dundee IEPA Debt Service469,060469,060469,060469,060469,060and principal payment for the 2005 IEPA loan.60-09-4810Investment Income1,3881,16836,03641,0091,000Interest earned on investments.60-09-4820Rental500750450500-60-09-4890Miscellaneous Income(3,006)-12,41360-09-4891Sale of Assets-487water & sewer operations.Water Fund Total2,833,2972,845,1793,227,2782,551,1522,690,060	60-09-4575	Meter Fees	103,064	-	-	-	-	A proposed new meter installation for 855 E. Main.
60-09-4585 West Dundee IEPA Debt Service 469,060 469,060 469,060 469,060 and principal payment for the 2005 IEPA loan. 60-09-4810 Investment Income 1,388 1,168 36,036 41,009 1,000 Interest earned on investments. 60-09-4820 Rental 500 750 450 500 - 60-09-4820 Miscellaneous Income (3,006) - 12,413 - - water & sewer operations. 60-09-4891 Sale of Assets - 487 - - water & sewer operations. Water Fund Total 2,833,297 2,845,179 3,227,278 2,551,152 2,690,060								
60-09-4810 Investment Income 1,388 1,168 36,036 41,009 1,000 Interest earned on investments. 60-09-4820 Rental 500 750 450 500 - 60-09-4820 Rental 500 750 450 500 - 60-09-4820 Miscellaneous Income (3,006) - 12,413 - - 60-09-4890 Miscellaneous Income (3,006) - 12,413 - - water & sewer operations. 60-09-4891 Sale of Assets - 487 - - Shut off fees and other miscellaneous income relate 60-09-4891 Sale of Assets - 487 - - water & sewer operations. Water Fund Total 2,833,297 2,845,179 3,227,278 2,551,152 2,690,060 -								6
60-09-4820Rental500750450500-60-09-4890Miscellaneous Income(3,006)-12,413-Shut off fees and other miscellaneous income relate60-09-4891Sale of Assets-487Shut off fees and other miscellaneous income relateWater Fund Total2,833,2972,845,1793,227,2782,551,1522,690,060)	,	<i>,</i>	,	-	
60-09-4890 Miscellaneous Income (3,006) - 12,413 - - Shut off fees and other miscellaneous income relate water & sewer operations. 60-09-4891 Sale of Assets - 487 - - Shut off fees and other miscellaneous income relate water & sewer operations. Water Fund Total 2,833,297 2,845,179 3,227,278 2,551,152 2,690,060			,	,	,	<i>.</i>	1,000	Interest earned on investments.
60-09-4890 Miscellaneous Income (3,006) - 12,413 - - water & sewer operations. 60-09-4891 Sale of Assets - 487 - - Shut off fees and other miscellaneous income relate water & sewer operations. Water Fund Total 2,833,297 2,845,179 3,227,278 2,551,152 2,690,060	60-09-4820	Rental	500	750	450	500	-	
60-09-4891 Sale of Assets - 487 - - Shut off fees and other miscellaneous income relate water & sewer operations. Water Fund Total 2,833,297 2,845,179 3,227,278 2,551,152 2,690,060			(2, 2, 2, 2)					
60-09-4891 Sale of Assets - 487 - - water & sewer operations. Water Fund Total 2,833,297 2,845,179 3,227,278 2,551,152 2,690,060	60-09-4890	Miscellaneous Income	(3,006)	-	12,413	-		·
Water Fund Total 2,833,297 2,845,179 3,227,278 2,551,152 2,690,060	60.00 1001							
			-		-	-		water & sewer operations.
	Water Fund	Fotal	2,833,297	2,845,179	3,227,278	2,551,152	2,690,060	
TOTAL REVENUE 15.004.742 16.547.792 18.694.814 14.354.194 16.138.155	TOTAL REV	ENUE	15,004,742	16,547,792	18,694,814	14,354,194	16,138,155	

Village of East Dundee General Fund Expenditures

Description	FY21 Audited Actual	FY22 Audited Actual	FY23 Unaudited Actual	SY23 Budget	SY23 EOY Projected	CY24 Budget
General Fund Revenue Total	7,169,708	8,080,230	5,626,276	5,795,064	6,081,429	7,318,794
Personnel	477,969	461,548	414,524	315,300	316,118	471,100
Maintenance	6,711	6,562	10,695	6,500	8,500	8,000
Contractual Services	153,553	219,411	266,237	187,000	204,844	241,500
Communications	12,011	15,566	17,312	12,300	8,800	17,250
Professional Development	6,731	9,880	19,798	21,800	26,150	29,000
Other Services & Charges	24,991	77,298	33,493	20,566	30,000	35,000
Commodities & Supplies	7,774	16,821	15,987	16,800	16,650	18,950
Capital Outlay	4,691	6,409	14,691	50,000	35,000	50,000
Miscellaneous Expenses	37,030	17,413	22,248	50,000	15,110	52,500
Administration Department Total	731,461	830,907	814,985	680,266	661,172	923,300
Personnel	171,357	124,644	169,786	147,000	147,043	200,006
Contractual Services	19,448	41,603	27,631	33,000	40,000	50,000
Communications	4,198	3,607	5,616	5,260	5,524	6,500
Professional Development	6,096	1,599	3,941	2,400	2,950	5,050
Other Services & Charges	19,906	14,301	29,383	22,602	28,779	33,000
Commodities & Supplies	2,329	2,011	2,479	3,900	5,050	3,900
Finance Department Total	223,334	187,765	238,835	214,162	229,346	298,456
Personnel	2,572,280	2,872,828	3,569,883	2,785,337	3,082,119	3,629,519
Maintenance	80,293	79,412	77,376	62,510	65,490	64,250
Contractual Services	55,216	55,951	86,807	115,700	111,500	181,500
Communications	196,354	171,346	188,819	142,900	141,650	219,572
Professional Development	17,490	36,313	46,549	41,720	32,750	51,400
Other Services & Charges	92,825	79,658	135,518	84,190	123,826	128,500
Commodities & Supplies	34,289	50,995	64,208	51,400	48,500	69,800
Miscellaneous Expenses	18,959	7,189	24,649	27,500	11,000	65,249
Police Department Total	3,067,706	3,353,693	4,193,809	3,311,257	3,616,835	4,409,790
Personnel	181,368	174,602	175,368	129,195	130,884	206,513
Maintenance	1,204	1,026	1,059	2,000	508	2,000
Contractual Services	34,151	25,403	11,896	13,400	6,000	14,000
Communications	1,369	2,164	2,668	2,730	3,200	3,250
Professional Development	401	1,393	250	1,450	450	1,450
Other Services & Charges	36,911	32,511	39,175	38,900	41,000	38,900
Commodities & Supplies	1,595	2,541	1,981	3,350	3,000	5,100
Building Department Total	256,999	239,641	232,397	191,025	185,042	271,213
Personnel	419,586	441,059	470,592	400,450	337,182	521,824
Maintenance	134,923	202,918	208,927	215,960	201,310	236,900
Contractual Services	21,959	13,813	15,345	37,300	27,250	47,450
Communications	4,298	3,318	7,030	4,650	6,000	8,150
Professional Development	459	1,795	2,120	6,550	2,950	8,050
Other Services & Charges	40,406	43,149	63,437	55,500	42,000	59,500
Commodities & Supplies	33,064	26,110	39,276	46,350	37,875	56,150
Public Works (Streets) Total	654,695	732,163	806,727	766,760	654,567	938,024

General Fund Expenditures FY21 FY22 FY23 SY23 Audited Audited Unaudited EOY CY24 Description Actual Actual Actual SY23 Budget Projected Budget 289,500 Contractual Services 258,548 253,395 265,612 184,100 272,500 2,059 5,397 5,500 7,500 Other Services & Charges 676 5,000 Commodities & Supplies 378 361 648 750 500 750 **Refuse Total** 259,602 255,814 271,657 278,750 189,600 297,750 **Contractual Services** 50 35,523 43,065 62,300 55,000 62,000 Communications 649 2,516 857 10,350 5,000 11,000 Professional Development 869 382 408 1,550 421 1,550 Other Services & Charges 740 29,789 34,252 48,155 47,000 48,000 Commodities & Supplies 3,152 23,098 14,090 17,500 17,230 18,000 Miscellaneous Expenses 1,876 148 5,000 3,000 5,000 **Community Events Total** 5,460 93,186 92,820 144,855 127,651 145,550 Capital Projects Funds 32 1,000,000 1,500,000 _ **Transfers Out Total** _ -1,000,000 -1,500,000 -**Total General Fund Expenditures** 5,199,256 5,693,168 7,651,231 5,587,075 5,664,213 7,284,083 2,387,062 **Total Revenues less Expenditures** 1,970,452 (2,024,955)207,989 417,217 34,711

Expense Summary by Department

Shared costs for IT Services (80% of Helping Hand), Risk Insurance (IPRF & ICRMT), and any other shared expense is calculated at 10% for Administration based on total percentage of salaries.

ADMINISTRATION 01-12	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY 23 Budget	SY23 Estimated End-of-Year	CY24 Budget
EXPENSES							
PERSONNEL SERVICES							
Salaries	01-12-5011	312,509	292,252	272,709	216,000	224,046	334,606
Overtime	01-12-5019	-	1,144	2,815	2,000	750	3,000
Boards & Commissions	01-12-5020	21,345	14,842	11,433	8,800	6,500	12,000
Social Security	01-12-5030	24,113	26,172	20,562	19,000	16,658	25,597
IMRF Pension	01-12-5050	41,987	36,025	29,521	23,500	21,761	26,785
Employee Insurance	01-12-5060	70,515	87,135	62,158	45,000	45,403	68,112
Unemployment Insurance	01-12-5071	-	1,527	14,325	-	-	-
Auto Allowance	01-12-5080	6,500	2,450	-	-	-	-
Other Benefits	01-12-5090	1,000	-	1,000	1,000	1,000	1,000
TOTAL		477,969	461,548	414,524	315,300	316,118	471,100
MAINTENANCE SERVICES							
Maintenance - Building	01-12-5110	6,711	6,562	10,695	6,500	8,500	8,000
TOTAL	01 12 0110	6,711	6,562	10,695	6,500	8,500	8,000
CONTRACTUAL SERVICES							
Engineering Services	01-12-5220	5,839	11,155	27,271	20,000	30,000	15,000
Legal Services	01-12-5230	40,618	113,659	155,109	85,000	90,000	105,000
Medical Services	01-12-5240	-	66	-	-	344	-
Code Update	01-12-5260	5,772	4,719	5,456	4,000	6,500	6,500
Payroll Processing	01-12-5285	789	-	-	-	-	-
IT Services	01-12-5286	98,230	67,865	73,219	50,000	50,000	80,000
Professional Services	01-12-5290	2,305	21,946	5,182	28,000	28,000	35,000
TOTAL	01-12-5270	153,553	219,411	266,237	187,000	204,844	241,500
COMMUNICATIONS							
Telephone & Cable	01-12-5320	9,990	13,352	13,470	10,000	5,000	13,500
Publishing/Advertising	01-12-5320	240	13,332	13,470	800	1,300	750
Printing/Copying	01-12-5340	1,781	2,030	2,129	1,500	2,500	3,000
TOTAL	01-12-5540	12,011	15,566	17,312	12,300	8,800	17,250
PROFESSIONAL DEVELOP	MENT						
Dues & Membership	01-12-5410	6,556	9,468	18,338	21,000	20,000	21,000
Travel & Meetings	01-12-5420	-	333	1,204	650	6,000	6,500
Training	01-12-5430	175	555 79	256	150	150	1,500
TOTAL	01 12-5450	6,731	9,880	19,798	21,800	26,150	29,000
OTHER SERVICES & CHAR	GES						
Risk Insurance	01-12-5520	24,991	77,298	33,493	20,566	30,000	35,000
TOTAL	01-12-3320	24,991 24,991	77,298	33,493	20,566	30,000	35,000

					SY23	
Account	FY21	FY22	FY23	SY 23	Estimated	CY24
Number	Actual	Actual	Actual	Budget	End-of-Year	Budget
01-12-5610	1,140	1,514	2,508	1,250	4,300	1,700
01-12-5611	-	2,761	2,510	5,000	3,000	5,000
01-12-5615	4,167	4,683	4,455	4,600	4,600	4,600
01-12-5630	1,278	7,017	2,291	2,000	1,000	3,500
01-12-5645	883	315	3,606	3,500	3,500	3,500
01-12-5680	306	531	617	450	250	650
	7,774	16,821	15,987	16,800	16,650	18,950
01-12-5876	4,691	6,409	14,691	50,000	35,000	50,000
	4,691	6,409	14,691	50,000	35,000	50,000
01-12-6005	-	-	2,534	-	110	2,500
01-12-6010	3,975	17,190	19,714	50,000	15,000	50,000
01-12-6011	33,055	223	-	-	-	-
	37,030	17,413	22,248	50,000	15,110	52,500
	731,461	830,907	814,985	680,266	661,172	923,300
01-12-6032	-	-	1,000,000	-	1,500,000	-
	-	-	1,000,000	-	1,500,000	-
			1 000 000	_	1 500 000	-
	Number 01-12-5610 01-12-5611 01-12-5630 01-12-5645 01-12-5680 01-12-5680 01-12-5876 01-12-6005 01-12-6010 01-12-6011	Number Actual 01-12-5610 1,140 01-12-5611 - 01-12-5615 4,167 01-12-5630 1,278 01-12-5645 883 01-12-5680 306 7,774 - 01-12-5680 306 01-12-5680 306 01-12-5680 306 01-12-5680 306 01-12-5876 4,691 4,691 4,691 01-12-6010 3,975 01-12-6011 33,055 37,030 731,461 01-12-6032 -	Number Actual Actual 01-12-5610 1,140 1,514 01-12-5615 4,167 4,683 01-12-5615 4,167 4,683 01-12-5630 1,278 7,017 01-12-5645 883 315 01-12-5645 883 315 01-12-5680 306 531 01-12-5680 306 531 01-12-5680 306 531 01-12-5680 306 531 01-12-5680 306 531 01-12-6010 3,975 17,190 01-12-6011 33,055 223 37,030 17,413 17,413 01-12-6011 33,055 223 37,030 17,413 17,413 01-12-6032 - - 01-12-6032 - -	Number Actual Actual Actual 01-12-5610 1,140 1,514 2,508 01-12-5611 - 2,761 2,510 01-12-5615 4,167 4,683 4,455 01-12-5630 1,278 7,017 2,291 01-12-5645 883 315 3,606 01-12-5680 306 531 617 01-12-5680 306 531 617 01-12-5680 306 531 617 01-12-5680 306 531 617 01-12-5876 4,691 6,409 14,691 4,691 6,409 14,691 4,691 01-12-6010 3,975 17,190 19,714 01-12-6011 33,055 223 - 37,030 17,413 22,248 01-12-6032 - - 1,000,000 - - 1,000,000 -	Number Actual Actual Actual Budget 01-12-5610 1,140 1,514 2,508 1,250 01-12-5611 - 2,761 2,510 5,000 01-12-5615 4,167 4,683 4,455 4,600 01-12-5615 4,167 4,683 4,455 4,600 01-12-5630 1,278 7,017 2,291 2,000 01-12-5645 883 315 3,606 3,500 01-12-5680 306 531 617 450 01-12-5680 306 531 617 450 01-12-5876 4,691 6,409 14,691 50,000 01-12-6010 3,975 17,190 19,714 50,000 01-12-6011 33,055 223 - - 37,030 17,413 22,248 50,000 01-12-6011 33,055 223 - - 37,030 17,413 22,248 50,000 01-12-6032	Account NumberFY21 ActualFY22 ActualFY23 ActualSY 23 BudgetEstimated End-of-Year01-12-5610 01-12-5611 01-12-56151,140 - 2,7611,514 2,5102,508 5,0001,250 3,00001-12-5615 01-12-5630 01-12-56454,167 4,6834,455 4,4554,600 4,600 4,60001-12-5645 01-12-5680883 306 3063,500 531 6173,500 4,69101-12-5876 01-12-6010 01-12-60104,691 3,975 3,0556,409 223

General Fund (01) Expenditure Summary

Acct No.	Account Description	Budgeted Amount	Notes
			Includes 70% percent of salary for the Village Administrator.
			100% for Special Events Coordinator/Village Clerk, Assistant
			to the Village Administrator, Management Intern, and Depot
01-12-5011	Salaries	334 606	Attendant.
01-12-5019	Overtime		Overtime and compensatory time pay out for department.
01-12-5017		5,000	Stipends for Boards & Commissions (with the exception of
01-12-5020	Boards & Commissions	12 000	Police Commissioners & Police Pension Members).
01-12-3020		12,000	70% percent dental, health, vision, and life insurance for the
			Village Administrator. 100% for Special Events
			Coordinator/Village Clerk and Assistant to the Village
01-12-5030	Social Socurity	25 507	
01-12-3030	Social Security	25,597	
			70% percent of Social Security for the Village Administrator.
01 10 5050	D (DE	26 705	100% for Special Events Coordinator/Village Clerk and
01-12-5050	IMRF	26,785	
			70% percent of IMRF for the Village Administrator. 100% for
			Special Events Coordinator/Village Clerk and Assistant to the
01-12-5060	Employee Insurance	68,112	
			Annual fee for the Village's Employee Assistance Program
01-12-5090	Other Benefits	1,000	(ComPsych).
			Maintenance for Village Hall including janitorial services,
01-12-5110	Maintenance - Building		inspections, repairs, and general maintenance needs.
01-12-5220	Engineering Service	15,000	Engineering service is provided by Heinz Engineering.
01-12-5230	Legal Service	105,000	For General Counsel and labor attorney.
			For maintenance and regular update of the Village's Code both
01-12-5260	Code Services	6,500	in print and online.
			Administration department will cover the service fees for
01-12-5286	IT Services	80,000	Helping Hands and annual software expenses.
			Includes Azavar software (\$20,000 - 3 year commitment
			ending in 2026), processing liquor license applications (\$500),
			Comprehensive/Strategic Plan (\$40,000), and other
01-12-5290	Professional Services	35,000	miscellaneous expenses (\$7,500).
			Cellphones for the Village Administrator and Assistant to the
			Village Administrator. This also includes AT&T, Comcast,
01-12-5320	Telephone & Cable	13,500	and other miscellaneous services.
			Printing of legal notices and other miscellaneous items such
01-12-5330	Publishing/Advertising	750	as a community survey.
01-12-5340	Printing/Copying	3.000	
	8_17.8	-)	
			Memberships for the following: ICMA, ILCMA, Metro West,
			Metropolitan Mayor's Caucus, Northern Kane County
			Chamber, IML, CMAP, Municipal Clerks of Illinois, Costco,
			Anvil Club, Amazon Prime, Survey Monkey, Sirius XM,
			Daily Herald, Chicago Tribune, Human Resources, and other
01-12-5410	Dues & Membership	21,000	
01-12-3410		21,000	Registration fees, travel, lodging, and per diem for various
			national and local conferences, seminars, and meetings
01-12-5420	Travel & Mestings	6 500	throughout the year.
	Travel & Meetings		
01-12-5430	Training	1,500	rianning for employees including the BEDC program.

Acct No.	Account Description	Budgeted Amount	Notes
			Risk management insurance paid to the Illinois Public Risk
			Fund for workers' compensation and Illinois Counties Risk
			Management Trust for property and liability insurance. IPRF
			invoice breaks down costs by department. ICRMT is broken
			down internally by the percentage of salary per department
			(Admin, Finance, Building, PW, PD, Water and Sewer). An
			additional \$2,500 is added to the total for 1 worker's
01-12-5520	Risk Insurance	35,000	compensation claim per department.
01-12-5610	Office Supplies	1,700	Miscellaneous office supplies.
			For hardware and software purchases as well as other
01-12-5611	Computer Supplies	5,000	computer related expenses.
			For annual service fees related to the Village website with
01-12-5615	Website	4,600	Revize.
			Logo clothing for employees (\$150 per employee), coffee,
01-12-5630	Operating Supplies	3,500	legal posters, flowers (funerals and special occasions), etc.
			Annual employee appreciation/holiday as well as other
01-12-5645	Employee Events		miscellaneous events.
01-12-5680	Postage	650	Postage for various mailings.
			Includes reimbursements for Speedway/PAL and Dundee
01-12-5876	Developer Reimbursements	50,000	Ford.
			Covers any unexpected purchases and projects that may occur
01-12-6010	Contingency		of the course of the year.
TOTAL EXP	ENDITURE(S)	923,300	
			Per the Village's Cash Balance Policy Ordinance, as
			allowable, any excess surplus from the General Fund of 35%
			will be transferred to Capital Projects Fund 32 for budgeted
			projects or reserved projects identified in the Capital &
01-12-6032	Capital Projects Fund 32	-	Vehicle Improvement Plan.
TOTAL TRA	NSFER(S)	-	
ADMINISTR	ATION TOTAL	923,300	

Expense Summary by Department

Shared costs for IT Services (50% of Civic), Risk Insurance (IPRF & ICRMT), and any other shared expense is calculated at 5% for Finance based on total percentage of salaries.

FINANCE 01-14	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
EXPENSES							
PERSONNEL SERVICES							
Salaries	01-14-5011	122,898	94,735	130,975	114,500	113,245	158,775
Overtime	01-14-5019	1,544	-	-	-	-	1,000
Social Security	01-14-5030	9,359	11,618	9,939	9,000	8,594	12,146
IMRF Pension	01-14-5050	16,050	11,629	13,357	10,500	12,203	14,290
Employee Insurance	01-14-5060	21,506	6,662	15,514	13,000	13,000	13,795
TOTAL		171,357	124,644	169,786	147,000	147,043	200,006
CONTRACTUAL SERVICES							
Auditing Services	01-14-5210	14,830	15,665	20,955	25,000	25,000	30,000
Medical Services	01-14-5240	-	-	87	-	-	
Payroll Processing	01-14-5285	592	-	-	-	_	-
IT Services	01-14-5286	3,876	8,195	6,589	8,000	15,000	20,000
Other Professional Services	01-14-5290	150	17,743	-	-	-	- 20,000
TOTAL	01 11 5290	19,448	41,603	27,631	33,000	40,000	50,000
COMMUNICATIONS		1 (00		0.50	-		1 0 0 0
Telephone & Cable	01-14-5320	1,608	735	953	760	760	1,000
Publishing/Advertising	01-14-5330	1,491	1,620	3,020	3,000	3,020	3,500
Printing/Copying	01-14-5340	1,099	1,252	1,642	1,500	1,744	2,000
TOTAL		4,198	3,607	5,616	5,260	5,524	6,500
PROFESSIONAL DEVELOPMENT							
Dues & Membership	01-14-5410	781	470	1,657	900	1,200	1,800
Travel & Meetings	01-14-5420	686	20	746	500	250	750
Training	01-14-5430	4,629	1,109	1,489	1,000	1,500	2,500
Publications	01-14-5450	-	-	50	-	-	-
TOTAL		6,096	1,599	3,941	2,400	2,950	5,050
OTHER CHARGES & SERVICES							
Risk Insurance	01-14-5520	18,157	12,450	21,777	16,042	22,679	25,000
Bank & Service Charges	01-14-5586	1,432	1,851	7,607	6,560	6,100	8,000
Write Off Bad Debt	01-14-5589	317	-	-	0,500	0,100	8,000
TOTAL	01-14-5585	19,906	14,301	29,383	22,602	28,779	33,000
		,	,	,	,	,	,
COMMODITIES & SUPPLIES							
Office Supplies	01-14-5610	518	1,206	829	1,200	1,200	1,200
Computer Supplies	01-14-5611	144	35	68	1,200	3,000	1,200
Operating Supplies	01-14-5630	558	146	952	800	500	800
Postage	01-14-5680	1,109	623	629	700	350	700
TOTAL		2,329	2,011	2,479	3,900	5,050	3,900

Village of East Dundee General Fund (01) Expenditure Summary

Acct No.	Account Description	Budgeted Amount	Notes
110001100	Account Description	Duugeteu Amount	
			Includes 50% of salaries for the following positions: Finance
01-14-5011	Salaries	158,775	Director, Finance Manager, and Finance Assistant.
01 11 0011			
01-14-5019	Overtime	1,000	Overtime and compensatory time pay out for department.
			Includes 50% of Social Security for the following positions:
01-14-5030	Social Security	12,146	Finance Director, Finance Manager, and Finance Assistant.
			Includes 50% of IMRF for the following positions: Finance
01-14-5050	IMRF	14,290	Director, Finance Manager, and Finance Assistant.
			Includes 50% of dental, health, vision, and life insurance for
			participating employees. Includes \$3,000 insurance stipend for
01-14-5060	Employee Insurance	13,795	one employee.
			A portion of the contract fees for the Village's annual audit
			(firm pending RFP); the balance is funded in the Water &
			Sewer Funds and TIF Funds. The audit fee includes the GASB
01 14 5010		20.000	65 & GASB 45 compliance reports as well as the CAFR
01-14-5210	Auditing Service	30,000	certificate application fees. Includes single audit.
			Half of Civic Systems annual fee. The cost is shared with the Water & Sewer Fund. Also include annual payment for HRIS
01 14 5286	IT Services	20,000	
01-14-5286 01-14-5320	Telephone & Cable		system. Cellphone for the Finance Director & shared wireless pack.
01-14-3320	Telephone & Cable	1,000	Public notices for the Treasurer's Report, Budget Public
01-14-5330	Publishing/Advertising	3,500	Hearing, Tax Levy, and other notices.
01-14-5550	I ublishing/Advertishig	5,500	Copier lease split 1/3 between Administration, Finance, and
			Building departments, postage machine, and check, deposit
01-14-5340	Printing/Copying	2,000	slips, and other printing needs.
01 11 55 10	T ming copying	2,000	Memberships for the following: IGFOA, GFOA, IMTA, and
01-14-5410	Dues & Membership	1,800	other miscellaneous publications and organizations.
	1	,,	Registration fees, travel, lodging, and per diem for various
			national and local conferences, seminars, and meetings
01-14-5420	Travel & Meetings	750	throughout the year.
			Conferences as well as other training opportunities offered for
01-14-5430	Training	2,500	professional development for finance and human resources.
			Risk management insurance paid to the Illinois Public Risk
			Fund for workers' compensation and Illinois Counties Risk
			Management Trust for property and liability insurance. IPRF
			invoice breaks down costs by department. ICRMT is broken
			down internally by the percentage of salary per department
			(Admin, Finance, Building, PW, PD, Water and Sewer). An
			additional \$2,500 is added to the total for 1 worker's
01-14-5520	Risk Insurance	25,000	compensation claim.
01-14-5586	Bank & Service Charges	8,000	Miscellaneous bank fees for account management.
01-14-5589	Bad Debt Write Off	-	Miscellaneous reconciling fees.
01-14-5610	Office Supplies	1,200	Miscellaneous office supplies.
			For hardware and software purchases as well as other
01-14-5611	Computer Supplies	1,200	computer related expenses.
			Clothing with logo for employees (\$150 per employee), W-2
01-14-5630	Operating Supplies	800	and 1099 Forms, etc.
			For the mailing of invoices, A/P checks, business registration,
01-14-5680	Postage		etc.
FINANCE T	OTAL	298,456	

Village of East Dundee General Fund (01) Expense Summary by Department

Shared costs for Risk Insurance (IPRF & ICRMT) and any other shared expense is calculated at 59% for Police based on total
percentage of salaries.

						SY23	
POLICE 01-21	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	Estimated End-of-Year	CY24 Budget
EXPENSES							
PERSONNEL SERVICES							
Union Salaries	01-21-5010	1,190,653	(36,138)	-	-	-	-
FT Police Officers	01-21-5011	137,357	1,432,089	1,559,705	1,288,000	1,288,000	1,862,294
Part-Time	01-21-5015	88,270	109,321	126,047	103,000	90,000	84,100
Police Commission Board	01-21-5016	-	-	100	-	-	2,500
Overtime/Comp Time	01-21-5019	96,308	165,284	196,956	128,800	100,000	150,000
Holiday Pay	01-21-5020	43,754	46,031	53,913	60,975	63,240	80,000
Social Security	01-21-5030	110,505	132,460	144,221	120,000	120,000	166,996
IMRF Pension	01-21-5050	6,752	23,601	6,679	7,200	7,200	8,139
Police Pension	01-21-5055	665,855	726,107	1,119,470	768,612	1,106,679	826,857
Employee Insurance	01-21-5060	215,514	230,234	301,733	270,000	270,000	397,883
Uniform Allowance	01-21-5080	9,225	30,467	34,909	20,750	15,000	20,750
Other Benefits	01-21-5090	8,087	13,372	26,150	18,000	22,000	30,000
TOTAL		2,572,280	2,872,828	3,569,883	2,785,337	3,082,119	3,629,519
				, ,		, ,	
MAINTENANCE SERVICES	1						
Maintenance - Vehicle	01-21-5120	43,069	15,477	5,901	15,000	25,100	15,000
Maintenance - Building	01-21-5121	20,399	49,816	57,764	32,950	32,950	34,850
Maintenance - Equipment	01-21-5130	15,625	12,869	12,341	13,160	6,000	13,000
Maintenance - Civil Defense	01-21-5131	1,200	1,250	1,370	1,400	1,440	1,400
TOTAL		80,293	79,412	77,376	62,510	65,490	64,250
CONTRACTUAL SERVICES							
Legal Services	01-21-5230	25,128	40,693	60,428	25,700	45,000	35,700
Medical Services	01-21-5240	125	324	1,318	1,000	500	1,000
Vehicle Lease	01-21-5280	-	-	-	68,000	50,000	120,000
Payroll Processing	01-21-5285	3,224	-	-	-	-	-
IT Services	01-21-5286	15,139	-	2,631	1,000	1,000	3,000
Other Professional Services	01-21-5290	11,600	14,935	22,430	20,000	15,000	21,800
TOTAL		55,216	55,951	86,807	115,700	111,500	181,500
COMMUNICATIONS							
Telephone & Cable	01-21-5320	4,791	4,842	11,819	10,880	10,880	11,480
Printing/Copying	01-21-5320	3,188	4,842	1,019	1,500	250	1,500
Radio Dispatching	01-21-5340	188,375	1,582	1,120	130,520	130,520	206,592
TOTAL	01-21-5500	196,354	171,346	175,880 188,819	142,900	130,320 141,650	219,572
IUIAL		190,354	1/1,340	100,019	142,900	141,050	219,572
PROFESSIONAL DEVELOP	MENT						
Dues & Membership	01-21-5410	11,251	6,053	6,187	3,920	7,000	6,500
Travel & Meetings	01-21-5420	324	4,469	6,912	7,500	5,000	7,500
Training	01-21-5430	5,896	25,602	33,266	30,000	20,000	37,100
Publications	01-21-5450	19	190	184	300	750	300
TOTAL	01 21 0 100	17,490	36,313	46,549	41,720	32,750	51,400
		17,770	00,010	10,017	11,720	01,100	01,100

						SY23	
POLICE	Account	FY21	FY22	FY23	SY23	Estimated	CY24
01-21	Number	Actual	Actual	Actual	Budget	End-of-Year	Budget
OTHER SERVICES & CHA	ARGES						
Risk Insurance	01-21-5520	92,476	76,414	131,226	80,690	120,326	125,000
Community Relations	01-21-5580	349	3,244	4,292	3,500	3,500	3,500
TOTAL		92,825	79,658	135,518	84,190	123,826	128,500
COMMODITIES & SUPPL	JIES						
Office Supplies	01-21-5610	1,871	6,206	5,491	3,000	3,000	5,000
Computer Supplies	01-21-5611	326	4,075	7,466	13,500	7,500	12,000
Gasoline & Fuel	01-21-5620	19,455	30,297	41,961	28,000	32,000	42,000
Operating Supplies	01-21-5630	11,911	9,865	8,716	6,500	5,000	10,000
Small Tools/Equipment	01-21-5640	132	-	-	-	-	-
Postage	01-21-5680	594	552	574	400	1,000	800
TOTAL		34,289	50,995	64,208	51,400	48,500	69,800
MISCELLANEOUS EXPEN	NSES						
DUI Prevention	01-21-5716	8,500	1,009	56	-	-	-
Investigations	01-21-5720	-	292	286	2,100	1,000	2,100
Equipment	01-21-5940	10,459	5,888	24,307	25,400	10,000	63,149
TOTAL		18,959	7,189	24,649	27,500	11,000	65,249
TOTAL		3,067,706	3,353,693	4,193,809	3,311,257	3,616,835	4,409,790

Village of East Dundee General Fund (01) Expenditure Summary

Acct No.	Account Description	Budgeted Amount	Notes
			Includes salaries for the following positions: Chief of Police,
			Deputy Chief, Sergeants, (FT/PT) Police Officers, and (FT)
			Records Clerk. Also includes 401a contribution for Police
			Chief (retirement contribution to 401a/457 plans instead of
01-21-5011	Salaries	1 962 204	IMRF - contribution at the same IMRF employer contribution rate).
01-21-3011	Salaries	1,862,294	Hourly wages for Part-time Police Officers and Part-time
			Records Clerk as well as Crossing Guard. Includes additional
			funding for auxiliary officers staffing Santa's Village during
			peak season. This expense is offset by revenue provided by
01-21-5015	Part-Time	84,100	Santa's Village.
01-21-5019	Overtime		Overtime and compensatory time pay out for department.
			Holiday pay for Patrol Officers/Sergeants as provided for in
01-21-5020	Holiday Pay	80,000	the Police Union contract.
01-21-5030	Social Security	166,996	Social Security for employees of the Police Department.
			Includes a percentage of IMRF for the following positions:
01-21-5050	IMRF	8,139	(FT) Records Clerk & (PT) Records Clerk
			Levied Police Pension contribution based on the IPOPIF
			statutory minimum contribution amount. At the end of the
			year, the Village will attempt to make an additional
			contribution to to meet Lauterbach & Amen's recommended
01-21-5055	Police Pension	826,857	contribution amount (\$1,226,399).
			Includes dental, health, vision, and life insurance for
			participating employees. Also includes insurance stipend for
01-21-5060	Employee Insurance	397,883	two officers (\$3,000).
			Uniform allowance is allotted in accordance to the union
			contract and Village policy as follows: Chief of Police (\$700),
			Deputy Chief (\$700), Detective (\$800), Police Officer (\$700),
			PT Officer (\$400), FT & PT Clerk (\$250), and carryover allowance of \$3,000 for two years. Also includes allowance
01-21-5080	Uniform Allowance	20,750	for auxiliary officers.
01-21-3080		20,750	ior auxiliary officers.
			Includes: uniform cleaning allowance (Police Chief - \$600,
			Deputy Chief - \$600, Detective - \$500, Police Officer - \$250);
01-21-5090	Other Benefits	30,000	sick leave buy back and personal day buy back.
01-21-5090	Maintenance - Vehicles		Vehicle maintenance and repairs.
		12,000	Includes: plumbing & repairs (\$2,000), HVAC (\$5,000),
			facility maintenance & repairs (\$7,500), janitorial service
			(\$9,600), hazardous material bio-hazard cell & squad clean up
			(\$1,600), overhead door maintenance (\$500), electronical
			maintenance (\$2,000), plumbing (\$1,500), fire alarm and
			sprinkler inspections (\$2,250), and elevator maintenance
01-21-5121	Maintenance - Building	34,850	(\$1,500).
			Includes the purchase two Steck Bigeasy Glo Lockout tool kits
01-21-5130	Maintenance - Equipment	13,000	(\$160) and miscellaneous agreements.
01 01 5101		1.400	Annual inspection of two sirens (420 S. Dundee and Third
01-21-5131	Maintenance - Civil Defense	1,400	Street & Jockey Field).
			Includes the following: dissipling (\$2,500) Willows attaction
			Includes the following: discipline (\$2,500), Village attorney (\$8,500), labor (\$10,000), traffic court (\$6,000), adjudication
			(\$4,200), and DUI prosecutor $($4,500)$. Includes any legal
01-21-5230	Legal Services	35,700	services related to the Police Commission Board.
		55,700	

Acct No.	Account Description	Budgeted Amount	Notes
			Pre and post hire employment screenings, random drug
01-21-5240	Medical Services	1,000	testing, and other medical screenings as required by policy.
01-21-5280	Vehicle Lease	120,000	Enterprise lease for Police vehicles.
01-21-5286	IT Services	3,000	Miscellaneous IT Services
			Includes agreements Northern Illinois Crime Lab (\$7,700), PACE Personnel Scheduling program (\$1,500), Power DMS (\$3,600), Kane County Animal Control (\$200 per dog - estimates 10 dogs), crime lab (\$7,500), Associations (\$4,000) Front Line Pro Standards and Training Tracker (\$5,000), and
01-21-5290	Professional Services	21,800	other miscellaneous needs.
			Cell phones for Chief of Police, Deputy Chief, and Sergeants Also includes landline phone service through AT&T,
01-21-5320	Telephone	11,480	Comcast, and First Communications services.
01-21-5340	Printing/Copying	1,500	Miscellaneous printing.
01-21-5360	Radio Dispatching	206,592	QuadComm contract agreement based on user fees and percentage of calls per agency (\$195,000). This also include radio maintenance fee (\$11,592)
01-21-5410	Dues & Membership	6,500	Memberships for the following: International Association of Chiefs of Police, Illinois Association of Chief of Police, Kan County Chiefs of Police, I-PAC, Northwest Police Academy, TLO On-Line Investigative Services, ILEAS, Critical Reach, FBI LEEDA, ILEETA, Leads Online, Kane County Major Crimes Task Force, and other miscellaneous publications and organizations. IL Fire and Police Association membership included.
01-21-5420	Travel & Meetings	7,500	Registration fees, travel, lodging, and per diem for various national and local conferences, seminars, and meetings throughout the year. It also includes Firearms training and CourtSmart. Some items from 01-16 Boards & Commission moved here in FY21.
01-21-5430 01-21-5450	Training Publications	37,100	Includes the following: targets & target holders for four quals per year @ (\$8 per qual.), ammunition, four rifle quals per year @ (\$325), PPE and cleaning (\$35 per qual - four per year), two officers at NEMRT Rifle course (\$350 per officer) recertification Taser cartridges (\$58 per officer), CourtSmart Legal Training Program (\$60 per officer), basic training, and other Federally and State mandated training. This year, the budget includes specific training programs such as Senior Management Institute for Police. Publishing best practices.
J1-21-J4JU		500	Risk management insurance paid to the Illinois Public Risk
			Fund for workers' compensation and Illinois Counties Risk Management Trust for property and liability insurance. IPRF invoice breaks down costs by department. ICRMT is broken down internally by the percentage of salary per department (Admin, Finance, Building, PW, PD, Water and Sewer). An additional \$2,500 is added to the total for 2 worker's
01-21-5520	Insurance	125,000	compensation claims.
			Pamphlets, video presentations, and refreshments for Crime
			Prevention, Community Awareness, Senior Programs,
01-21-5580	Community Relations	3,500	National Night Out, recruitment efforts, etc.
01-21-5610	Office Supplies	5,000	Miscellaneous office supplies.
		5,000	For the purchase of (2) squad car laptops and software
	Computer Supplies	12,000	purchases, replace three desk computers, as well as other computer related expenses.
01-21-5611			

Acct No.	Account Description	Budgeted Amount	Notes
01-21-5620	Gasoline & Fuel	42,000	Unleaded gasoline for vehicles.
			For the purchase of LiveScan materials and supplies, Various
			Drug Test Kits, investigative supplies, evidence supplies,
			Breath Test Machine Materials & Supplies, Notary Seals,
			batteries, flares/cones, and miscellaneous other materials and
01-21-5630	Operating Supplies	10,000	supplies, as needed.
01-21-5680	Postage	800	Postage for various mailings.
			Subpoenas, equipment, and other items involving detective
01-21-5720	Investigations	2,100	work.
			Ballistic vest replacement (\$2,400) with a 50-50 grant match,
			4 Flock ALPR (\$15,000), simunition kits, rounds, and
			equipment (\$3,000), Axon BWC year 2 (26,111), and Axon
01-21-5940	Equipment	63,149	Fleet year 1 (\$16,638).
POLICE TO	ΓAL	4,409,790	

General Fund (01)

Expense Summary by Department

Shared costs for Risk Insurance (IPRF & ICRM) and any other shared expense is calculated at 5% for Building based on total percentage of salaries.

		of s	alaries.				
BUILDING 01-25	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SV23 Budget	SY23 Estimated End-of-Vear	CY24 Budget
EXPENSES	rumber	Itetuar	/ icitai	rectuar	ST20 Duuget	Linu of I car	C124 Duuget
SALARIES	01 25 5011	121.051	125 424	120.251	00.000	06 222	155 522
Salaries	01-25-5011	131,951	125,424	129,351	99,000	96,333	155,532
Planning & Zoning Commission	01-25-5020	1,120	500	520	1,480	1,200	1,480
Social Security	01-25-5030	9,321	12,684	9,813	7,715	7,529	11,898
IMRF Pension	01-25-5050	16,006	15,467	13,787	9,000	9,853	13,998
Employee Insurance	01-25-5060	22,970	20,527	21,897	12,000	15,969	23,605
TOTAL		181,368	174,602	175,368	129,195	130,884	206,513
MAINTENANCE SERVICES							
Maintenance - Vehicle	01-25-5120	1,204	1,026	1,059	2,000	508	2,000
TOTAL		1,204	1,026	1,059	2,000	508	2,000
CONTRACTUAL SERVICES	01.05.5000	1.50					
Engineering Services	01-25-5220	150	-	-	-	-	-
Legal Services	01-25-5230	2,066	950	1,892	1,400	2,500	2,000
Payroll Processing	01-25-5285	395	-	-	-	-	-
IT Services	01-25-5286	1,463	-	-	-	-	-
Other Professional Services	01-25-5290	30,077	24,453	10,004	12,000	3,500	12,000
TOTAL		34,151	25,403	11,896	13,400	6,000	14,000
COMMUNICATIONS							
Telephone & Cable	01-25-5320	813	735	624	530	700	750
Publishing/Zoning/Advertising	01-25-5330	-	-	512	500	-	500
Printing/Copying	01-25-5340	556	1,428	1,532	1,700	2,500	2,000
TOTAL	01 25 55 10	1,369	2,164	2,668	2,730	3,200	3,250
		1,007	2,101	2,000	2,700	0,200	0,200
PROFESSIONAL DEVELOPME							
Dues & Memberships	01-25-5410	376	203	250	450	450	450
Training	01-25-5430	25	25	-	1,000	-	1,000
Publications	01-25-5450	-	1,165	-	-	-	-
TOTAL		401	1,393	250	1,450	450	1,450
OTHER SERVICES & CHARGE	25						
Risk Insurance	01-25-5520	12,307	9,011	15,229	12,500	16,000	12,500
Rental	01-25-5520	24,674	23,500	23,946	25,400	25,000	25,400
Escrow Shortages	01-25-5530	(70)	25,500	23,940	1,000	25,000	1,000
TOTAL	01-25-5551	36,911	32,511	39,175	38,900	41,000	38,900
IOTAL		30,911	52,511	39,175	38,900	41,000	38,900
COMMODITIES & SUPPLIES							
Office Supplies	01-25-5610	496	968	240	500	500	600
Computer Supplies	01-25-5611	-	287	-	1,000	500	-
Gasoline & Fuel	01-25-5620	-	288	504	350	1,000	2,500
Operating Supplies	01-25-5630	281	13	496	500	500	500
Postage	01-25-5680	818	986	741	1,000	500	1,500
TOTAL		1,595	2,541	1,981	3,350	3,000	5,100
TOTAL		256,999	239,641	232,397	191,025	185,042	271,213

General Fund (01) Expenditure Summary

Acct No.	Account Description	Budgeted Amount	Notes
		5	Includes salaries for the following positions: Building
			Inspector/Official (100%) and Building & PW Assistant
			(50%). A portion was previously allocated to the Streets
01-25-5011	Salaries	155,532	department.
			Includes stipend paid to Board & Commission members per
			meeting they attend. One meeting per month. Chairman
			receives \$25 per meeting which commissioners receive \$20
01-25-5020	Planning & Zoning Commission	1,480	per meeting.
		-,	Includes Social Security for the following positions: Building
			Inspector/Official (100%) and Building & PW Assistant
			(50%). A portion was previously allocated to the Streets
01-25-5030	Social Security	11,898	department.
01 20 0000		11,070	Includes a percentage of IMRF for the following positions:
			Building Inspector/Official (100%) and Building & PW
			Assistant (50%). A portion was previously allocated to the
01-25-5050	IMRF	12 008	Streets department.
01-25-5050	IWIKI	13,998	Includes dental, health, vision, and life insurance for
			participating employees; Building Inspector/Official (100%)
			and Building & PW Assistant (50%). A portion was
01-25-5060	Employee Insurance	23,605	previously allocated to the Streets department.
01-25-5120	Maintenance - Vehicles	2,000	Vehicle maintenance and repairs.
01-25-5230	Legal Services	2,000	For adjudication cases (\$250 each).
01-25-5250	Legal Services	2,000	Plan review and inspection consulting services. Costs are
01 25 5200	Professional Services	12 000	typically reimbursed through the permitting process.
01-25-5290 01-25-5320	Telephone & Cable	12,000	Cell phone for Building Inspector.
01-25-5320	Publishing/Zoning/Advertising	500	ICC Code books and public notices for zoning hearings.
01-25-5340	Printing/Copying	2,000	Miscellaneous printing.
01-25-5540	Tinning/Copying	2,000	Memberships for the following: HUB International Notary,
			Kane County Notary, ICC membership, and other
01-25-5410	Dues & Membership	450	miscellaneous organizations.
01-25-5430	Training	1,000	Various training events.
01-25-5450	Training	1,000	Risk management insurance paid to the Illinois Public Risk
			Fund for workers' compensation and Illinois Counties Risk
			Management Trust for property and liability insurance. IPRF
			invoice breaks down costs by department. ICRMT is broken
			down internally by the percentage of salary per department
			(Admin, Finance, Building, PW, PD, Water and Sewer). An
			additional \$2,500 is added to the total for 1 worker's
01-25-5520	Insurance	12,500	compensation claim.
01-25-5530	Rental	25,400	Caboose parking lot to Dolores Doederlein.
01-20-0000		23,400	To cover shortages in reimbursements typically recovered by
01-25-5531	Escrow Shortages	1,000	residents and businesses during the permitting process.
01-25-5610	Office Supplies	600	Miscellaneous office supplies.
01-25-5010	Since Supplies	000	For hardware and software purchases as well as other
01-25-5611	Computer Supplies	-	computer related expenses.
01-20-0011	Gasoline & Fuel	2,500	Unleaded gasoline for vehicle.
		∠,300	Onicated gasoline for venicle.
01-25-5876			Inspection tools and miscellaneous office needs
	Operating Supplies Postage	500 1,500	Inspection tools and miscellaneous office needs. Postage for various mailings.

General Fund (01) Expense Summary by Department

In Fiscal Year 2020-2021, 01-31 (Streets), 01-35 (Building & Grounds), and 01-36 (Storm Water) were consolidated to make one department budget for Public Works. Additionally, shared costs for Risk Insurance (IPRF & ICRM) and any other shared expense is calculated at 10% for Public Works based on total percentage of salaries.

PUBLIC WORKS Account FY21 FY22 FY23 SY23 Es	SY23 timated l-of-Year	CY24
FXPFNSFS		Budget
PERSONNEL SERVICES		
IMRF Salaries 01-31-5011 250,362 287,841 304,343 260,000	207,175	344,672
Overtime 01-31-5019 35,713 26,060 30,205 30,000	38,000	40,000
Social Security 01-31-5030 22,161 26,461 24,596 20,000	18,185	26,367
IMRF Pension 01-31-5050 38,902 37,551 34,885 23,000	25,135	30,291
Employee Insurance 01-31-5060 71,177 61,836 74,436 65,000	46,687	78,043
Uniform Allowance 01-31-5080 1,271 1,309 2,127 2,450	2,000	2,450
TOTAL 419,586 441,059 470,592 400,450	337,182	521,824
MAINTENANCE SERVICES		
Maintenance - Building 01-31-5110 30,727 27,975 52,297 69,960	69,960	74,450
Maintenance- Vehicles 01-31-5120 34,307 43,024 40,947 20,000	31,600	27,750
Maintenance- Equipment01-31-51309,43134,3926,1189,500	9,500	15,500
Maintenance- Storm System 01-31-5140 18,427 41,896 20,941 40,000	15,000	25,000
Maintenance- Street System 01-31-5150 - 19,413 10,229 33,500	35,000	46,500
Maintenance - Snow Removal 01-31-5160 9,221 12,180 12,069 5,000	4,000	5,000
Maintenance- Forestry 01-31-5190 7,915 13,977 17,866 24,000	24,000	29,000
Maintenance - Caboose 01-31-5195 545 366 30,767 3,000	250	3,000
Maintenance - Depot 01-31-5196 20,699 1,891 11,433 7,500	12,000	7,200
Maintenance - Summit School 01-31-5197 3,651 7,805 6,260 3,500	_	3,500
TOTAL 134,923 202,918 208,927 215,960	201,310	236,900
CONTRACTUAL SERVICES	21.000	24.000
Engineering Service 01-31-5220 5,509 10,374 10,438 26,900 Label 1 1 21 2220 1 2020 2	21,000	34,000
Legal Services 01-31-5230 1,038 2,569 484 3,000	3,500	3,000
Medical Services 01-31-5240 169 548 926 2,500	2,000	2,500
Snow Removal 01-31-5250 11,938 - - -	-	-
Mosquito Abatement 01-31-5265 3,000	-	4,500
Payroll Processing 01-31-5285 600	-	-
IT Services 01-31-5286 2,307	-	-
Other Professional Services 01-31-5290 398 323 3,497 1,900	750	3,450
TOTAL 21,959 13,813 15,345 37,300	27,250	47,450
COMMUNICATIONS		
Telephone & Cable 01-31-5320 4,021 3,318 6,930 4,500	6,000	8,000
Printing/Copying 01-31-5320 4,021 5,518 0,950 4,500	-	150
TOTAL 4,298 3,318 7,030 4,650	6,000	8,150
	,	,
PROFESSIONAL DEVELOPMENT		
Dues & Membership01-31-5410280285291550	300	550
Travel & Meetings 01-31-5420 128 93 68 2,000	150	2,000
Training 01-31-5430 51 1,418 1,761 4,000	2,500	5,500
TOTAL 459 1,795 2,120 6,550	2,950	8,050

						SY23	
PUBLIC WORKS	Account	FY21	FY22	FY23	SY23	Estimated	CY24
01-31	Number	Actual	Actual	Actual	Budget	End-of-Year	Budget
OTHER SERVICES & CHARGES							
Public Utility Service	01-31-5510	10,834	10,768	12,746	13,500	3,500	13,500
Risk Insurance	01-31-5520	18,490	14,425	23,762	19,000	25,000	19,000
Rental	01-31-5530	3,381	9,093	16,497	12,000	9,500	15,000
Landfill Charges	01-31-5570	6,697	7,862	9,432	10,000	3,000	11,000
EPA Permit Fees	01-31-5591	1,004	1,000	1,000	1,000	1,000	1,000
TOTAL		40,406	43,149	63,437	55,500	42,000	59,500
COMMODITIES & SUPPLIES							
Office Supplies	01-31-5610	49	5	418	250	150	1,900
Computer Supplies	01-31-5611	28	-	-	2,500	-	2,750
Gasoline & Fuel	01-31-5620	16,270	16,411	20,935	15,000	10,000	22,000
Operating Supplies	01-31-5630	15,592	8,779	10,033	7,000	7,500	14,000
Small Tools & Equipment	01-31-5640	1,003	914	7,890	21,500	20,000	15,400
Postage	01-31-5680	122	1	-	100	225	100
TOTAL		33,064	26,110	39,276	46,350	37,875	56,150
TOTAL		654,695	732,163	806,727	766,760	654,567	938,024

Expenditure Summary

			Neter
Acct No.	Account Description	Budgeted Amount	Notes
			Includes 50% salaries for the following positions: Public
			Works Director, Superintendent, Crew Leader, Water
01-31-5011	Salaries	344,672	Operator, and Laborers.
01-31-5019	Overtime	40,000	Overtime pay for department.
01-31-5030	Social Security	26,367	Includes 50% Social Security for participating.
01-31-5050	IMRF	30,291	Includes 50% of IMRF for participating employees.
			Includes 50% of dental, health, vision, and life insurance for
01-31-5060	Employee Insurance	78,043	participating employees.
			Uniform allowance is allotted in accordance to the union
			contract and Village policy (\$550 each, annually) and other
01-31-5080	Uniform Allowance	2,450	miscellaneous items.
01-51-5080		2,430	
			Includes mowing contract (\$25,000), landscaping of downtown/municipal complex (\$12,000), janitorial (\$1,200), holiday decorations (\$5,000), flowers & landscape plants (\$10,000), sprinkler, fire alarm, and extinguisher inspections (\$2,500), Public Works Garage maintenance and repairs (\$5,000), reinstate intrusion alarm at Public Works Garage (\$2,000), PW Garage exterior lighting (\$3,000), security gate repairs (\$3,500), PW garage hot water heater (\$2,250), and
01-31-5110	Maintananaa Duilding	74 450	
01-31-3110	Maintenance - Building	74,450	lower barn - new LED exterior lights (\$3,000).
		05.550	Includes the following: safety lane testing and routine
01-31-5120	Maintenance - Vehicles	27,750	maintenance and repairs to various vehicles and equipment. Chainsaws, mowers, plows, spreaders, trimmers, pressure
01-31-5130	Maintenance - Equipment	15,500	washer, grinders, water pump and concrete saws (\$4,000). Also includes maintenance on Godwin Pump (\$2,500 - split with Fund 60), welding for "barricade" trailer (\$3,500), and inspection/maintenance for aerial lift (\$5,500).
		,	Includes annual contract storm sewer cleaning (\$15,000) and
			miscellaneous repairs and materials of the storm system
01-31-5140	Maintenance - Storm System	25,000	(\$10,000).
01-31-5150	Maintenance - Street System Maintenance - Snow Removal		Includes traffic signal maintenance - cost share with IDOT (\$7,000), street light maintenance (\$7,500), street sign materials (\$3,000), miscellaneous materials - stone, asphalt, concrete, topsoil, etc. (\$10,000), curb/sidewalk replacement program (\$10,000), and Railroad St crosswalk base (\$9,000). Includes miscellaneous parts and materials (\$5,000). Salt is budgeted in MFT.
			Contract tree trimming and removal (\$17,500), purchase/plant parkway trees (\$9,000 for 40 trees at \$225 each), and parkway
01-31-5190	Maintenance - Forestry	29,000	restoration including topsoil, seed, etc. (\$2,500).
01-31-5195	Maintenance - Caboose	3,000	General maintenance for the upkeep of the Caboose.
01 01 0100		5,000	General maintenance for the upkeep of the Depot and
01 31 5106	Maintenance Danat	7 200	janitorial services.
01-31-5196	Maintenance - Depot	7,200	
01-31-5197	Maintenance - Summit School	3,500	General maintenance for the upkeep of the Summit School. MS4 annual reporting/inspection/evaluation (\$11,000), update
01 21 5220	Engineering Services	24.000	road condition survey (\$8,000), Bartels Park expansion (\$10,000), and miscellaneous engineering (\$5,000).
01-31-5220	Engineering Services	34,000	
			Legal counsel for various matters and Collective Bargaining
01-31-5230	Legal Services	3,000	agreement negotiations.
			Pre and post hire employment screenings, random testing, and
01-31-5240	Medical Services	2,500	other medical screenings as required by policy.

Acct No.	Account Description	Budgeted Amount	Notes
			Mosquito abatement of manholes and standing water areas
01-31-5265	Mosquito Abatement	4,500	(\$250) and contract adult fog spray (\$4,250).
	Â		Includes JULIE locates (\$550 - split with Fund 60 at 50%
			each), EPA permit requirement for visual dry screening
			(\$500), EPA permit requirement for water quality testing of
			any suspect dumping (\$1,000), and security alarm
01-31-5290	Professional Services	3,450	maintenance (\$1,400).
01-31-5320	Telephone & Cable	8,000	Cell phone, tablet service, cell modems, and landline service.
01-31-5340	Printing/Copying	150	Miscellaneous printing and copier lease.
			Memberships for the following: APWA (split with waste
			water and water), IPWMAN and other miscellaneous
01-31-5410	Dues & Membership	550	publications and organizations.
			Registration fees, travel, lodging, and per diem for various
			national and local conferences, seminars, and meetings
01-31-5420	Travel & Meetings	2,000	throughout the year.
			Includes the following: professional development and safety
			(\$3,000), equipment training (\$1,000), and MS4 training
01-31-5430	Training	5,500	(\$1,500).
			Gas and electricity for Village Hall, Police Station, Summit
01-31-5510	Public Utility Service	13,500	School (611 E. Main), Depot, and Caboose.
			Risk management insurance paid to the Illinois Public Risk
			Fund for workers' compensation and Illinois Counties Risk
			Management Trust for property and liability insurance. IPRF
			invoice breaks down costs by department. ICRMT is broken
			down internally by the percentage of salary per department
			(Admin, Finance, Building, PW, PD, Water and Sewer). An
			additional \$2,500 is added to the total for 2 worker's
01-31-5520	Insurance	19,000	compensation claims.
			Includes the rental of the following: asphalt roller, asphalt
			kettle, stump grinder, and other miscellaneous tools and
01-31-5530	Rental	15,000	equipment rentals.
			Disposal of street sweepings tree debris, leaves, and
01-31-5570	Landfill Charges	11,000	miscellaneous debris.
01 21 5501		1 000	NDDES
01-31-5591	EPA Permit Fee	1,000	NPDES permits for storm water compliance with MS4 Permit. Miscellaneous office supplies as well as a new copier for the
01-31-5610	Office Supplies	1 000	Public Works garage.
01-31-3010	Office Supplies	1,900	For hardware and software purchases as well as other
01-31-5611	Computer Supplies	2,750	computer related expenses.
01-31-5620	Gasoline & Fuel	22,000	Unleaded and diesel for vehicles.
01-31-3020		22,000	PW garage supplies (\$3,500), traffic safety supplies (\$7,500),
			PPE and safety gear (\$2,000), and other miscellaneous items
01-31-5630	Operating Supplies	14,000	(\$1,000).
01-51-5050	Sperating Supplies	14,000	Walk-behind saw (\$3,200), stump grinder attachment for skid
			steer (\$9,200), and miscellaneous small equipment and tools
01-31-5640	Small Tools	15,400	(\$3,000).
01-31-5680	Postage		Postage various mailings.
$0 = 1 = 1 = 16 \times 0$	Postage	100	Postage various manings.

Expense Summary by Department

REFUSE 01-33	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
EXPENSES							
CONTRACTUAL SERVICES	5						
Garbage Collection	01-33-5180	257,940	253,142	265,532	270,000	184,000	288,000
Printing/Copying	01-33-5340	608	253	80	2,500	100	1,500
TOTAL		258,548	253,395	265,612	272,500	184,100	289,500
OTHER CHARGES & SERV							
Bank & Service Charges	01-33-5586	676	2,059	5,397	5,500	5,000	7,500
TOTAL		676	2,059	5,397	5,500	5,000	7,500
COMMODITIES & SUPPLIE	ES						
Postage	01-33-5680	378	361	648	750	500	750
TOTAL		378	361	648	750	500	750
TOTAL EXPENDITURES		259,602	255,814	271,657	278,750	189,600	297,750

Expenditure Summary

Acct No.	Account Description	Budgeted Amount	Notes
			The Village has a 5 year contract with Flood Brothers for
			refuse and recycling services to our residents. The contract
			ends on September 30, 2025. Includes leaf collection service
01-33-5180	Garbage Collection	288,000	as well (\$20,000).
			Includes 10% of cost for printing of utility bill, which
			includes the monthly refuse and recycling fee, through Third
01-33-5340	Printing/Coping	1,500	Millennium.
			10% of bank fees charged here for lockbox processing and
			30% of Invoice Cloud (ePay) software (the balance is in Fund
01-33-5586	Bank Charges	7,500	60).
			10% of the cost of postage for utility bill printing & mailing
01-33-5680	Postage	750	through Third Millennium.
GARBAGE T	FOTAL	297,750	

Expense Summary by Department

	Expen	se Summary	by Depart	ment			
						SY23	
COMMUNITY EVENTS	Account	FY21	FY22	FY23	SY23	Estimated	CY24
01-37	Number	Actual	Actual	Actual	Budget	End-of-Year	Budget
EXPENSES							
CONTRACTUAL SERVICES							
Other Professional Services	01-37-5290	50	35,523	43,065	62,300	55,000	62,000
TOTAL		50	35,523	43,065	62,300	55,000	62,000
OTHER SERVICES & CHARGE							
Rental	01-37-5330	740	29,789	34,252	48,155	47,000	48,000
TOTAL		740	29,789	34,252	48,155	47,000	48,000
COMMUNICATION							
Advertising	01-37-5331	25	_	_	_	_	
Printing/Copying	01-37-5340	624	2,516	857	10,350	5,000	11,000
TOTAL	01-57-5540	649	2,516	857	10,350	5,000	11,000
		• • •	_,= = =			-,	,•••
PROFESSIONAL DEVELOPME	NT						
Dues & Membership	01-37-5410	819	382	408	1,550	421	1,550
Training	01-37-5430	50	-	-	-	-	-
TOTAL		869	382	408	1,550	421	1,550
COMMODITIES & SUPPLIES							
Dundee Events	01-37-5580	64	_	-	-	-	-
Office Supplies	01-37-5610	35	4	22	300	100	300
Operating Supplies	01-37-5630	2,294	8,017	1,300	1,500	2,000	2,000
Program Operating Supplies	01-37-5631	575	14,757	12,509	15,000	15,000	15,000
Postage	01-37-5680	184	320	259	700	130	700
TOTAL		3,152	23,098	14,090	17,500	17,230	18,000
MICOPI I ANDOLIO EVDENODO							
MISCELLANEOUS EXPENSES	01 27 5700		1,876	1 / 0	5 000	2 000	5 000
Miscellaneous Event Expenses TOTAL	01-37-5790	-	1,876 1,876	148 148	5,000 5,000	3,000 3,000	5,000 5,000
IUIAL		-	1,0/0	140	5,000	3,000	5,000
TOTAL		5,460	93,184	92,820	144,855	127,651	145,550

Expenditure Summary

Acct No.	Account Description	Budgeted Amount	Notes
			For the securing of event talent and other entertainment for
01-37-5290	Professional Services	62,000	events.
01-37-5330	Rental	48,000	Rental of stage, portable toilets, and other equipment.
01-37-5340	Printing/Copying	11,000	Printing for events.
			Memberships for miscellaneous publications and
01-37-5410	Dues & Membership	1,550	organizations.
01-37-5610	Office Supplies	300	Miscellaneous office supplies.
01-37-5630	Operating Supplies	2,000	Miscellaneous operating purchases.
01-37-5631	Program Operating Supplies	15,000	All other expenses for the successful operation of events.
01-37-5680	Postage	700	Postage for mailings related to events.
01-37-5790	Miscellaneous Event Expenses	5,000	Miscellaneous event related expenses.
COMMUNIT	TY EVENTS TOTAL	145,550	

Community Events Budget	per Event
Wine Down Wednesday	10,261
Thirsty Thursday	29,125
Oktoberfest	80,553
Dickens in Dundee	15,055
St. Patrick's Day	3,057
Motor Monday	1,500
Shredding Event	1,000
Riverside Parade of Lights	2,000
Concerts in the Park	2,500
Dundee Township Family Fun	300
Flag Day	200
TOTAL EVENT BUDGET	145,550

Street and Bridge Fund (15) Expense Summary by Fund

CY24

Budget

37,961

45,000

45,000

45,000

45,000

_

45,000

45,000

	1	Expense Sum	mary by ru	nu		
STREET & BRIDGE FUND 15	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year
BEGINNING CASH BALANCE						
REVENUES						
REAL ESTATE TAXES						
Road & Bridge Tax	15-01-4020	42,377	43,144	43,846	43,000	48,767
Road & Bridge PPRT	15-01-4060	855	1,788	-	-	-
TOTAL		43,232	44,932	43,846	43,000	48,767
TOTAL REVENUES		43,232	44,932	43,846	43,000	48,767
EXPENSES						
CAPITAL OUTLAY						
Street System	15-01-5950	31,716	42,000	43,846	43,000	25,000
Streets Vehicles	15-01-5953	100,000	20,901	-	-	-
TOTAL		131,716	62,901	43,846	43,000	25,000
TOTAL EXPENDITURES		131,716	62,901	43,846	43,000	25,000

EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES (INCLUDING TRANSFERS) (88,484) (17,969) - - 23,767 -ENDING CASH BALANCE 37,961

Streets and Bridge Fund (15) Expenditure Summary

This fund reflects a portion of the costs for operating streets and bridges in the Village of East Dundee. The Village receives up to .06% in taxes on taxable properties for the annual upkeep on the Village infrastructure and streets related equipment.

Acct No.	Account Description	Budgeted Amount	Notes
BEGINNIN	G CASH BALANCE	37,961	
			Up to .06% of real estate taxes are allocated to the fund
15-01-4020	Real Estate Taxes	45,000	annually.
TOTAL RE	VENUE(S)	45,000	
			Includes the following: thermoplastic striping (\$10,000), crack sealing (\$10,000), and replace street light - pole & fixture
15-01-5950	Street System	45,000	(\$25,000).
TOTAL EX	PENDITURE(S)	45,000	
STREETS &	& BRIDGE TOTAL	-	
ENDING C.	ASH BALANCE	37,961	

Village of East Dundee Motor Fuel Tax Fund (28)

Expense Summary by Fund

MOTOR FUEL TAX	Account	FY21	FY22	FY23	SY23	SY23 Estimated	CY24
FUND 28	Number	Actual	Actual	Actual	Budget	End-of-Year	Budget
BEGINNING CASH BALAN	CE						330,497
REVENUES							
INTERGOVERNMENTAL R	REVENUE						
Motor Fuel Tax Allotment	28-01-4430	196,643	176,841	156,121	85,000	88,000	160,000
TOTAL		196,643	176,841	156,121	85,000	88,000	160,000
OTHER REVENUE							
Investment Income	28-01-4810	837	592	22,109	100	27,000	8,000
TOTAL		837	592	22,109	100	27,000	8,000
TOTAL REVENUES		197,480	177,434	178,230	85,100	115,000	168,000
		1919100	277,101	110,200	00,200	110,000	200,000
EXPENSES							
OTHER SERVICE CHARGE	S						
Snow Removal	28-01-5160	25,791	28,327	32,165	5,000	5,000	32,000
Public Utility Service	28-01-5510	24,394	29,145	24,784	25,000	18,000	30,000
TOTAL		50,185	57,473	56,949	30,000	23,000	62,000
CAPITAL OUTLAY							
Street Systems	28-01-5950	-	168,536	183,935	-	-	-
TOTAL		-	168,536	183,935	-	-	-
TOTAL EXPENDITURES		50,185	226,008	240,884	30,000	23,000	62,000
EXCESS (DEFICIENCY) OF	REVENUES						
OVER (UNDER) EXPENDIT	URES						
(INCLUDING TRANSFERS)		147,295	(48,574)	(62,654)	55,100	92,000	106,000
ENDING CASH BALANCE							436,497
							100,197

Motor Fuel Tax Fund (28) Expenditure Summary

This fund reflects tax money received from the Motor Fuel Tax program. Motor Fuel Tax is collected on gasoline sold, pooled by the State of Illinois, and then distributed back to the communities based on population.

Acct No.	Account Description	Budgeted Amount	Notes
BEGINNING CASH BALANCE 330,497			
			IML estimates \$23.50 for MFT and \$17.70 per capita for
28-01-4430	MFT Allotment	160,000	transportation renewal funding for FY23.
28-01-4810	Investment Income	8,000	Interest earned on investments.
TOTAL REVENUE(S)168,000		168,000	
			Road salt is purchased through the State of Illinois contract.
			Estimate of 400 tons at \$80/ton. (awarded unit price for winter
28-01-5160	Snow Removal	32,000	of '23-'24 = \$84.95/ton).
28-01-5510	Public Utility Services	30,000	For street light electricity (\$25,000).
TOTAL EXPENDITURE(S)		62,000	
MFT FUND TOTAL		106,000	
ENDING CA	ASH BALANCE	436,497	

5 Year Vehicle Capital Improvement Plan

This is a comprehensive Vehicle Capital Improvement Plan that is inclusive of all the proposed vehicle purchases within the Street & Bridge, Capital/Vehicle, Water & Sewer Funds.

What is considered a capital purchase for vehicles?
1. Per unit cost is at least \$10,000.
2. Useful life of at least one (1) year.
3. Inconsistent purchase to department budget (i.e. purchase made every three or five years).

Any project that does not meet these qualifications will be funded out of the General Fund.

Projects are rated as critical, recommended, or contingent (based on fund availability).

	Useful								
Year	Life	ID #	CY2024	CY2025	CY2026	CY2027	CY2028	Total	Funding Source(s)/Notes
Buildin	g								
2008	15	Ford Explorer	-	-	35,000	-	-	35,000	Capital Projects Fund 32
Total					35,000			35,000	
Police									
2021	4 E	-10 Ford Explorer (Patrol	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2023	4 E	-7 Ford Explorer (Chief)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2021	4 E	-2 Ford Explorer (Patrol	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police

2021	4 E-2	Ford Explorer (Patrol)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2023	4 E-9	Ford Explorer (Det)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2021	4 E-3	Ford Explorer (Patrol)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2023	4 E-8	Ford Explorer (DC)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2021	4 E-4	Ford Explorer (DC)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2023	4 E-5	Ford Explorer (Patrol)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2023	4 E-6	Ford Explorer (Patrol)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
2023	4 E-10	Ford Explorer (Admin)	12,000	12,000	12,000	12,000	15,000	63,000	General Fund - Police
Total			120,000	120,000	120,000	120,000	150,000	630,000	

Public '	Works									
2001		UG-01	F450 Box Truck - Underground	-	-	-	-	-	-	Capital Projects Fund 32
2005	12	33	International 6 Wheel - Dump Truck	216,345	-	-	-	-	216,345	Capital Projects Fund 32
										Capital Projects Fund 32 &
2006	8	24	Ford F350 Pickup/Utility Truck	-	-	85,000	-	-	85,000	Water & Sewer Fund 60
2009	8	70	Chevy Silverado 2500HD - Pickup Truck	-	-	-	-	-	-	Capital Projects Fund 32
2009	10	29	Ford F450 1-Ton	-	85,000	-	-	-	85,000	Capital Projects Fund 32
2010	8	20	Ford F250 Pickup Truck (Supt. of Oper.)	-	-	75,000	-	-	75,000	Capital Projects Fund 32
2014	12	23	Ford F550 Flatbed/Crane	-	-	-	-	85,000		Capital Projects Fund 32
2014	10	22	Ford F550 1-Ton	-	-	-	85,000	-	85,000	Capital Projects Fund 32
2014	15	35	International 7400 6 Wheel - Dump Truck	-	100,000	-	-	-	100,000	Capital Projects Fund 32
2020	12	25	Ford Transit Van	-	-	-	-	-	-	Water & Sewer Fund 60
2021	10	12	Ford F150 (PW Director Vehicle)	-	-	-	-	-	-	Capital Projects Fund 32
2021	12	36	International HV607 Dump Truck	-	-	-	-	-	-	Funds 15, 60, and 32
2022	12	21	GMC Sierra 2500HD	-	-	-	-	-	-	Capital Projects Fund 32

5 Year Vehicle Capital Improvement Plan

	Useful									
Year	Life	ID #		CY2024	CY2025	CY2026	CY2027	CY2028	Total	Funding Source(s)/Notes
2022	15	28	Ford F-350 Pickup/Utility Box Truck	-	-	-	-	-	-	Capital Projects Fund 32
	12		Ford F-150 Series - Supt. of Operations	45,000	-	-	-	-	45,000	Capital Projects Fund 32
Total				261,345	185,000	160,000	85,000	85,000	776,345	

Equipm	<u>ient</u>								
2022	15	Eagle - Trailer for Skid Steer Loader	-	-	-	-	-	-	Capital Projects Fund 32
2002	15	New Holland 5450 - Loader/Side Cutter	-	-	-	-	-	-	Will not replace
2005	15	Caterpillar 430D - Loader/backhoe	148,000	-	-	-	-	148,000	Capital Projects Fund 32
2005		JLG 3246ES - Scissor lift	-	-	-	-	-	-	Will not replace
2024	15	Genie Articulated Boom Lift - Z45XC	-	-	-	-	-	-	Capital Projects Fund 32
2014	15	Elgin Pelican P30356 - Street Sweeper	-	-	-	-	-	-	Capital Projects Fund 32
2014		Vermeer BC1500 - Brush Chipper	-	-	-	-	-	-	Capital Projects Fund 32
		Stalker MC360 Message Trailer	-	-	-	-	-	-	Capital Projects Fund 32
2020		Deere Z915E - Riding Mower	-	-	-	-	-	-	Capital Projects Fund 32
Fotal			148,000	-	-	-	-	148,000	· · · · · · · · · · · · · · · · · · ·

TOTAL

529,345 305,000 315,000

1,589,345

205,000

5 Year Infrastructure Improvement Plan

This is a comprehensive Infrastructure improvement Plan that is inclusive of all the proposed projects within the Street & Bridge, Capital/Vehicle, Water & Sewer

Funds.

What is considered a capital project or purchase?

1. Per unit cost is at least \$10,000.

2. Useful life of at least one (1) year.

3. Inconsistent purchase to department budget (i.e. purchase made every three or five years).

Any project that does not meet these qualifications will be funded out of the General Fund.

Projects are rated as critical, recommended, or contingent (based on fund availability).

Project	CY2024	CY2025	CY2026	CY2027	CY2028	Total	Funding Source(s)/Notes
Facilities							
Village Hall & Police Parking Lot Expansion	-	80,000	-	-	-	80,000	Capital Projects Fund 32
Keyless Entry	-	98,000	-	-	-	98,000	Capital Projects Fund 32
Depot Improvements - 3 Projects	157,500	-	-	-	-		DT & Dun Crossings Fund 34
Village Hall Improvements - 3 Projects	50,000	_	_	_	_	50,000	Capital Projects Fund 32
Total	207,500	178,000	-	-	-	228,000	1 5
Street & Bridge and MFT							
Road Patching	25,000	25,000	25,000	25,000	25,000	125,000	Capital Projects Fund 32 MFT Fund 28
Lakewood Resurfacing Project	75,000	-	-	-	-	75,000	Capital Projects Fund 32
							Cook County TIF or Grant 590 Healy to pay for
Heinz Road Resurfacing and Extension	-	995,000	-	-	-	995,000	construction portion
	550.000	5 (0,000	570.000	500.000	500.000	2 0 50 000	Capital Projects Fund 32 STP Local Match (FY26)
Street Improvement Plan	550,000	560,000	570,000	580,000	590,000		MFT Fund 28
Total	650,000	1,580,000	595,000	605,000	615,000	4,291,700	
IT/Communication		1	1	1	1		
Starcom Radios	16,000	16,000	16,000	-	-		Capital Projects Fund 32
Axon Enterprise - Body Cameras	38,000	38,000	38,000	38,000	-	,	General Fund 01
GIS Consortium	-	85,000	75,000	80,000	80,000		Capital Projects Fund 32
License Plate Readers	16,650	15,700	15,700	15,700	15,700		General Fund 01
Total	70,650	154,700	144,700	133,700	95,700	599,450	
Community Beautification							
(Fox) Riverwalk Improvements	75,000	150,000	150,000	150,000	150,000	675,000	Capital Projects Fund 32

5 Year Infrastructure Improvement
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Project	CY2024	CY2025	CY2026	CY2027	CY2028	Total	Funding Source(s)/Notes
110ject	C12024	C12023	C12020	C12027	C12020	Totai	
	10.000					<pre></pre>	General Fund 01 (Engineering)
William Bartel Park Expansion	10,000	50,000	-	-	-		Capital Projects Fund 32
Village Entryway Signage	50,000	-	-	-	-		DC BDD 34 & Donation
Gypsy Moth Treatment	-	60,000	-	-	-		Capital Projects Fund 32
Total	135,000	260,000	150,000	150,000	150,000	800,000	
Acquisitions							
2 N. Van Buren	24,000	-	-	-	-	24,000	Downtown TIF Fund 39
4 N. Van Buren	26,000	-	-	-	-	26,000	Capital Projects Fund 32
Total	50,000	-	-	-	-	1,320,000	
Storm water							
<u>Storm water</u>							Capital Projects Fund 32
Lions Park Stormwater Project	50,000	635,000	-			685,000	(Engineering in CY 24)
Total	50,000	635,000	-	-	-	685,000	(Engineering in C1 24)
	30,000	055,000	-	-	-	085,000	
Water							
Well #3 - Interior Painting	11,000	-	-	-	-	11,000	Water & Sewer Fund 60
	15.000	250.000				265.000	Water & Sewer Fund 60
Standpipe Replacement/Rehabilitation	15,000	250,000	-	-	-		Includes engineering & construction
Water Main Installation	-	594,000	404,000	-	-		Dundee Crossings BDD 34
Lead Service Line Replacement & Plan	67,500	50,000	50,000	250,000	250,000	,	Water & Sewer Fund 60
Valve Exercising Program	14,000	9,500	9,500	10,500	10,500	54,000	Water & Sewer Fund 60
Water Valve Replacements	20,000	20,000	20,000	20,000	20,000	,	Water & Sewer Fund 60
Water Tower Lighting - Route 25 & 68	-	50,000	-	-	-	50,000	Water & Sewer Fund 60
							Prairie Lakes TIF Fund 35
Water Tower Painting - Route 68	-	863,000	-	-	-	863,000	Water & Sewer Fund 60
Total	127,500	1,836,500	483,500	280,500	280,500	3,278,300	
Sewer							
Hill Street Lift Station Pump Replacement	20,000	-	-	-	-	20,000	Water & Sewer Fund 60
Clarifier Maintenance	17,500	18,500	19,500	20,500	_	76,000	Water & Sewer Fund 60
Sludge Pump Replacement	10,000	11,000	5,000	-	_	26,000	Water & Sewer Fund 60
WAS Pump Replacement	16,000	-	-	-	-	16,000	Water & Sewer Fund 60
Raw Lift Station - Interior Painting	16,000	-	-	-	-	16,000	Water & Sewer Fund 60
Dry/Wet Weather Pump	-	18,500	-	-	-	18,500	Water & Sewer Fund 60

Project	CY2024	CY2025	CY2026	CY2027	CY2028	Total	Funding Source(s)/Notes
Oxidation Ditches - Equipment Replacement	57,000	57,000	59,000	59,000	59,000	291,000	Water & Sewer Fund 60
Inflow & Infilitration Study - Manhole Rehab.	42,500	42,500	-	-	-	85,000	Water & Sewer Fund 60
Wendt Sanitary Sewer	-	-	300,000	-	-	300,000	Water & Sewer Fund 60
Total	179,000	147,500	383,500	79,500	59,000	839,500	
Miscellaneous Capital Projects							
Comprehensive & Strategic Plan	40,000	-	-	-	-	40,000	Capital Projects Fund 32
Water & Sewer Rate Study	35,000	-	-	-	-	35,000	Water & Sewer Fund 60
Total	75,000	-	-	-	-	75,000	
TOTAL CAPITAL PROJECTS	1,262,150	4,613,700	1,756,700	1,248,700	1,200,200	11,813,950	

Village of East Dundee Capital Projects Fund (32)

CAPITAL IMPROVEMENT PROJECTS FUND 32	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE							1,291,485
REVENUES							, ,
OTHER FINANCING SOURCES							
Video Gaming Tax	32-09-4085	180,110	342,857	371,483	225,000	227,859	375,000
6							65,000
			-		-	-	-
		-	224.429	-	-	-	-
Insurance Reimbursement		46.543		-	10.000	-	-
Miscellaneous Income		-	-	1.026.596	-	140.605	-
FOTAL	52 07 1070	253,115	582,724	2,402,307	285,000	418,464	440,000
POTAL DEVENIIES		252 115	587 771	2 402 207	285 000	A19 A6A	440,000
IUIAL KEVENUES		255,115	562,724	2,402,507	285,000	410,404	440,000
EXPENSES							
CAPITAL OUTLAY	22 14 5046	50 020					
			-	-	- -	-	- 50.000
						,	50,000
					33,000		-
					-	-	-
			<i>,</i>			-	16,00
			-				261,34
			-	67,640			148,000
			-	-	-	-	-
					-	-	75,000
		-	-	-	50,000	50,000	75,000
6		-	-	-	-	-	50,000
		,	-				575,000
							40,000
					,	202,526	26,000
-		-				-	-
		-		1,315,629	-	1,118,942	-
National Tool Roadway	32-38-5940			- 2,166,169	- 1,101,500	- 2,144,276	- 1,316,345
TOTAL EXPENDITURES		302,239	414,172	2,166,169	1,101,500	2,144,276	1,316,345
INTERFUND TRANSFERS							
FRANSFER (IN) FROM	20 00 1001			1.000.000		1 500 000	
	32-09-4901	-	-		-		-
ГОТАL		-	-	1,000,000	-	1,500,000	-
FOTAL TRANSFERS		-	-	1,000,000	-	1,500,000	-
TRANSFERS)		(49,124)	168,552	1,236,138	(816,500)	(225,812)	(876,34
onomic Development Prog. Grant 32-09-4445 - 224,429							

Capital Projects Fund (32) Expenditure Summary

This Fund was established to finance vehicle, equipment, and other long-term capital projects at their scheduled time. Purchases or projects conducted in this Fund is aligned with the Village's Vehicle & Capital Improvement Plan which was established in FY20 and will be updated annually to ensure goals and objectives are consistent with the Village's strategic plan and revenue projections.

Acct No.	Account Description	Budgeted Amount	Notes
BEGINNIN	G CASH BALANCE	1,291,485	
		1,271,100	In FY20, approved as dedicated revenue source for capital
32-09-4085	Video Gaming Revenue	375,000	Projects Fund. Moved from General Fund.
		,	In FY20, approved as dedicated revenue source for capital
32-09-4115	Video Gaming License	65,000	Projects Fund. Moved from General Fund.
TOTAL RE	VENUE(S)	440,000	
			Village Hall improvements include: the replacement of three
			exterior doors at the Village Hall, along with one pedestrian
			door to the Police Garage, buildout of the front counter at the
			Village Hall, and buildout of the rear office area at the Village
32-15-5948	Village Hall Maintenance	50,000	Hall (Building Inspector).
			Police Starcom radios to be paid over a 7 year period.
32-21-5947	Radios/Communications	16,000	Program began in FY22 and is expected to end in FY29.
			Purchase of a 2025 International Dump Truck (Board
			approved purchase in FY2023 - \$216,345) and a replacement
			Ford F150 (\$45,000) for the Superintendent of Operations
32-31-5930	Public Works Vehicles	261,345	whose current vehicle is a 2010 F150.
32-31-5945	Public Works Equipment	148,000	Loader/Backhoe Combination Unit (\$148,000).
			Lakewood Resurfacing Project coordinated (in part) with the
32-31-5950	Street System	75,000	Village of Carpentersville.
20.21.5055		75.000	Completion of Riverfront study and begin improvements
32-31-5955	Fox River Improvements	75,000	along riverfront.
			Engineering for Lions Park Stormwater Project; the Village
22 21 50(5	Liona Dark Stammustar Draigat	50.000	would be responsible for 25% of the project if received a FEMA grant (\$12,500).
32-31-5965	Lions Park Stormwater Project	50,000	rema grant (\$12,500).
			The following streets are proposed for resurfacing in 2024:
			Albert Drive (IL Rt. 25 to Castle Ave) - \$59,400; Ashland
			Avenue (Edwards Ave to Kenilworth Ave) - \$63,100; Council
			Hill (Bonnie Dundee Rd to Terminus) - \$111,100; Crabtree
			Road (Ravine Rd to Terminus) - \$25,300; Edwards Avenue
			(Van Buren St to Ashland Ave) - \$34,900; Richardson Road
			(IL Rt. 25 to Terminus) - \$29,400; Roslyn Road (Van Buren
			St to Summit Ave) - \$61,500; Springcrest Road (Barrington
			Ave to Roslyn Rd) - \$55,400; Wilmette Avenue (Van Buren
			St to Bonnie Dundee Rd) - \$59,900; TOTAL \$500,00. Also
32-31-6090	Public Works Improvements	575,000	includes \$25,000 for street resurfacing and engineering.
	Other Professional Services	40,000	For updating the comprehensive & strategic plan.
	4 N. Van Buren	26,000	Demolition of 4 N. Van Buren
	PENDITURE(S)	1,316,345	
CAPITAL F	PROJECTS FUND TOTAL	(876,345)	
	ASH BALANCE	415,140	
		415,140	

Village of East Dundee Dundee Gateway Business Development District Fund (33)

DUNDEE GATEWAY BDD FUND 33	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE	Number	Actual	Actual	Actual	Duuget	Eliu-ol- i cai	194,369
							194,309
REVENUES							
INTERGOVERNMENTAL REVE	NUE						
Sales Tax	33-01-4030	68,791	81,864	104,712	70,000	62,016	85,000
TOTAL		68,791	81,864	104,712	70,000	62,016	85,000
TOTAL REVENUES		68,791	81,864	104,712	70,000	62,016	85,000
EXPENSES							
PROFESSIONAL SERVICES							
Auditing Services	33-01-5210	270	118	180	225	225	250
TOTAL		270	118	180	225	225	250
CAPITAL OUTLAY							
Developer Reimbursements	33-01-5876	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL		50,000	50,000	50,000	50,000	50,000	50,000
TOTAL EXPENDITURES		50,270	50,118	50,180	50,225	50,225	50,250
EXCESS (DEFICIENCY) OF REV							
OVER (UNDER) EXPENDITURE (INCLUDING TRANSFERS)	S	18,521	31,746	54,532	19,775	11,791	34,750
ENDING CASH BALANCE							229,119

Dundee Gateway Business Development District Fund (33)

Expenditure Summary

Dundee Gateway BDD was established on September 28, 2009. It will expire on September 28, 2032.

Acct No.	Account Description	Budgeted Amount	Notes
BEGINNIN	G CASH BALANCE	194,369	
33-01-4030	Sales Tax	85,000	Properties within the BDD collect an additional .75% from their customers on eligible sales. The purpose of the additional sales tax is to incentivize economic development projects.
TOTAL RE	VENUE(S)	85,000	
33-01-5210	Auditing Service	250	Expense related to the BDD compliance report as required by the State of Illinois. Redevelopment agreement (Ordinance 10-15) for Thornton's IDOT Improvements, Dmyterko and Dmyterko & Wright
33-01-5876	Developer Reimbursement	50,000	Development, Ltd. (100 Dundee Avenue). \$4,166.67 per month.
TOTAL EX	PENDITURE(S)	50,250	
DUNDEE G	ATEWAY BDD TOTAL	34,750	
ENDING CA	ASH BALANCE	229,119	

Downtown and Dundee Crossings Business Development District Fund (34)

		Expense St	inninar y Dy	runu			
DOWNTOWN & DUNDEE CROSSINGS BDD FUND 34	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANC	E						635,569
REVENUES							
INTERGOVERNMENTAL RE	EVENUE						
Sales Tax	34-01-4030	301,811	407,146	451,003	315,000	289,460	425,000
TOTAL		301,811	407,146	451,003	315,000	289,460	425,000
TOTAL REVENUES		301,811	407,146	451,003	315,000	289,460	425,000
EXPENSES							
CONTRACTUAL SERVICES							
Auditing Services	34-01-5210	270	118	182	225	225	250
Legal Services	34-01-5230	-	900	900	500	500	600
TOTAL		270	1,018	1,082	725	725	850
CAPITAL OUTLAY							
Developer Reimbursements	34-01-5876	1,648	74,599	164,382	200,000	190,000	250,000
Art Council	34-01-5940	-	-	1,081	30,000	30,000	40,000
Depot Council	34-01-5941	-	-	-	-	-	10,000
Depot Improvements	34-01-5945	-	-	15,255	75,000	2,400	157,500
Water Improvement	34-01-5950	-	-	77,907	550,300	500,000	-
Entryway Signage	34-01-5953	-	-	-	50,000	-	50,000
District Projects	34-01-5954	-	-	14,295	15,000	15,000	15,000
TOTAL		1,648	74,599	272,920	920,300	737,400	522,500
TOTAL EXPENDITURES		1,918	75,616	274,002	921,025	738,125	523,350
EXCESS (DEFICIENCY) OF I OVER (UNDER) EXPENDITU (INCLUDING TRANSFERS)		299,893	331,530	177,001	(606,025)	(448,665)	(98,350)
ENDING CASH BALANCE							537,219
LINDING CASII DALANCE							

Downtown and Dundee Crossings Business Development District Fund (34)

Expenditure Summary

Downtown & Dundee Crossings (IL Route 72 & 25 BDD) was established on September 28, 2008. It will expire on September 28, 2031.

Acct No.	Account Description	Budgeted Amount	Notes
BEGINNING	G CASH BALANCE	635,569	
			Properties within the BDD collect an additional .75% from their customers on eligible sales. The purpose of the additional
			sales tax is to incentivize economic development projects.
34-01-4030	Sales Tax	425,000	\$15,000 increase to offset Speedway/PAL BDD Rebate
TOTAL REV		425,000	1 5
<u>34-01-5210</u> <u>34-01-5230</u>	Auditing Services Legal Services	250	Expense related to the BDD compliance report as required by the State of Illinois. Miscellaneous legal expenses.
34-01-5876	Developer Reimbursement	250,000	Redevelopment agreements and projects as follows: Piemonte's Dundee Chevrolet BDD portion only (\$6,000) Mocking Bird Reimbursement BDD portion only (\$4,000), Speedway/PAL BDD Rebate (\$15,000), CAT reimbursement (\$50,000), BDD 50/50 grant program - 4 grant (\$100,000), and miscellaneous reimbursements (\$5,000).
			Funding for various arts related projects to enhance the overall appearance of the Downtown. Funding to be distributed in accordance with policies outline by an Art Council to be
34-01-5940	Art Council	40,000	formed in FY23.
34-01-5941	Depot Council	10,000	
34-01-5945	Depot Improvements	157,500	
			Village entryway signage program for enhanced marketing of the Village and replacement of the logo. This will be accomplished by using the balance of the Downtown
34-01-5953	Entryway Signage	50,000	Depot/Culinary District donation (\$21,752).
34-01-5954	District Projects	15,000	For the purchase of planters and other decorative items.
	ENDITURE(S)	523,350	
DT & DUND	EE BDD TOTAL	(98,350)	
ENDING CA	SH BALANCE	537,219	

Village of East Dundee Prairie Lakes Tax Increment Financing District Fund (35)

						~~~~	
PRAIRIE LAKES TIF IMPROVEMENT FUND 35	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE							1,421,365
REVENUES							
REAL ESTATE TAXES							
Property Tax	35-01-4010	1,264,423	1,287,376	1,457,488	1,300,000	1,636,925	1,500,000
TOTAL		1,264,423	1,287,376	1,457,488	1,300,000	1,636,925	1,500,000
OTHER REVENUE							
Investment Income	35-01-4810	116	59	1,908	-	2,012	1,000
TOTAL		116	59	1,908	-	2,012	1,000
TOTAL REVENUES		1,264,539	1,287,436	1,459,396	1,300,000	1,638,937	1,501,000
EXPENSES							
PROFESSIONAL SERVICES							
Auditing Services	35-01-5210	500	118	182	225	225	250
Engineering Services	35-01-5220	-	-	6,792	3,000	3,000	3,000
Legal Services	35-01-5230	184	-	133	500	500	1,000
Other Professional Services	35-01-5290	-	-	1,683	2,000	2,000	2,500
TOTAL		684	118	8,790	5,725	5,725	6,750
CAPITAL OUTLAY							
Water Treatment Plant Improvement	35-01-5970	-	3,500	21,000	-	-	-
TOTAL		-	3,500	21,000	-	-	-
TOTAL EXPENDITURES		684	3,618	29,790	5,725	5,725	6,750
INTERFUND TRANSFERS							
TRANSFER (OUT) TO							
2012A GO Bond Debt Service 48	35-01-6048	197,487	194,681	203,616	211,847	211,847	221,914
TOTAL		197,487	194,681	203,616	211,847	211,847	221,914
TOTAL TRANSFERS		197,487	194,681	203,616	211,847	211,847	221,914
INTERFUND ADVANCES							
DUE FROM							
Downtown TIF Fund 39	35-01-1139	-	1,117,058	941,348	1,433,419	-	-
Route 68 TIF Fund 42	35-01-1142	-	223,463	661,104	-	-	-
Route 25 TIF Fund 46	35-01-1146	-	3,289,958	-	704,194	-	-
IL South Route 72 TIF Fund 57	35-01-1157	-	176	(176)	-	-	-
TOTAL		-	4,630,655	1,602,276	2,137,613	-	-
TOTAL DUE TO/FROM(S)		-	4,630,655	1,602,276	2,137,613	-	-
EXCESS (DEFICIENCY) OF REVEN							
(UNDER) EXPENDITURES (INCLU	DING						
TRANSFERS)		1,066,368	(3,541,518)	(376,286)	(1,055,185)	1,421,365	1,272,336
ENDING CASH BALANCE							2,693,701

### Village of East Dundee Prairie Lakes Tax Increment Financing District Fund (35)

### Expenditure Summary

The Prairie Lakes TIF was established on October 2, 2000. It will expire on October 2, 2023. In Fiscal Year 2019-2020, Fund 72 (Prairie Lakes TIF Bond Reserve Fund) was consolidated into Fund 35 (Prairie Lakes TIF Improvement Fund).

Prairie Lakes TIF is used as a funding source for the 2012A GO Bond Series (Fund 48). The Bond is for the following: storm water detention pond, acquisition of River Haven property, construction of water main, and Van Buren Avenue and Christina Drive Road Improvements.

Due To/From this Fund is to be reimbursed as the allotted Fund is financial secure to pay back the loan.

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNIN	G CASH BALANCE	1,421,365	
			Revenues from property taxes generated by the incremental
35-01-4010	Real Estate Taxes	1,500,000	increase in the value of the properties within this TIF.
35-01-4810	Investment Income	1,000	Investment Income
TOTAL RE	VENUE(S)	1,501,000	
			Expense related to the TIF compliance report as required by
35-01-5210	Auditing Services	250	the State of Illinois.
35-01-5220	Engineering Services	3,000	Engineering services for the miscellaneous projects.
35-01-5230	Legal Services	1,000	Miscellaneous legal services.
35-01-5290	Other Professional Services	2,500	Miscellaneous services such as TIF Consultant.
			Clean (scrape loose paint and power wash entire building),
			spot prime, and repaint the exterior of the entire building.
35-01-5970	Water Treatment Plant Imp.	-	This will preserve the life of the pre-cast concrete walls.
TOTAL EX	PENDITURE(S)	6,750	
35-01-6048	2012A GO Bond Fund 48	221,914	39.1% of the principal, interest, and agent fee payment
TOTAL TR	ANSFER(S)	221,914	
			A loan to Downtown TIF Fund 39 to balance the account. This
			must be paid back to Prairie Lakes TIF once Fund 39 is
35-01-1139	From Downtown TIF Fund 39	-	financially stable.
			A loan to Route 68 TIF Fund 42 to balance the account. This
			must be paid back to Prairie Lakes TIF once Fund 42 is
35-01-1142	From Route 68 TIF Fund 42	-	financially stable.
			A loan to Route 25 TIF Fund 46 to balance the account. This
			must be paid back to Prairie Lakes TIF once Fund 46 is
	From Route 25 TIF Fund 46	-	financially stable.
TOTAL DU	E TO/FROM	-	
PRAIRIE L	AKES TIF TOTAL	1,272,336	
ENDING CA	ASH BALANCE	2,693,701	

Village of East Dundee Christina Drive Tax Increment Financing District Fund (36) Expense Summary by Fund

						SY23	
CHRISTINA DRIVE TIF FUND 36	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE							354,645
REVENUES							
REAL ESTATE TAXES							
Property Tax	36-01-4010	316,116	323,867	329,606	325,000	343,264	340,000
TOTAL		316,116	323,867	329,606	325,000	343,264	340,000
OTHER REVENUE							
Investment Income	36-01-4810	87	45	1,431	-	1,509	1,000
TOTAL	50 01 1010	87	45	1,431	-	1,509	1,000
TOTAL REVENUES		316,203	323,911	331,037	325,000	344,773	341,000
		010,200	020,711	001,007	020,000	011,770	011,000
EXPENSES							
PROFESSIONAL SERVICES	26 01 5210	500	110	100	225	225	050
Auditing Services	36-01-5210	500	118	182	225	225 500	250
Engineering Services Legal Services	36-01-5220 36-01-5230	78 228	1,085 2,687	- 656	2,000 1,000	2,000	2,000 1,000
Other Professional Services	36-01-5290	-	2,087	2,183	2,000	2,000	2,000
TOTAL	30-01-3290	806	3,889	3,021	5,225	4,725	2,000 5,250
PAYMENTS & REIMBURSEMENTS		272.020	07.151	204.255	200.000	205 724	220.000
Developer Reimbursement TOTAL	36-01-5876	273,028 273,028	87,151 <b>87,151</b>	284,255 <b>284,255</b>	300,000 <b>300,000</b>	295,724 <b>295,724</b>	320,000 <b>320,000</b>
IUIAL		273,020	07,131	204,233	300,000	295,724	520,000
TOTAL EXPENDITURES		273,834	91,040	287,276	305,225	300,449	325,250
INTERFUND TRANSFERS							
TRANSFER (OUT) TO							
2012A GO Bond Reserve Fund 48	36-01-6048	73,364	76,180	79,676	82,896	82,896	86,836
TOTAL		73,364	76,180	79,676	82,896	82,896	86,836
TOTAL TRANSFERS		73,364	76,180	79,676	82,896	82,896	86,836
EXCESS (DEFICIENCY) OF REVEN	UES OVER						
(UNDER) EXPENDITURES (INCLUE	DING						
TRANSFERS)		115,733	309,051	123,437	102,671	127,220	(71,086)
ENDING CASH BALANCE							283,559

### Christina Drive Tax Increment Financing District Fund (36)

**Expenditure Summary** 

The Christina Drive TIF was established on May 17, 2010. It will expire on May 17, 2033.

In Fiscal Year 2019-2020, Fund 71 (Christina Drives TIF Bond Reserve Fund) was consolidated into Fund 36 (Christina Drive TIF Fund).

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	CASH BALANCE	354,645	
			Revenues from property taxes generated by the incremental
36-01-4010	Real Estate Taxes	340,000	increase in the value of the properties within this TIF.
TOTAL REV	ENUE(S)	341,000	
			Expense related to the TIF compliance report as required by
36-01-5210	Auditing Services	250	the State of Illinois.
			Engineering services for various TIF projects including a
36-01-5220	Engineering Services	2,000	portion of Route 68 and Penny Ave EDP application.
36-01-5230	Legal Services	1,000	Miscellaneous legal services.
36-01-5290	Other Professional Services	2,000	Miscellaneous services such as TIF Consultant.
			PAL Land, LLC. redevelopment agreement (Terra Business
			Park -Ord. 12-86). This covers the Christina TIF portion only.
			The payment for this agreement is only 90% of the incoming
36-01-5876	Developer Reimbursements	320,000	property taxes for the year.
TOTAL EXP	ENDITURE(S)	325,250	
			Covers 15.3% of principal, interest, and agent fee of loan for
36-01-6048	2012A GO Bond Fund 48	86,836	the 2012A bond payment.
TOTAL TRA	NSFER(S)	86,836	
CHRISTINA	DRIVE TIF TOTAL	(71,086)	
ENDING CA	SH BALANCE	283,559	

Village of East Dundee Dundee Crossings Tax Increment Financing District Fund (38)

DUNDEE CROSSINGS TIF	Account	FY21	FY22	FY23	SY23	SY23 Estimated	CY24
FUND 38	Number	Actual	Actual	Actual	Budget	End-of-Year	Budget
BEGINNING CASH BALANCE							2,693,556
REVENUES							
REAL ESTATE TAXES							
Property Tax	38-01-4010	1,279,137	1,339,555	1,476,871	1,350,000	1,737,088	1,500,000
TOTAL		1,279,137	1,339,555	1,476,871	1,350,000	1,737,088	1,500,000
OTHER REVENUE							
Investment Income	38-01-4810	579	296	9,486	-	10,005	3,500
TOTAL		579	296	9,486	-	10,005	3,500
OTHER FINANCING SOURCES							
Principal Payment Byrider	38-01-4930	130,542	125,661	131,243	88,000	88,000	135,000
Interest Payment Byrider	38-01-4931	45,822	37,167	31,555	19,200	19,200	35,000
Developer Reimbursement	38-01-4932	-	-	-	37,500	37,500	37,500
TOTAL		176,364	162,828	162,798	144,700	144,700	207,500
TOTAL REVENUES		1,456,080	1,502,678	1,649,155	1,494,700	1,891,793	1,711,000
EXPENSES							
PROFESSIONAL SERVICES							
Auditing Services	38-01-5210	270	118	182	225	225	250
Engineering Services	38-01-5220	13,243	-	-	3,000	3,000	3,000
Legal Services	38-01-5230	742	-	8,923	5,000	5,000	5,000
Other Professional Services	38-01-5290	-	-	2,183	3,500	3,500	3,500
TOTAL		14,255	118	11,288	11,725	11,725	11,750
PAYMENTS & REIMBURSEMENTS							
2012B Series Taxable Payment	38-01-5810	220,355	160,000	215,736	218,612	218,612	235,000
Developer Reimbursement	38-01-5876	683,870	185,492	751,819	900,000	936,753	1,025,000
TOTAL		904,225	345,492	967,555	1,118,612	1,155,365	1,260,000
CAPITAL OUTLAY							
Capital Improvements	38-01-5936	192	-	-	-	-	-
Cemetery Fence Project	38-01-5969	-	-	300,000	-	-	-
TOTAL		192	-	300,000	-	-	-
TOTAL EXPENDITURES		918,671	345,609	1,278,843	1,130,337	1,167,090	1,271,750
INTERFUND TRANSFERS							
TRANSFER (OUT) TO							
<b>TRANSFER (OUT) TO</b> 2012A GO Bond Debt Service Fund 48	38-01-6048	163,991	170,284	178,099	185,297	185,297	194,104
	38-01-6048	163,991 <b>163,991</b>	170,284 <b>170,284</b>	178,099 <b>178,099</b>	185,297 <b>185,297</b>	185,297 <b>185,297</b>	194,104 <b>194,104</b>

					SY23	
Account	FY21	FY22	FY23	SY23	Estimated	CY24
Number	Actual	Actual	Actual	Budget	End-of-Year	Budget
38-01-1139	-	-	-	486,857	-	-
	-	-		486,857	-	-
				486,857		-
JES OVER						
	373,418	986,785	192,213	(307,791)	539,406	245,146
	., -	.,			,	
						2,938,702
	Number	Number Actual 38-01-1139 VES OVER ING	Number Actual Actual 38-01-1139   VES OVER ING	Number Actual Actual Actual 38-01-1139  PES OVER ING	Number         Actual         Actual         Actual         Budget           38-01-1139         -         -         -         486,857           -         -         -         486,857           -         -         -         486,857           -         -         -         486,857           -         -         -         486,857           -         -         -         486,857           JES OVER         ING         -         -	Account Number     FY21 Actual     FY22 Actual     FY23 Budget     SY23 Estimated End-of-Year       38-01-1139     -     -     486,857     -       -     -     -     486,857     -       -     -     -     486,857     -       -     -     -     486,857     -       -     -     -     486,857     -

### Village of East Dundee Dundee Crossings Tax Increment Financing District Fund (38)

Expenditure Summary

The Dundee Crossings TIF was established on September 18, 2006. It will expire on September 18, 2029. In Fiscal Year 2019-2020, Fund 49 (Dundee Crossings TIF 2012B Taxable Bond) & Fund 73 (Dundee Crossings TIF Bond Reserve Fund) were consolidated into Fund 38 (Dundee Crossings TIF Fund).

Dundee Crossings 2012B TIF Bond was established as a funding source for the JD Byrider business. The company is to reimburse the Village for a percentage of the principal and interest payment as outlined by the debt service schedule established by the bond servicer.

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	CASH BALANCE	2,693,556	
			Revenues from property taxes generated by the incremental
38-01-4010	Real Estate Taxes	1,500,000	increase in the value of the properties within this TIF.
			Principal payment for JD Byrider's portion of 2012B TIF
38-01-4930	Principal Payment	135,000	Bond.
38-01-4931	Interest Payment	35,000	Interest payment for JD Byrider's portion of 2012B TIF Bond.
		,	Dundee Township fence reimbursement for \$300,000 loan to
38-01-4932	Developer Reimbursement	37,500	be reimbursed by 2031.
TOTAL REV	ENUE(S)	1,711,000	
			Expense related to the TIF compliance report as required by
38-01-5210	Auditing Services		the State of Illinois.
38-01-5220	Engineering Services		Engineering expenditures related to Fund.
38-01-5230	Legal Services	5,000	Legal services for related TIF expenses.
38-01-5290	Other Professional Services	3,500	Miscellaneous services such as TIF Consultant.
38-01-5810	2012B Series Taxable	235,000	Principal payment (\$175,000) and interest payment (\$43,262) towards the 2012B TIF Bond. Payments are made in December and in June. A \$350 annual administration fee is also due in March. The Village pays the remaining portion of the loan not covered by JD Byrider.
38-01-5876	Developer Reimbursements	1,025,000	TIF reimbursements as follows: PAL Land, LLC - Terra Business Park (\$950,000), 855 E. Main (\$55,000), and Miscellaneous (\$10,000).
TOTAL EXP	ENDITURE(S)	1,271,750	
			34.2% of principal, interest, and agent fee for the 2012A Bond
38-01-6048	2012A GO Bond Fund 48		payment.
TOTAL TRA	NSFER(S)	194,104	
<b>DUNDEE CR</b>	OSSINGS TIF TOTAL	245,146	
ENDING CAS	SH BALANCE	2,938,702	

Village of East Dundee Downtown Redevelopment Tax Increment Financing District Fund (39) Expense Summary by Fund

DOWNTOWN REDEVELOPMENT TIF FUND 39	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE							(1,836,364)
REVENUES							
REAL ESTATE TAXES							
Property Tax	39-01-4010	348,998	376,627	391,112	350,000	447,235	400,000
TOTAL		348,998	376,627	391,112	350,000	447,235	400,000
OTHER REVENUE							
Investment Income	39-01-4810	243	125	3,997	-	4,216	1,500
TOTAL		243	125	3,997	-	4,216	1,500
OTHER FINANCING SOURCES							
Miscellaneous Income	39-01-4890	-	-	_	-	1,700	-
TOTAL	57 01 1070	-	-		-	1,700	-
TOTAL REVENUES		349,241	376,752	395,109	350,000	453,151	401,500
EXPENSES		,	, -		,	,.	. ,
PROFESSIONAL SERVICES							
Auditing Services	39-01-5210	270	(721)	182	225	225	250
Engineering Services	39-01-5220	-	-	-	3,000	3,000	3,000
Legal Services	39-01-5230	228	924	42,802	35,000	35,000	35,000
Other Professional Services	39-01-5290	-	-	56,668	10,000	10,000	10,000
TOTAL		498	204	99,652	48,225	48,225	48,250
PAYMENTS & REIMBURSEMENTS							
Debt Service	39-01-5810	993,500	775,000	993,400	995,500	995,500	1,096,900
Developer Reimbursement	39-01-5876	144,522	91,773	111,915	100,000	115,000	125,000
TOTAL		1,138,022	866,773	1,105,315	1,095,500	1,110,500	1,221,900
CAPITAL OUTLAY							
Lumber Yard	39-01-5952	-	-	-	800,000	804,000	-
Haeger Pottery	39-01-5955	-	-	-	100,000	99,946	-
2 N. Van Buren	39-01-5957	-	-	-	165,000	165,078	24,000
304 Hill & 309 Jackson	39-01-5963	-	-	-	-	-	378,000
Abandonment of Infrastructure	39-01-5968	-	-	90,703	-	-	-
TOTAL		-	-		1,065,000	1,069,024	402,000
TOTAL EXPENDITURES		1,138,520	866,977		2,208,725	2,227,749	1,672,150
INTERFUND TRANSFERS							
TRANSFER (OUT) TO							
2012A GO Bond Debt Service Fund 48	39-01-6048	54,664	56,761	59,366	61,766	61,766	64,702
	27 01 00 10	2 1,00 1	20,701	27,300	01,700	01,700	01,702
TOTAL		54,664	56,761	59,366	61,766	61,766	64,702

DOWNTOWN REDEVELOPMENT TIF FUND 39 INTERFUND ADVANCES	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
DUE TO							
Prairie Lakes TIF Fund 35	39-01-2335	-	1,117,058	941,348	1,433,419	-	-
Dundee Crossings TIF Fund 38	39-01-2338	-	-	-	486,857	-	-
TOTAL		-	1,117,058	941,348	1,920,276	-	-
TOTAL DUE TO/FROM(S)		-	1,117,058	941,348	1,920,276	-	-
EXCESS (DEFICIENCY) OF REVENU (UNDER) EXPENDITURES (INCLUD TRANSFERS)		(843,943)	570,072	1,277,091	(215)	(1,836,364)	(1,335,352)
ENDING CASH BALANCE							(3,171,716)

### Village of East Dundee Downtown Redevelopment Tax Increment Financing District Fund (39)

Expenditure Summary

The Downtown TIF was established on June 16, 2008. It will expire on June 16, 2031.

In Fiscal Year 2019-2020, Fund 53 (Downtown TIF Capital Fund), Fund 55 (2016 Bond Debt Service Fund) and Fund 70 (Downtown TIF Bond Reserve Fund) were consolidated into Fund 39 (Downtown Redevelopment TIF).

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	CASH BALANCE	(1,836,364)	
			Revenues from property taxes generated by the incremental
39-01-4010	Real Estate Taxes	400,000	increase in the value of the properties within this TIF.
39-01-4810	Investment Income	1,500	Investment Income
TOTAL REV	ENUE(S)	401,500	
			Expense related to the TIF compliance report as required by
39-01-5210	Auditing Services	250	the State of Illinois.
39-01-5220	Engineering Services	3,000	Engineering services for TIF projects.
39-01-5230	Legal Services	35,000	Legal services for related TIF expenses.
39-01-5290	Professional Services	10,000	Miscellaneous services such as TIF Consultant.
			100% of the principal (\$840,000), interest (\$68,600) and bond
			(\$475) fee for the 2015 GO Bond as well as the interest
39-01-5810	Debt Service	1,096,900	(\$85,950) and agent (\$475) fee for 2016 GO Bond.
			TIF reimbursements as follows: 311 Barrington, LLC
			(\$65,000), 215 Barrington - The Mockingbird (\$1,500), East
			Dundee Fire Protection (\$100,000), and miscellaneous
39-01-5876	Developer Reimbursements	125,000	developer reimbursements (\$43,500).
39-01-5957	2 N. Van Buren	24,000	Demolition of property for future redevelopment.
39-01-5963	304 Hill & 309 Jackson	378,000	Acquisition of property for future redevelopment.
TOTAL EXP	ENDITURE(S)	1,672,150	
39-01-6048	To 2012 GOA Bond Fund 48	64,702	Covers 11.4% of principal, interest, and agent fee payment.
TOTAL TRA	NSFER(S)	64,702	
DOWNTOW	N TIF TOTAL	(1,335,352)	
ENDING CAS	SH BALANCE	(3,171,716)	

Christina Drive Business Development District Fund (40)

CHRISTINA DRIVE BDD FUND 40	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALAN	CE						44,171
REVENUES							
INTERGOVERNMENTAL R	EVENUE						
Sales Tax	40-01-4030	6,497	14,827	10,892	4,400	8,243	10,500
TOTAL		6,497	14,827	10,892	4,400	8,243	10,500
TOTAL REVENUES		6,497	14,827	10,892	4,400	8,243	10,500
EXPENSES							
PROFESSIONAL SERVICES	5						
Auditing Services	40-01-5210	270	118	182	225	225	250
TOTAL		270	118	182	225	225	250
TOTAL EXPENDITURES		270	118	182	225	225	250
TOTAL DUE TO/FROM(S)		-	-	-	-	-	-
EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDIT (INCLUDING TRANSFERS)		6,227	14,709	10,710	4,175	8,018	10,250
· · · · ·							<i></i>
ENDING CASH BALANCE							54,421

# Village of East Dundee Christina Drive Business Development District Fund (40)

**Expenditure Summary** 

The Christina Drive BDD was established on April 19, 2010. It will expire on April 19, 2033.

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	CASH BALANCE	44,171	
			Properties within the BDD collect an additional .75% from their customers on eligible sales. The purpose of the additional
40-01-4030	Sales Tax	10,500	sales tax is to incentivize economic development projects.
TOTAL REV	ENUE(S)	10,500	
			Expense related to the BDD compliance report as required by
40-01-5210	Auditing Services	250	the State of Illinois.
TOTAL EXP	ENDITURE(S)	250	
CHRISTINA	DRIVE BDD TOTAL	10,250	
ENDING CAS	SH BALANCE	54,421	

# Village of East Dundee Route 68 West Tax Increment Financing District Fund (42)

ROUTE 68 WEST TIF FUND 42	Account Number	FY21 Actual	FY2 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
<b>BEGINNING CASH BALANCE</b>							26,863
REVENUES							
REAL ESTATE TAXES							
Property Tax	42-01-4010	6,813	9,094	10,310	8,000	13,263	10,000
TOTAL		6,813	9,094	10,310	8,000	13,263	10,000
TOTAL REVENUES		6,813	9,094	10,310	8,000	13,263	10,000
EXPENSES		0,010	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	10,010	0,000	10,200	10,000
EAI ENSES							
PROFESSIONAL SERVICES							
Auditing Services	42-01-5210	500	118	182	225	225	250
Legal Services	42-01-5230	228	-	403	500	500	500
Other Professional Services	42-01-5290	-	-	1,833	2,500	2,500	2,500
TOTAL		728	118	2,418	3,225	3,225	3,250
PAYMENTS & REIMBURSEME	ENTS						
Developer Reimbursement	42-01-5876	19,500	-	-	-	-	-
TOTAL		19,500	-	-	-	-	-
TOTAL EXPENDITURES		20,228	118	2,418	3,225	3,225	3,250
INTERFUND ADVANCES							
DUE TO							
Prairie Lakes TIF Fund 35	42-01-2335	-	223,463	-	-	-	-
TOTAL		-	223,463	-	-	-	-
TOTAL DUE TO/FROM(S)		-	223,463	-	-	-	-
EXCESS (DEFICIENCY) OF RE OVER (UNDER) EXPENDITUR (INCLUDING TRANSFERS)	(13,415)	232,440	7,892	4,775	10,038	6,750	
ENDING CASH BALANCE							33,613

# Village of East Dundee Route 68 West Tax Increment Financing District Fund (42)

**Expenditure Summary** 

The Route 68 TIF was established on August 01, 2011. It will expire on August 01, 2034.

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	G CASH BALANCE	26,863	
			Revenues from property taxes generated by the incremental
42-01-4010	Real Estate Taxes	10,000	increase in the value of the properties within this TIF.
TOTAL REV	/ENUE(S)	10,000	
			Expense related to the TIF compliance report as required by
42-01-5210	Auditing Services	250	the State of Illinois.
42-01-5230	Legal Services	500	Legal services for related TIF expenses.
42-01-5290	Other Professional Services	2,500	Miscellaneous services such as TIF Consultant.
TOTAL EXP	PENDITURE(S)	3,250	
ROUTE 68 W	VEST TIF TOTAL	6,750	
ENDING CA	SH BALANCE	33,613	

Village of East Dundee Route 25 2012 LO Bond Tax Increment Financing District Fund (46) Expense Summary by Fund

ROUTE 25 2012 LO BOND TIF FUND 46	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE					g		(785,508)
REVENUES							
REAL ESTATE TAXES							
Property Tax	46-01-4010	76,008	82,631	76,573	77,500	90,371	95,000
TOTAL		76,008	82,631	76,573	77,500	90,371	95,000
OTHER REVENUE							
Investment Income	46-01-4810	210	112	32,680	-	45,156	11,000
Other Receipts	46-01-4950	-	28,774	25,620	-	(90,404)	-
TOTAL		210	28,887	58,300	-	(45,248)	11,000
TOTAL REVENUES		76,218	111,518	134,873	77,500	45,123	106,000
EXPENSES							
PROFESSIONAL SERVICES							
Auditing Services	46-01-5210	270	118	182	225	225	250
Legal Services	46-01-5230	228	506	4,383	2,500	2,500	2,500
Other Professional Services	46-01-5290	-	-	2,183	2,500	2,500	2,500
TOTAL		498	624	6,748	5,225	5,225	5,250
PAYMENTS & REIMBURSEME	NTS						
Debt Service	46-01-5810	692,681	495,000	777,396	810,406	810,406	272,719
Developer Reimbursement	46-01-5876	13,407	11,447	11,716	15,000	15,000	25,000
TOTAL		706,088	506,447	789,112	825,406	825,406	297,719
TOTAL EXPENDITURES		706,586	507,070	795,860	830,631	830,631	302,969
INTERFUND ADVANCES							
DUE TO							
Prairie Lakes TIF Fund 35	46-01-2335	-	-	661,104	704,194	-	-
TOTAL		-	-	661,104	704,194	-	-
TOTAL DUE TO/FROM(S)		-	-	661,104	704,194	-	-
EXCESS (DEFICIENCY) OF REV (UNDER) EXPENDITURES (INC TRANSFERS)		(630,368)	(395,553)	117	(48,937)	(785,508)	(196,969)
		(000,000)	(0)0,000)		(10,557)	(100,000)	( ) /
ENDING CASH BALANCE							(982,477)

Route 25 Tax Increment Financing District Fund (46)

**Expenditure Summary** 

The Route 25 TIF was established on August 20, 2012. It will expire on August 20, 2035.

In Fiscal Year 2019-2020, Fund 75 (Route 25 TIF Bond Reserve Fund), Fund 79 (Route 25 Bond Revenue and Interest Reserve Fund) and Fund 80 (Route 25 TIF Bond Reserve Fund) were consolidated into Fund 46 (Route 25 TIF Fund).

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	CASH BALANCE	(785,508)	
			Revenues from property taxes generated by the incremental
46-01-4010	Real Estate Taxes	95,000	increase in the value of the properties within this TIF.
TOTAL REV	TENUE(S)	106,000	
			Expense related to the TIF compliance report as required by
46-01-5210	Auditing Services	250	the State of Illinois.
46-01-5230	Legal Services	2,500	Various legal services.
46-01-5290	Other Professional Services	2,500	Miscellaneous services such as TIF Consultant.
46-01-5810	Debt Service	272,719	For 2012 LO Bond payment: 100% Principal (\$670,000), interest (\$136,406), and agent fee (\$4,000) payment for the reserve to be held for one year. The Village pays the amount owed for FY2023 in FY2022 (June and December).
46-01-5876	Developer Reimbursements	25,000	TIF reimbursements as follows: Pampered Pets (Ord. 13-32).
TOTAL EXP	ENDITURE(S)	302,969	
46-01-2335	To Prairie Lakes Fund 35	_	A loan to Route 25 TIF Fund 46 to balance the account. This must be paid back to Prairie Lakes TIF Fund 35 once the Fund is financially stable.
TOTAL DUE	TO/FROM	-	
ROUTE 25 T	IF TOTAL	(196,969)	
ENDING CA	SH BALANCE	(982,477)	

Village of East Dundee North Cook County Tax Increment Financing District Fund (47) Expense Summary by Fund

NORTH COOK COUNTY TIF FUND 47	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE							1,048,450
REVENUES							
REAL ESTATE TAXES							
Property Tax	47-01-4010	652,990	692,601	242,845	285,000	146,865	600,000
TOTAL		652,990	692,601	242,845	285,000	146,865	600,000
TOTAL REVENUES		652,990	692,601	242,845	285,000	146,865	600,000
EXPENSES							
PROFESSIONAL SERVICES							
Auditing Services	47-01-5210	500	118	182	225	225	250
Engineering Services	47-01-5220	-	3,126	-	-	-	-
Legal Services	47-01-5230	977	-	6,599	3,500	3,500	3,500
Other Professional Services	47-01-5290	-	-	1,983	-	-	-
TOTAL		1,477	3,243	8,764	3,725	3,725	3,750
PAYMENTS & REIMBURSEMI	ENTS						
Developer Reimbursement	47-01-5876	189,818	210,255	173,095	562,309	562,309	600,000
TOTAL		189,818	210,255	173,095	562,309	562,309	600,000
CAPITAL OUTLAY							
Street Improvements	47-01-5950	-	-	-	191,000	191,000	995,000
TOTAL		-	-	-	191,000	191,000	995,000
EXCESS (DEFICIENCY) OF RE	VENUES						
<b>OVER (UNDER) EXPENDITUR</b>							
(INCLUDING TRANSFERS)		461,695	479,103	60,986	(472,034)	(610,169)	(998,750)
ENDING CASH BALANCE							49,700

# Village of East Dundee North Cook County Tax Increment Financing District Fund (47)

**Expenditure Summary** 

The North Cook County TIF was established on August 20, 2012. It will expire on August 20, 2035.

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	CASH BALANCE	1,048,450	
			Revenues from property taxes generated by the incremental
47-01-4010	Real Estate Taxes	600,000	increase in the value of the properties within this TIF.
TOTAL REV	ENUE(S)	600,000	
			Expense related to the TIF compliance report as required by
47-01-5210	Auditing Services	250	the State of Illinois.
			TIF reimbursements as follows: Insurance Auto Auction
			agreement (Ord. 13-24 - \$200,000), VCNA Prairie Easement
			(Property sold in FY20 Ord. 16-06 - \$1,500), reimbursement
			to 590 Healy 50% of construction of Heinz roadway 347,309
47-01-5876	Developer Reimbursements	600,000	and miscellaneous (\$10,000).
47-01-5950	Street Improvements	995,000	Village portion of Heinz Drive project (May be paid by Pal)
TOTAL EXP	ENDITURE(S)	1,598,750	
NORTH COO	OK COUNTY TIF TOTAL	(998,750)	
ENDING CA	SH BALANCE	49,700	

# Village of East Dundee 2012A GO Bond Debt Service Fund (48)

2012A GO BOND DEBT SERVICE FUND 48	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE							(457,570)
REVENUES							
OTHER REVENUE							
Investment Income	48-01-4810	12	6	207	-	218	200
TOTAL		12	6	207	-	218	200
TOTAL REVENUES		12	6	207	-	218	200
EXPENSES							
PAYMENTS & REIMBURSEMENTS							
Debt Service	48-01-5810	479,506	405,000	520,756	541,806	541,806	567,556
TOTAL		479,506	405,000	520,756	541,806	541,806	567,556
TOTAL EXPENDITURES		479,506	405,000	520,756	541,806	541,806	567,556
INTERFUND TRANSFERS							
TRANSFER (IN) FROM							
Prairie Lakes TIF Fund 35	48-01-4935	187,487	194,681	203,616	211,847	211,847	221,914
Christina Drive TIF Fund 36	48-01-4936	73,364	76,180	79,676	82,896	82,896	86,836
Dundee Crossings TIF Fund 38	48-01-4938	163,991	170,284	178,099	185,297	185,297	194,104
Downtown TIF Fund 39	48-01-4939	54,664	56,761	59,366	61,766	61,766	64,702
TOTAL		479,506	497,906	520,757	541,806	541,806	567,556
TOTAL TRANSFERS		479,506	497,906	520,757	541,806	541,806	567,556
EXCESS (DEFICIENCY) OF REVENU	ES OVER						
(UNDER) EXPENDITURES (INCLUDI							
TRANSFERS)		12	92,912	208		218	200
ENDING CASH BALANCE							(457,370)

# Village of East Dundee 2012A GO Bond Debt Service Fund (48) Expenditure Summary

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	G CASH BALANCE	(457,570)	1
			Principal is paid in December (\$475,000), interest is paid in June and December (for a total of \$66,456), and agent fee
48-01-5810	Debt Service	567,556	(\$350) for 2012A GO Bond payment.
TOTAL EXP	PENDITURE(S)	567,556	
			Transfer from this fund for 39.1% of principal and interest for
48-01-4935	Prairie Lakes TIF 35	221,914	2012A Bond.
			Transfer from this fund for 15.3% of principal and interest for
48-01-4936	Christina Drive TIF 36	86,836	2012A Bond Reserve.
			Transfer from this fund for 34.2% of principal and interest for
48-01-4938	Dundee Crossing TIF 38	194,104	2012A Bond Reserve.
			Transfer from this fund for 11.4% principal and interest for
48-01-4939	Downtown TIF 39	64,702	2012A Bond Reserve.
TOTAL TRA	NSFER(S)	567,556	
2012A GO B	OND TOTAL	200	
ENDING CA	SH BALANCE	(457,370)	

Penny Avenue Tax Increment Financing Fund (56)

						SY23	
PENNY AVENUE TIF	Account	FY21	FY22	FY23	SY23	Estimated	CY24
FUND 56	Number	Actual	Actual	Actual	Budget	End-of-Year	Budget
<b>BEGINNING CASH BALANCE</b>							2,398
REVENUES							
REAL ESTATE TAXES							
Property Tax	56-01-4010	8,715	9,461	9,914	9,500	10,908	10,101
TOTAL		8,715	9,461	9,914	9,500	10,908	10,101
TOTAL REVENUES		8,715	9,461	9,914	9,500	10,908	10,101
EXPENSES							
PROFESSIONAL SERVICES							
Auditing Service	56-01-5210	500	118	182	225	225	250
Legal Service	56-01-5230	228	-	133	375	375	500
Other Professional Service	56-01-5290	-	-	1,833	2,000	2,000	2,000
TOTAL		728	118	2,148	2,600	2,600	2,750
<b>PAYMENTS &amp; REIMBURSEMENTS</b>							
Redevelopment Projects	56-01-5876	7,844	8,515	8,920	9,500	9,500	11,000
TOTAL		7,844	8,515	8,920	9,500	9,500	11,000
TOTAL EXPENDITURES		8,572	8,633	11,068	12,100	12,100	13,750
EXCESS (DEFICIENCY) OF REVEN							
(UNDER) EXPENDITURES (INCLUD	DING						
TRANSFERS)		143	829	(1,154)	(2,600)	(1,192)	(3,649)
ENDING CASH BALANCE							(1,251)

### Penny Avenue Tax Increment Financing Fund (56)

**Expenditure Summary** 

The Penny Avenue TIF was established on August 7, 2017. It will expire on August 7, 2040.

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes			
BEGINNING CASH BALANCE		2,398				
56-01-4010	Property Tax	10,101	Revenues from property taxes generated by the incremental increase in the value of the properties within this TIF.			
TOTAL REV	ENUE(S)	10,101				
			Expense related to the TIF compliance report as required by			
56-01-5210	Auditing Services	250	the State of Illinois.			
56-01-5230	Legal Services	500	Legal services for related TIF expenses.			
56-01-5290	Other Professional Services	2,000	Miscellaneous services such as TIF Consultant.			
			TIF reimbursements as follows: Billitteri Enterprises at 201			
56-01-5876	Developer Reimbursements	11,000	Penny Avenue.			
TOTAL EXP	ENDITURE(S)	13,750				
PENNY AVE	ENUE TIF TOTAL	(3,649)				
ENDING CASH BALANCE		(1,251)				

# **Village of East Dundee** IL South Route 72 Tax Increment Financing Fund (57)

				SY23				
IL SOUTH ROUTE 72 TIF FUND 57	Account Number	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Actual	SY23 Budget	Estimated End-of-Year	CY24 Budget
BEGINNING CASH BALANCE								327,041
REVENUES								
REAL ESTATE TAXES								
Property Tax	57-01-4010	-	-	-	237,231	230,000	273,832	275,000
TOTAL		-	-	-	237,231	230,000	273,832	275,000
TOTAL REVENUES		-	-	-	237,231	230,000	273,832	275,000
EXPENSES								
PROFESSIONAL SERVICES	5							
Auditing Service	57-01-5210	-	118	120	180	225	225	250
Legal Service	57-01-5230	176	-	500	2,240	2,500	2,500	2,500
Other Professional Service	57-01-5290	-	-	-	1,583	2,000	2,000	2,500
TOTAL		176	118	620	4,003	4,725	4,725	5,250
PAYMENTS & REIMBURSE	EMENTS							
<b>Redevelopment Projects</b>	57-01-5876	-	-	-	-	175,000	175,000	225,000
TOTAL		-	-	-		175,000	175,000	225,000
TOTAL EXPENDITURES		176	118	620	4,003	179,725	179,725	230,250
INTERFUND ADVANCES								
DUE TO								
Prairie Lakes TIF Fund 35	57-01-2335	-	176	-	(176)	-	-	-
TOTAL		-	176	-	(176)	-	-	-
TOTAL DUE TO/FROM(S)		-	176	-	(176)	-	-	-
OVER (UNDER) EXPENDIT	EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES							44.750
(INCLUDING TRANSFERS)		(176)	59	(620)	233,052	50,275	94,107	44,750
ENDING CASH BALANCE								371,791

# Village of East Dundee IL South Route 72 Tax Increment Financing Fund (57)

**Expenditure Summary** 

The IL South Route 72 TIF was established on September 28, 2020. It will expire on September 28, 2043.

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	CASH BALANCE	327,041	
57-01-4010	Property Tax	275,000	Revenues from property taxes generated by the incremental increase in the value of the properties within this TIF.
TOTAL REV	ENUE(S)	275,000	
57-01-5210	Auditing Services	250	Expense related to the TIF compliance report as required by the State of Illinois.
57-01-5230	Legal Services	2,500	Various legal services.
57-01-5290	Other Professional Services	2,500	Miscellaneous services such as TIF Consultant.
			Redevelopment reimbursement for 60% of CAT's incremental
57-01-5876	Redevelopment Projects	225,000	property taxes.
TOTAL EXP	ENDITURE(S)	230,250	
57-01-2335	From Prairie Lakes Fund 35	_	A loan to IL South Route 72 TIF Fund 57 to balance the account. This must be paid back to Prairie Lakes TIF Fund 35 once the Fund is financially stable.
TOTAL DUE		-	
	OUTE 72 TIF TOTAL	44,750	
ENDING CAS	SH BALANCE	371,791	

Water and Sewer Operating Fund (60)

Expense Summary by Fund

Shared costs for IT Services (Helping Hand), Telephone (AT&T), Risk Insurance (IPRF & ICRMT), and any other shared expense is calculated at 19% for Water & Sewer Fund based on total percentage of salaries.

	•					~~~~	
WATER & SEWER OPERATING FUND 60	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budge
BEGINNING CASH BALANCE							3,133,233
REVENUES							
SERVICE CHARGES							
Sewer Fees	60-09-4509	787,976	919,966	954,214	640,000	734,378	800,000
Water Fees	60-09-4510	767,006	954,740	1,025,074	700,000	763,196	800,000
West Dundee Fees	60-09-4511	333,725	341,124	403,491	240,000	267,200	300,000
Sewer Late Fees	60-09-4514	(113)	-	-	-	-	-
Late Fees	60-09-4515	354	196	15,691	-	13,859	5,000
Availability Charge	60-09-4525	120,244	153,913	160,820	-	109,950	165,000
Connection Fees	60-09-4560	253,099	3,775	150,029	66,950	152,000	150,000
Meter Fees	60-09-4575	103,064	-	-	-		-
W. Dundee IEPA Debt Service	60-09-4585	469,060	469,060	469,060	469,060	469,060	469,060
TOTAL	00-07-4505	2,834,415	2,842,774	3,178,379	2,116,010	2,509,643	2,689,060
OTHER REVENUE							
Investment Income	60-09-4810	1,388	1,168	36,036	1,000	41,009	1,000
Rental Income	60-09-4810	500	750	450	-	500	1,000
Miscellaneous Income	60-09-4820	(3,006)	-	12,413	-	500	-
Sale of Assets	60-09-4890	(3,000)	- 487	-	-	-	-
TOTAL	00-09-4891	(1,118)	2,405	48,899	1,000	41,509	1,000
		(-,)	_,		-,	;- **	_,
TOTAL REVENUES		2,833,297	2,845,179	3,227,278	2,117,010	2,551,152	2,690,060
EXPENSES							
PERSONNEL SERVICES							
Salaries	60-33-5011	481,936	490,105	504,539	425,000	420,307	556,502
Overtime	60-33-5019	22,402	19,992	22,717	23,000	23,000	33,000
Social Security	60-33-5030	37,343	41,273	38,752	32,500	33,423	44,072
IMRF	60-33-5050	66,208	62,101	54,797	40,000	46,513	54,420
Employee Insurance	60-33-5060	103,714	88,571		85,000	71,508	104,556
Uniform Allowance				10/4//		/ 1,000	
				102,477	,	1 500	
TOTAL	60-33-5080	1,370 712,973	2,118 704,161	1,818 725,100	1,850 607,350	1,500 <b>596,251</b>	1,850 <b>794,400</b>
TOTAL		1,370	2,118	1,818	1,850		1,850
TOTAL MAINTENANCE SERVICES	60-33-5080	1,370 <b>712,973</b>	2,118 704,161	1,818 725,100	1,850 <b>607,350</b>	596,251	1,850 <b>794,400</b>
TOTAL MAINTENANCE SERVICES Water Maintenance - Building	60-33-5080	1,370 <b>712,973</b> 11,216	2,118 <b>704,161</b> 27,130	1,818 <b>725,100</b> 12,984	1,850 <b>607,350</b> 20,400	<b>596,251</b> 15,000	1,850 <b>794,400</b> 24,880
TOTAL MAINTENANCE SERVICES Water Maintenance - Building Sewer Maintenance - Building	60-33-5080 60-33-5110 60-33-5111	1,370 <b>712,973</b> 11,216 3,510	2,118 704,161 27,130 10,387	1,818 <b>725,100</b> 12,984 39,453	1,850 <b>607,350</b> 20,400 40,150	<b>596,251</b> 15,000 32,000	1,850 <b>794,400</b> 24,880 67,630
TOTAL MAINTENANCE SERVICES Water Maintenance - Building	60-33-5080	1,370 712,973 11,216 3,510 20,209	2,118 704,161 27,130 10,387 25,147	1,818 <b>725,100</b> 12,984 39,453 20,781	1,850 <b>607,350</b> 20,400	<b>596,251</b> 15,000	1,850 <b>794,400</b> 24,880 67,630 21,000
TOTAL MAINTENANCE SERVICES Water Maintenance - Building Sewer Maintenance - Building Maintenance - Vehicles Water Maintenance - Equipment	60-33-5080 60-33-5110 60-33-5111	1,370 <b>712,973</b> 11,216 3,510	2,118 704,161 27,130 10,387	1,818 <b>725,100</b> 12,984 39,453	1,850 607,350 20,400 40,150 12,000 34,550	<b>596,251</b> 15,000 32,000	1,850 <b>794,400</b> 24,880 67,630 21,000
TOTAL MAINTENANCE SERVICES Water Maintenance - Building Sewer Maintenance - Building Maintenance - Vehicles	60-33-5080 60-33-5110 60-33-5111 60-33-5120	1,370 712,973 11,216 3,510 20,209	2,118 704,161 27,130 10,387 25,147	1,818 <b>725,100</b> 12,984 39,453 20,781	1,850 607,350 20,400 40,150 12,000	<b>596,251</b> 15,000 32,000 17,500	1,850 <b>794,400</b> 24,880 67,630 21,000 35,850
TOTAL MAINTENANCE SERVICES Water Maintenance - Building Sewer Maintenance - Building Maintenance - Vehicles Water Maintenance - Equipment	60-33-5080 60-33-5110 60-33-5111 60-33-5120 60-33-5130	1,370 712,973 11,216 3,510 20,209 5,749	2,118 704,161 27,130 10,387 25,147 29,891	1,818 725,100 12,984 39,453 20,781 40,574	1,850 607,350 20,400 40,150 12,000 34,550	<b>596,251</b> 15,000 32,000 17,500 27,000	1,850 <b>794,400</b> 24,880 67,630 21,000 35,850 150,500
TOTAL MAINTENANCE SERVICES Water Maintenance - Building Sewer Maintenance - Building Maintenance - Vehicles Water Maintenance - Equipment Sewer Maintenance - Equipment	60-33-5080 60-33-5110 60-33-5111 60-33-5120 60-33-5130 60-33-5131	1,370 712,973 11,216 3,510 20,209 5,749 47,540	2,118 704,161 27,130 10,387 25,147 29,891 37,948	1,818 725,100 12,984 39,453 20,781 40,574 45,044	1,850 607,350 20,400 40,150 12,000 34,550 81,900	<b>596,251</b> 15,000 32,000 17,500 27,000 75,000	1,850 <b>794,400</b> 24,880 67,630 21,000 35,850 150,500 53,500
TOTAL MAINTENANCE SERVICES Water Maintenance - Building Sewer Maintenance - Building Maintenance - Vehicles Water Maintenance - Equipment Sewer Maintenance - Equipment Water Maintenance - Utility	60-33-5080 60-33-5110 60-33-5111 60-33-5120 60-33-5130 60-33-5131 60-33-5140	1,370 712,973 11,216 3,510 20,209 5,749 47,540 47,442	2,118 704,161 27,130 10,387 25,147 29,891 37,948 23,055	1,818 725,100 12,984 39,453 20,781 40,574 45,044 122,211	1,850 607,350 20,400 40,150 12,000 34,550 81,900 95,000	<b>596,251</b> 15,000 32,000 17,500 27,000 75,000 70,000	1,850

WATER & SEWER OPERATING FUND 60	Account Number	FY21 Actual	FY22 Actual	FY23 Actual	SY23 Budget	SY23 Estimated End-of-Year	CY24 Budget
CONTRACTUAL SERVICES							
Auditing Service	60-33-5210	2,895	6,710	8,955	6,750	9.000	6,750
Engineering Service	60-33-5210 60-33-5220	2,893	2,760	13,875	79,200	9,000 50,000	60,000
Sewer Engineering Service	60-33-5220 60-33-5221	2,105	2,700	-	- 19,200	50,000	22,500
Legal Service	60-33-5230	627	3,312	1,147	3.000	2,500	4,100
Medical Service	60-33-5240	-	511	1,335	600	500	600
Payroll Processing	60-33-5285	571	-	-	-	-	-
IT Services	60-33-5286	5,065	6,195	6,589	30,000	5,000	30,000
Landfill & Removal Service	60-33-5287	33,734	30,671	46,420	38,500	25,000	58,500
Water Professional Services	60-33-5290	159,841	26,287	19,481	70,450	45,000	55,550
Sewer Professional Services	60-33-5291	-	129,362	149,546	197,500	148,000	179,560
TOTAL		204,898	205,809	247,348	426,000	285,000	417,560
COMMUNICATION							
COMMUNICATION Telephone	60-33-5320	14,116	19,454	23,248	10,000	12,000	18,000
Printing/Copying	60-33-5340	2,196	2,361	1,031	2,850	12,000	2,850
TOTAL	00-33-3340	16,312	<b>21,815</b>	24,279	12,850	13,500	2,850
IUIAL		10,312	21,013	24,279	12,030	15,500	20,030
PROFESSIONAL DEVELOPMENT							
Dues & Membership	60-33-5410	1,009	1,839	1,881	1,800	1,000	1,800
Travel & Meetings	60-33-5420	35	685	1,292	2,950	750	2,950
Training	60-33-5430	(103)	535	738	2,300	2,500	2,250
Publications	60-33-5450	-	-	-	250	-	250
TOTAL		941	3,059	3,911	7,300	4,250	7,250
OTHER SERVICES & CHARGES							
Public Utility Service	60-33-5510	183,278	191,462	178,464	125,000	102,000	200,000
Insurance	60-33-5520	31,290	27,211	25,729	22,000	25,000	40,000
Rental	60-33-5530	925	-	-	2,000	-	10,000
IEPA Permit Fee	60-33-5531	18,077	18,000	18,000	18,000	18,000	18,000
Bank & Service Charges	60-33-5586	9,226	14,018	21,850	20,000	16,000	20,000
Bad Debt Expense	60-33-5590	451	3,852	(296)	750	-	750
Miscellaneous Expense	60-33-5598	161	139	142	200	150	200
TOTAL		243,409	254,682	243,889	187,950	161,150	288,950
GENERAL SUPPLIES							
Office Supplies	60-33-5610	67	313	625	850	250	2,200
Computer Supplies	60-33-5611	28	3,608	98	4,550	3,000	2,450
Gasoline & Fuel	60-33-5620	5,927	4,097	8,350	5,500	9,000	10,000
Operating Supplies	60-33-5630	9,395	7,142	13,884	6,500	9,000	10,000
TOTAL		15,417	15,161	22,957	17,400	21,250	24,650
<b>COMMODITIES &amp; SUPPLIES</b>							
Small Tools & Equipment	60-33-5640	6,241	16	443	2,500	3,500	3,000
Water Chemicals	60-33-5650	58,407	68,413	81,626	49,000	49,000	82,000
Sewer Chemicals	60-33-5651	43,953	38,452	38,842	36,000	36,000	74,000
Postage	60-33-5680	4,255	4,459	2,461	2,250	1,300	3,000
TOTAL		112,857	111,339	123,372	89,750	89,800	162,000
PAYMENTS & REIMBURSEMENT	rs –						
Sewer Debt Service	60-33-5800	469,060	23,994	444,252	427,340	430,000	438,092
Water Debt Service	60-33-5800	409,000	58,200	186,820	177,427	430,000	438,092
Interest	60-33-5820	-	-	35,853	62,858	62,858	62,508
TOTAL	00 00 0020	666,925	82,194	666,925	667,625	671,858	<b>680,251</b>
CADITAL OUTLAN							
CAPITAL OUTLAY Vehicles	60-33-5930	46,065					
Financial Software Upgrade	60-33-5930 60-33-5932	40,003 58,830	-	-	-	-	-
Water Meters	60-33-5934	10,208	17,297	7,046	10,200	6,000	11,500

						SY23	
WATER & SEWER OPERATING	Account	FY21	FY22	FY23	SY23	Estimated	
FUND 60	Number	Actual	Actual	Actual	Budget	End-of-Year	CY24 Budget
Residential Water Meters	60-33-5935	-	43,826	-	-	-	-
Lead Service Line Plan	60-33-5946	-	-	-	-	-	107,500
Lift Station Improvement	60-33-5952	-	14,457	16,654	32,000	29,941	20,000
Water Clarifier	60-33-5953	15,575	-	-	-	-	17,500
Valve Replacement	60-33-5961	-	-	-	10,000	10,000	20,000
Hydrant Replacement	60-33-5962	-	-	-	9,000	-	18,000
Water Tower Painting	60-33-5965	-	34,507	675,065	-	-	-
TOTAL		130,678	110,087	698,765	61,200	45,941	194,500
MISCELLANEOUS EXPENSES							
Contingency	60-33-6010	-	5,842	-	50,000	10,000	50,000
TOTAL		-	5,842	-	50,000	10,000	50,000
TOTAL EXPENDITURES		2,259,304	1,678,151	3,044,801	2,423,925	2,185,500	3,067,271
EXCESS (DEFICIENCY) OF REVE	NUES OVER						
(UNDER) EXPENDITURES (INCLU							
TRANSFERS)		573,994	1,167,028	182,477	(306,915)	365,652	(377,211)
ENDING CASH BALANCE							2,756,022

# Village of East Dundee Water and Sewer Operating Fund (60)

Expenditure Summary

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
BEGINNING	G CASH BALANCE	3,133,233	
60-09-4509	Sewer Fees	800,000	Fees collected by users of the Village's sewer service.
60-09-4510	Water Fees	800,000	Fees collected by users of the Village's water service.
		,	500,000-600,000 gallons of wastewater to the Village's water
			treatment plant per day is received from West Dundee per
60-09-4511	West Dundee Fees	300,000	agreement.
60-09-4515	Late Fees	5,000	Fees charged to users who pay their bill after the due date.
			Administration fee charged to users of the Village's water &
60-09-4525	Availability Charge	165,000	sewer service.
			This revenue includes West Dundee's payment for the 2005
60-09-4585	West Dundee IEPA Debt	469,060	IEPA loan for the wastewater treatment plant.
60-09-4810	Investment Incomes	1,000	Interest earned on Village investments.
TOTAL REV	ENUE(S)	2,690,060	
			Includes 50% salaries for the following positions: Public
			Works Director, Superintendent, Crew Leader, Water
			Operator, and Laborers. This also includes salaries for the
			Finance Department (50%), PW & Building Assistant (25%),
			and Village Administrator (30%). A summer laborer is also
60-33-5011	Salaries	556,502	included.
60-33-5019	Overtime	33,000	Overtime pay for salaries within Fund.
			Includes social security costs for salaried and hourly
60-33-5030	Social Security	44,072	employees budgeted to this Fund.
			Includes IMRF costs for salaried and hourly employees
60-33-5045	IMRF	54,420	budgeted to this Fund.
			Includes dental, health, vision, and life insurance for
60-33-5050	Employee Insurance	104,556	participating employees.
			Uniform allowance is allotted in accordance to the union
			contract and Village policy at \$550 each annually and other
60-33-5060	Uniform Allowance	1,850	miscellaneous uniform items.
			Includes mowing of water facilities (\$5,000), janitorial service
			(\$2,880), HVAC maintenance at Water Plant, Wells #3 & #4
			and two towers (\$4,500), sprinkler, fire alarm, and
			extinguisher inspections (\$2,500), generator inspections
			(\$2,000), backflow device inspection (\$1,500), Well 3 -
			Interior Painting (\$500), Well 3 - new door in chlorine room
			(\$2,000), and other miscellaneous maintenance and repair
60-33-5110	Water Maintenance - Building	24,880	needs (\$4,000).
			Includes paint raw lift station interior (\$16,000), janitorial
			service (\$2,880), HVAC maintenance (\$2,500), sprinkler, fire
			alarm, and extinguisher inspections (\$2,250), maintenance of
			lifts/cranes (\$2,500), generator maintenance (\$2,500), raw lift
			station floor - replace door/frame (\$2,000), reinstate intrusion
			alarms - sludge and admin buildings (\$2,500), headworks
			overhead door (\$3,500), moving of treatment plant (\$5,000),
			replace P. Lakes lift station fence (\$7,500), WWTP camera
			system (\$3,000), Raw lift station window AC unit (\$2,000),
			headworks explosion proof heater (\$6,000), and other
60-33-5111	Sewer Maintenance - Building	67,630	miscellaneous maintenance and repair needs (\$7,500).
00 00 0111	Dunung	07,050	(\$7,500).

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
			Includes the following: vehicle #20 body rust repairs (\$1,750)
			and safety lane testing and other routine maintenance and
60-33-5120	Maintenance - Vehicles	21,000	repairs (\$12,000).
60-33-5130	Water Maintenance - Equipment	35,850	Includes the following: Cathodic protection - tower (\$800), preventative well maintenance for all four wells (\$6,000), annual brine tank cleaning/maintenance (\$1,750), brine pump annual cleaning (\$1,750), Iron filter bleach treatment (\$5,000), electrical systems maintenance (\$5,000), fluoride pump (\$2,300), and general repairs and maintenance (\$15,000).
00-33-3130		55,850	(\$2,500), and general repairs and maintenance (\$15,000).
60-33-5131	Sewer Maintenance - Equipment	150,500	Includes the following: Oxidation ditch expenses (\$57,000), UV: bulbs, ballasts, sockets, cleaners (\$10,000); Waste Activated Sludge (WAS) pump replacement (\$16,000), Sludge process progressive cavity pump (\$10,000), Headworks fine screens service (\$5,000), clarifier - sandblast/paint rotating assembly (\$17,500), raw lift station sampler (\$5,000), and general repairs and maintenance (\$30,000).
60-33-5140	Water Maintenance - Utility	53,500	Includes the following: fire hydrant replacement/repairs (\$8,000), water main break repairs (\$18,000), rebuild one pressure reducing valve (\$6,000), post-repair restoration (\$2,500), valve exercising - year 3 of 3 (\$14,000), and other miscellaneous repairs and materials (\$5,000).
			Includes the following: Inflow & Infiltration televising project (\$15,000), Inflow and Infiltration manhole rehabilitation (\$42,500), maintenance/service 6-inch pump (split 50/50 - \$2,500), sanitary manhole repairs (\$5,000), general maintenance for lift stations (\$2,500), septic service for lift stations (\$1,500), air release valve cleaning and maintenance (\$1,500), miscellaneous collection system maintenance
60-33-5141	Sewer Maintenance - Utility	73,000	(\$1,500), and jetter service (\$1,000).
60-33-5145	Maintenance - Backflow		Inspection mailings.
60-33-5210	Auditing Services	6,750	Include 30% of contracted auditing services.
60-33-5220	Engineering Services	60,000	Stand pipe study (\$15,000), Water & Sewer Rate Study (\$17,500), water distribution system evaluation (\$10,000), consultation services for IEPA loan application (\$10,000), treatment plant capital/operations evaluation (\$5,000), and miscellaneous engineering (\$2,500).
60-33-5221	Sewer Engineering Service	22,500	Centrifuge assessment (\$5,000), Water & Sewer Rate Study (\$17,500)
60-33-5230	Legal Services	4,100	Legal counsel for various matters and Collective Bargaining agreement negotiations.
60-33-5240	Medical Services	600	Pre and post hire employment screenings, random testing, and other medical screenings as required by policy.
60-33-5286	IT Services	30,000	Includes 50% of the annual fee for Civic Systems as well as 40% of service fees for Helping Hand.
60-33-5287	Landfill & Removal Services	58,500	Land application of bio-solids (\$54,000), landfill disposal in lieu of land application - emergency (\$2,500), construction demolition cleaning (\$2,000) Includes IEPA required community water supply testing
60-33-5290	Water Professional Services	55,550	(\$15,000), water leak detection survey (\$11,000), SCADA maintenance (\$4,000), software support (\$12,000), JULIE locates -split with General Fund (\$550), water leak pin pointing (\$2,500), water treatment/filter consultant (\$5,000), security system maintenance (\$1,500), and other miscellaneous services (\$4,000).

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
			Includes IEPA required laboratory testing (\$47,000), SCADA
			maintenance (\$4,000), Class 1 WW Operator contract
			(\$120,000), SCADA wonderware license/software (\$5,000),
			security alarm services (\$1,060) and other miscellaneous
60-33-5291	Sewer Professional Services	179,560	services (\$2,500).
			Includes cellphones & tablet service, internet, landline phone
60-33-5320	Telephone	18,000	service, and miscellaneous.
			Miscellaneous printing and copier lease. Includes 90% of
60-33-5340	Printing/Copying	2,850	costs for printing of utility bill through Third Millennium.
			Memberships for the following: APWA, ISAWWA, IRWA,
60-33-5410	Dues & Membership	1,800	and Fox River Study Group.
			Registration fees, travel, lodging, and per diem for various
			national and local conferences, seminars, and meetings
60-33-5420	Travel & Meetings	2,950	throughout the year.
			Includes the following: professional development and safety
60-33-5430	Training	2,250	training (\$2,000) and CDL renewal for (\$300).
60-33-5450	Publications	250	Publications and advertising.
60-33-5510	Public Utility Service	200,000	Gas and electricity for WTP, wells and towers.
			Risk management insurance paid to the Illinois Public Risk
			Fund for workers' compensation and Illinois Counties Risk
			Management Trust for property and liability insurance. IPRF
			invoice breaks down costs by department. ICRMT is broken
			down internally by the percentage of salary per department
			(Admin, Finance, Building, PW, PD, Water and Sewer). An
			additional \$2,500 is added to the total for 2 worker's
60-33-5520	Insurance	40,000	compensation claims.
			Traffic control emergency rental, trench box, street plates, and
60-33-5530	Rental	10,000	other equipment.
			Includes IEPA permit fees: Domestic sewage permit, sludge
60-33-5531	IEPA Permit Fee	18,000	generator permit, and site storm water industrial site permit.
			90% of bank fees charged here for lockbox and ePay
60-33-5586	Bank & Service Charges	20,000	processing.
60-33-5590	Bad Debt Expense	750	Debt that is not attributed to any specific utility account.
60-33-5598	Miscellaneous Expense	200	Miscellaneous expenses for water or sewer purchases.
60-33-5610	Office Supplies	2,200	Miscellaneous office supplies.
			Includes purchase of laptop for Supt of Operations and
60-33-5611	Computer Supplies	2,450	replacement SCADA computer.
60-33-5620	Gasoline & Fuel	10,000	Unleaded and diesel for vehicles.

Acct No.	Account Description	<b>Budgeted Amount</b>	Notes
			Water quality and wastewater laboratory supplies (\$6,000),
60-33-5630	Operating Supplies		PPE & safety apparel (\$2,000), and other supplies (\$2,000).
60-33-5640	Small Tools	3,000	Small and miscellaneous maintenance tools.
			Chlorine gas cylinders, fluoride, sodium permanganate and
			phosphate (\$15,000), water treatment salt (\$65,000) and
60-33-5650	Water Chemicals	82,000	miscellaneous (\$2,000).
			Polymer - Centrifuge (\$60,000), polymer - sludge thickener
			and Ferric chloride (\$12,000) and miscellaneous expenses
60-33-5651	Sewer Chemicals	74,000	(\$2,000).
			Water/sewer billing (\$2,500) and miscellaneous mailings
60-33-5680	Postage	3,000	(\$500).
			2005 IEPA Loan (West Dundee) principal (\$427,340). Loan
60-33-5800	Sewer Debt Service	438,092	expires in 2027.
60-33-5801	Water Debt Service	179,651	2010 IEPA Loan: principal (\$177,427). Loan expires in 2032.
			2005 IEPA Loan (West Dundee) interest (\$41,720), 2010
60-33-5820	Interest	62,508	IEPA Loan interest (\$20,438), and agency fees (\$350 each).
			Includes commercial meters (\$7,500) and residential meters
60-33-5934	Water Meters	11,500	(\$4,000).
			Lead Service Line Replacement Plan (\$17,500), lead service
			line replacements (\$50,000), and lead service line inventory
60-33-5946	Lead Serv Line Replacement	67,500	(\$40,000)
			Hill St lift station grinder (\$12,000) and Prairie Lakes lift
60-33-5952	Lift Station Improvements	20,000	station replacement pump (\$20,000).
60-33-5953	Water Clarifier		Sandblast/paint rotating assembly - 1 of 4
60-33-5961	Valve Replacement	20,000	Replacement of two water distribution system valves.
60-33-5962	Hydrant Replacement	18,000	Replacement of two fire hydrants.
			For miscellaneous purchases, projects, and expenses that may
60-33-6010	Contingency		occur throughout the course of the fiscal year.
TOTAL EXP	ENDITURE	3,027,271	
WATER & S	EWER FUND TOTAL	(337,211)	
ENDING CA	SH BALANCE	2,796,022	

# **EVIDUNDEE** COMPENSATION PLAN FOR FISCAL YEAR 2024

The Compensation Plan is approved by the Village Board as part of the legal budget and it sets the authorized number and classification of positions as well as the minimum and maximum salary levels for those positions. Annual adjustments to the plan are included as part of the initial budget proposal presented to the Village Board and review of the plan is part of the budget process. Recommended changes are based on an analysis of the staffing needs of the Village, economic and labor market conditions, and the classification of positions. The Compensation Plan authorizes the number of full-time, part-time, and temporary positions for each budget year and approves the number of hours for the regular and temporary part-time positions. The Compensation Plan also authorizes the compensation ranges for all positions, including full-time represented, full-time non-represented, regular part-time, and temporary or seasonal positions.

#### The Village's compensation plan has the following objectives:

- To obtain the highest degree of employee performance and morale through fair and equitable salary administration;
- To ensure that salaries paid are internally equitable and consistent within and between position of similar function;
- To ensure that salaries paid are fair and competitive within the relevant labor market;
- To provide recognition and reward for differences in individual performance; and
- To provide an effective means of budgeting and ensuring that salary and related expenses can be sustained within the economic realities of the Village.

### Cost of Living Adjustment (COLA) Increase:

- All non-union employees will receive a 2% COLA for Fiscal Year 2024.
- All union employees will receive an annual COLA of 3% for Fiscal Year 2024*.

### Merit Increases:

- All non-union employees are eligible for a 2% merit increases through their annual performance review.
- All union employees are eligible for annual step increases through their annual performance review.

## *Public Works union employees Collective Bargaining Agreement is eligible for negotiation April 30, 2024.

#### Village of East Dundee CV 2024 Compensation Plan Ranges increased with 2% COLA - Not including union position

	CY 2024 Compensation Plan Ranges increased with 2% COLA - Not including union positions										
		CY24 Mi	nimum	CY24 Max	ximum	CY 2024 Salary					
Grade	Position	Salary	Hourly	Salary	Hourly	Range %		SY 2023 Salary	W	ith 2% COLA and 1-2% Merit	Remaining in Range
1	Seasonal Public Works Laborer (PT)	\$21,335	\$10.26	\$33,762	\$16.23	58.25%	\$	16.00	\$	16	\$0
1	Crossing Guard (PT)	\$21,335	\$10.26	\$33,762	\$16.23	58.25%	\$	-	\$	-	\$16
1	Management Intern	\$21,335	\$10.26	\$33,762	\$16.23	58.25%	\$	21,478.50	\$	22,337.64	\$11,424
1	Depot Attendant	\$21,335	\$10.26	\$33,762	\$16.23	58.25%	\$	13.00	\$	14.00	\$2
2	Police Executive Assistant/ Records Clerk	\$51,286	\$24.66	\$70,659	\$33.97	37.78%	\$	65,584	\$	68,207	\$2,453
2	Utility Billing Clerk/ PT Records Clerk	\$39,889	\$19.18	\$56,984	\$27.40	42.86%			\$	22.05	\$5
3	Part-Time Patrol Officer	\$45,900	\$22.07	\$61,200	\$29.42	33.33%	\$	28.34	\$	29.76	\$0
4	Public Works Laborer*	\$49,353	\$23.73	\$64,395	\$30.96	30.48%					
5	Public Works Crew Leader*	\$53,346	\$25.65	\$69,620	\$33.47	30.50%					
5	Public Works Operator*	\$53,346	\$25.65	\$69,620	\$33.47	30.50%					
6	Building and Public Works Assistant	\$56,610	\$27.22	\$80,274	\$38.59	41.80%	\$	75,274	\$	78,285	\$1,989
6	Finance Assistant	\$56,610	\$27.22	\$80,274	\$38.59	41.80%	\$	75,330	\$	78,343	\$1,931
6	Special Events Coordinator/Village Clerk	\$56,610	\$27.22	\$80,274	\$38.59	41.80%	\$	78,535	\$	80,106	\$168
6	Management Analyst	\$56,610	\$27.22	\$80,274	\$38.59	41.80%	\$	-	\$	-	\$80,274
7	Accountant	\$62,682	\$30.14	\$85,475	\$41.09	36.36%	\$	-	\$	-	\$85,475
8	Patrol Officer*	\$68,535	\$32.95	\$101,696	\$48.89	48.39%					
9	Public Works Superintendent of Operations	\$87,210	\$41.93	\$116,790	\$56.15	33.92%	\$	98,722	\$	102,671	\$14,119
9	Building Inspector/Official	\$87,210	\$41.93	\$116,790	\$56.15	33.92%	\$	111,733	\$	116,202	\$588
9	Finance Manager	\$87,210	\$41.93	\$116,790	\$56.15	33.92%	\$	95,000	\$	98,800	\$17,990
10	Assistant to the Village Administrator	\$91,174	\$43.83	\$119,666	\$57.53	31.25%	\$	89,935	\$	93,532	\$26,133
11	Sergeant*	\$106,910	\$51.40	\$120,621	\$57.99	12.82%					
12	Deputy Chief	\$114,384	\$54.99	\$140,096	\$67.35	22.48%	\$	132,000	\$	137,280	\$2,816
13	Chief of Police	\$119,666	\$57.53	\$153,856	\$73.97	28.57%	\$	143,923	\$	149,680	\$4,176
13	Public Works Director	\$119,666	\$57.53	\$153,856	\$73.97	28.57%	\$	142,730	\$	148,440	\$5,416
13	Finance & Administrative Services Director	\$119,666	\$57.53	\$153,856	\$73.97	28.57%	\$	134,670	\$	140,056	\$13,799
14	Village Administrator	\$143,154	\$68.82	\$183,855	\$88.39	28.43%	\$	170,000	\$	176,800	\$7,055

#### Notes:

Gray union positions are subject to collection bargaining agreements not compensation plan - Agreements expire on April 30, 2024 for Public Works and April 30, 2025 for Police Part-time Police Officers are all paid the same (includes merit)

#### Memorandum

То:	Village President and Board of Trustees	ERST= DUNDEE
From:	Brandiss J. Martin, Finance & Administrative Services Director	\$ST. 1881
Subject:	2023 Tax Levy	
Date:	December 4, 2023	

#### Action Requested:

Staff recommends Village Board adoption of an ordinance authorizing the levy and assessment of taxes for the stub year beginning May 1, 2023 and December 31, 2023 in the amount of seven hundred sixty-one thousand, five hundred four and 00/00 Dollars (\$761,504). This represents a 5% increase over the prior year tax levy and the entire collection will be used to fund the Village's police pension contribution. Last year's levy was \$725,241, so this is an increase of \$36,262.

#### Funding Source:

General Fund #01 Account 01-09-4025

#### Summary:

#### Property Tax Levy Background

The 2023 property tax levy must be filed annually by the last Tuesday in December. The 2023 levy is a request for property tax revenue that the Village will receive during FY 2024 Year (January 1, 2024 – December 31, 2024).

Attached, please find a spreadsheet that illustrates the history of the Village's tax levy since 2010. Please note the following:

- The tax levy amount essentially remained flat from levy year 2009 2016.
- In the 2017 levy year, the Village increased the levy by 13% to increase the Village's contribution to the Police Pension Fund.
- Since 2017, 100% of the tax levy has been dedicated towards the Village's contribution to the Police Pension Fund.
- In levy years 2021 and 2022 (FY 2023 and SY 2023), the Village increased the levy by the PTELL increase of 1.4%, and 5% respectively to comply with Ordinance 18-01, a self-imposed limitation on property tax increases.
- The Village's taxable EAV is expected to increase by 8.11% (excluding TIF Districts).
- The Village's total EAV is expected to increase by 11.34% (including TIF Districts).

- The Village's total EAV has increased by 79% since 2014 because of property tax increases and new investment primarily occurring in the TIF Districts.
- The Village's total bond abatement has increased significantly since tax levy 2012 with the addition of new debt but has held steady since tax levy year 2017 due to no new debt.
- The recommended 2023 levy will not be sufficient to cover the required Police Pension contribution and General Fund revenues will need to be utilized to meet the required contribution.

#### **Police Pension Contribution**

Beginning in 2022, majority of Illinois police pensions have started the process of consolidating their pension funds into the Illinois Police Officers' Pension Investment Fund (IPOPIF). Since the State-wide consolidation, IPOPIF will now provide the actuarial report that was typically provided by the Illinois Department of Insurance (DOI). This actuarial report of the Police Pension Fund is used to determine the amount that the Village will need to levy in December for the subsequent police pension contribution. The report also determines the ratio of unfunded liability to the value of the fund's assets.

IPOPIF uses several assumptions to determine the amount that the Village must contribute. State law requires that the Police Pension Fund be 90% funded by 2040 and, therefore, the report uses this target to determine the required contribution. For Tax Year 2023, IPOPIF's recommended contribution is \$826,857.

The Police Pension Board has the authority to hire an independent actuary to set their own assumptions and recommend to the Village an alternative amount to contribute to the Pension Fund. This year, the Police Pension Fund hired Lauterbach and Amen (L&A) for this purpose. The primary difference between the actuarial reports is that L&A's recommended contribution is based upon the assumption that the Police Pension Fund be 100% funded by 2036 and is therefore more fiscally conservative. L&A also provides the Village with a statutory minimum contribution that using the same funded by date as IPOPIF actuarial but with more conservative assumptions. The statutory minimum contribution amount the Village has been using is the L&A recommendation. The Village may use IPOPIF or the statutory minimum recommended amount provided by the Village actuarial report for its annual Police Pension contribution. L&A minimum contribution amount is \$826,476.

IPOPIF Statutory Contribution:	\$ 826,857
L&A Recommended Contribution:	\$ 1,226,399
Differential:	\$ 399,542

As shown, there is a significant difference between the required contribution and the recommended contribution. Last year, the statutory minimum required contribution was \$768,612 and the Village levied \$725,241 (a 5% increase in the levy) to decrease the unfunded liability in the Police Pension Fund (see the attached spreadsheet).

#### Recommendation for 2022 Levy

As you recall, the Village Board approved Ordinance 18-01, the Home Rule Property Tax Cap and Bond Limitations Policy. The policy, codified as Section 35.15 of the Village Code, restricts the annual increase in the property tax levy. Essentially, the policy requires that the Village Board levy an increase that is no greater than the Property Tax Extension Limitation Law (PTELL) applicable to non-home rule municipalities. The CPI for December 2021 to December 2022 was 6.5%. However, the state Statue indicates the lesser of 5% or the actual percentage increase. In this case, PTELL for 2023 is 5%.

As such, I am recommending that the Village Board consider increasing the levy by 5% to \$768,612. Furthermore, the Village Board will need to budget at least an additional \$64,972 in FY 2024 Year from General Fund revenues to meet IPOPIF's statutory minimum required contribution of \$826,857. During the FY 2024 Year Budget process, staff will review revenues and anticipated expenditures to determine whether to recommend budgeting even greater General Fund revenues for the purposes of contributing to the Police Pension Fund above the required contribution. As a reminder, the reason for making an additional contribution to the Police Pension Fund is to avoid spikes in the required contribution down the road and work towards decreasing the unfunded liability in the fund. Ultimately, the Village is responsible for contributing any funds that are not otherwise generated by investment proceeds or received from employee contributions.

#### **Debt Service Bond Abatement**

The Village has historically abated the property taxes required to make debt service payments. Through the abatement process, the debt service that the Village is required to levy from the residents through property taxes is abated and the Village makes debt service payments from other revenues sources instead of collecting it directly from its residents. As shown on the attached historical spreadsheet, the debt service has increased significantly over the past few years. In FY 2023 and SY 2023, this abatement totaled approximately \$1.9 million and is expected to remain at \$1.2 million for FY 2025.

At this time, due to healthy reserves acquired over the past four years and conservative expenditures in FY 2024, I am projecting that the Village will be able to once again fund this \$1.9 million in debt service from other revenue sources (primarily TIF and home rule sales taxes). Therefore, I am recommending that the Village Board abate the levy required for these

debt service payments. The abatement ordinance will be presented to you for your consideration in February.

#### Administrative Services Director's Recommendation

Given the aforementioned information, below please find a summary of my recommendations for the 2023 tax levy.

- Increase the property tax levy by 5% to \$761,504 with anticipation of continuing to increase the annual amount until the full pension contribution is funded entirely by the tax levy.
- Budget a minimum additional contribution of \$65,353 to the Police Pension Fund to meet the IPOPIF statutory recommended contribution as part of the FY 2024 Year Budget process and consider an additional contribution if there is a surplus in the General Fund.
- In February, approve an ordinance abating the estimated \$1.93 million in property taxes required to make debt service payments for FY 2024 and make these payments from other revenue sources including TIF and home rule sales taxes.

#### **Attachments**

Ordinance Public Notice Property Tax Levy Historical Information Spreadsheet

#### ORDINANCE NO.

#### AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE STUB YEAR BEGINNING May 1, 2023 AND ENDING December 31, 2023 FOR THE VILLAGE OF EAST DUNDEE, KANE AND COOK COUNTIES, ILLINOIS

**BE IT ORDAINED** by the President and Board of Trustees of the Village of East Dundee, Kane and Cook Counties, Illinois:

**Section 1**: That the total amount of appropriations for all corporate purposes legally made to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum of seven hundred sixty-one thousand, five hundred four and 00/00 Dollars (\$761,504).

**Section 2**: That the sum of seven hundred sixty-one thousand, five hundred four and 00/00 Dollars (\$761,504), being the total of appropriations heretofore legally made that are to be collected from the tax levy of the current fiscal year of the Village of East Dundee for all corporate purposes of said Village, as appropriated for the current fiscal year by an ordinance adopting the 2023 Stub Year Budget of the Village of East Dundee for the May 1, 2023 through December 31, 2023 Stub Year, originally passed by the President and Board of Trustees of said Village at the legally convened meeting of April 17, 2023, as Ordinance No. 23-18, be and the same is hereby levied on all of the taxable property in the Village of East Dundee subject to taxation for the current year, the specific amounts as levied for the certain tax levy purposes being included herein by being placed under separate column under the heading "To Be Raised by Tax Levy" that appears over them, the tax so levied being for the current fiscal year of said Village, and for the said appropriation to be collected from said tax levy, the total of which has been ascertained as aforesaid

and being as follows:

Police Pension: \$761,504

**Section 3**: Notwithstanding the requirements set forth in Section 35.15 of the East Dundee Municipal Code, that the total amount of seven hundred sixty-one thousand, five hundred four and 00/00 Dollars (\$761,504), ascertained above, be and is hereby levied and assessed on all property subject to taxation within the Village of East Dundee according to the value of said property as assessed and equalized for State and County purposes for the current year.

**Section 4**: That there is hereby certified to the County Clerks of Kane and Cook Counties, Illinois, the several sums above, constituting said total amount, and the total amount seven hundred sixty-one thousand, five hundred four and 00/00 Dollars (\$761,504), which total amount the Village of East Dundee requires to be raised by taxation for the current fiscal year of the Village, and the Village Clerk is hereby ordered and directed to file with the County Clerks of the Counties of Kane and Cook on or before the time required by law, a certified copy of this Ordinance.

**Section 5**: If any section, paragraph or provision of this ordinance shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

**Section 6**: That this Ordinance shall take effect and be in full force and effect immediately upon and after its passage, approval, and publication in pamphlet form as provided by law.

ADOPTED this day of	, 2023, pursuant to a roll call vote as follows:
AYES:	
NAYS:	
ABSENT:	
APPROVED this day of	, 2023.

Village President

Published in pamphlet form this ____ day of _____, 2023.

ATTEST:

Village Clerk

#### PUBLIC NOTICE OF PROPOSED PROPERTY TAX LEVY FOR THE VILLAGE OF EAST DUNDEE

I. A public hearing to approve a proposed property tax levy increase by THE VILLAGE OF EAST DUNDEE for 2023 will be held December 4, 2023 at 6:00 p.m. in the Second Floor Meeting Room located in the East Dundee Police Department, 115 East Third Street, East Dundee, Illinois 60118.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Brandiss J. Martin, Finance & Administrative Services Director, or Katherine Diehl, Village Clerk at (847) 426-2822.

- 11. The corporate property taxes extended for 2022 were \$725.241 and abated were \$1,891,518.
- III. The proposed corporate property taxes to be levied for 2023 are \$761,503. This represents a 5% increase over the previous year.

The property taxes extended for debt service and public building commission leases for 2022 were \$0. The estimated property taxes to be levied for debt service and public building commission leases for 2023 are \$0. This represents a 0% change over the previous year.

IV. The estimated total property taxes to be levied for 2023 are \$761,503. This represents a 5% increase over the previous year.

## **CERTIFICATE OF PUBLICATION**

Paddock Publications, Inc.



Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the Fox Valley DAILY HERALD. That said Fox Valley **DAILY HERALD** is a secular newspaper, published in Elgin, Kane County, State of Illinois, and has been in general circulation daily throughout Kane County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the Fox Valley DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 11/19/2023

in said Fox Valley DAILY HERALD. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY Designee of the Publisher of the Daily Herald

Control # 4608215



#### Village of East Dundee Property Tax Levy Historical Information

YI	EAR		TAX LEVY		PTELL		TAX RATE	
Levy Year	Fiscal Year	Total Levy	Increase (Decrease)	% Change	PTELL %	Village's Tax Rate	Total Tax Rate	Village % of Total
2012	2014	565,226	(1,559)	-0.28%	3.00%	0.5859	9.5305	6.15%
2013	2015	561,591	(3,635)	-0.64%	1.70%	0.6528	10.6034	6.16%
2014	2016	566,396	4,805	0.86%	1.50%	0.6930	11.1445	6.22%
2015	2017	566,396	-	0.00%	0.80%	0.6540	10.7773	6.07%
2016	2018	566,396	-	0.00%	0.70%	0.6072	10.1038	6.01%
2017	2019	640,000	73,604	13.00%	2.10%	0.6593	9.5186	6.93%
2018	2020	653,440	13,440	2.10%	2.10%	0.6351	9.3364	6.80%
2019	2021	665,855	12,415	1.90%	1.90%	0.6148	9.0530	6.79%
2020	2022	681,170	15,315	2.30%	2.30%	0.6065	8.7696	6.92%
2021	2023	690,706	9,536	1.40%	1.40%	0.5906	8.7588	6.74%
2022	2024	725,242	34,535	5.00%	5.00%	0.5938	8.5748	6.92%
2023	2025	761,504	36,262	5.00%	5.00%	0.5764	TBD	#VALUE!

YI	EAR		RATE SET		TOTAL EAV			
Levy Year	Fiscal Year	Rate Setting Taxable Value	Rate Setting EAV	Increase (Decrease)	% Change	Total EAV	Increase (Decrease)	% Change
2011	2013	319,188,831	106,396,277	(16,318,326)	-13.30%	121,283,838	(10,344,920)	-7.86%
2012	2014	314,011,443	104,670,481	(1,725,796)	-1.62%	121,907,154	623,316	0.51%
2013	2015	260,465,373	86,821,791	(17,848,690)	-17.05%	110,361,871	(11,545,283)	-9.47%
2014	2016	247,368,342	82,456,114	(4,365,677)	-5.03%	98,045,204	(12,316,667)	-11.16%
2015	2017	261,210,474	87,070,158	4,614,044	5.60%	103,397,683	5,352,479	5.46%
2016	2018	277,220,706	92,406,902	5,336,744	6.13%	112,141,099	8,743,416	8.46%
2017	2019	291,217,926	97,072,642	4,665,740	5.05%	121,264,207	9,123,108	8.14%
2018	2020	304,805,586	101,601,862	4,529,220	4.67%	130,651,044	9,386,837	7.74%
2019	2021	320,945,166	106,981,722	5,379,860	5.30%	144,229,167	13,578,123	10.39%
2020	2022	336,958,497	112,319,499	5,337,777	4.99%	152,558,998	8,329,831	5.78%
2021	2023	350,851,275	116,950,425	4,630,926	4.12%	161,669,451	9,110,453	5.97%
2022	2024	366,639,786	122,213,262	5,262,837	4.50%	175,582,004	13,912,553	8.61%
2023*	2025	396,359,013	132,119,671	9,906,409	8.11%	195,489,609	19,907,605	11.34%

*Levy Year 2023 is based on the Estimated Equalized Assessed Value (EAV) Report from Kane County.

YE	CAR	POLICE PENSION		DEBT SERVICE BOND ABATEMENT		
Levy Year	Fiscal Year	Police Pension Contribution	% of Levy	Abatement Amount	Increase (Decrease)	% Change
2011	2013	385,647	68%		-	
2012	2014	390,488	69%	358,746	358,746	
2013	2015	387,389	69%	982,597	623,851	173.9%
2014	2016	448,635	79%	942,028	(40,569)	-4.1%
2015	2017	570,288	101%	1,166,628	224,600	23.8%
2016	2018	543,025	96%	1,264,469	97,841	8.4%
2017	2019	653,029	102%	1,942,741	678,272	53.6%
2018	2020	789,177	121%	1,949,311	6,570	0.3%
2019	2021	665,855	100%	1,948,668	(643)	0.0%
2020	2022	726,107	107%	1,909,884	(38,784)	-2.0%
2021	2023	790,478	114%	1,900,086	(9,798)	-0.5%
2022	2024	768,612	106%	1,938,708	38,622	2.0%
2023	2025	826,857	109%	1,932,834	(5,874)	-0.3%
		65,353			•	

Notes: 2022 levy is recommendation of 5% increase and abatement

2022 EAV is Assessor's Estimate

2022 & 2023 Police Pension Contribution is IPOPIF statutory minimum

#### Memorandum

То:	Village President and Board of Trustees	DUNDEE
From:	Phil Cotter, Director of Public Works	\$\$ T. 1887
Subject:	Engineering Services Agreement – Street Improvement Program	n
Date:	December 18, 2023	

#### Action Requested:

Staff recommends Village Board approval of a resolution authorizing the Village Administrator to execute an engineering services agreement with Gerald L. Heinz & Associates, Inc. for preconstruction and construction engineering services associated with the 2024 Street Improvement Program in an amount not-to-exceed \$58,500.

#### Funding Source:

The proposed FY 2024 Budget appropriates \$50,000 Capital Projects Fund, 32-31-6090 for engineering services associated with the 2023 Street Improvement Program (SIP).

#### Summary:

Heinz & Associates submitted a proposal to develop project plans and bid specifications, coordinate the solicitation of competitive bids, develop a recommendation for awarding the bid, and perform construction/inspection engineering services. Heinz & Associates used the standard Illinois Department of Transportation (IDOT) agreement, attached hereto, as a basis for their proposal – IDOT will not be involved with this project.

Included in this year's program are the resurfacing of the following streets:

٠	Albert Drive (IL Route 25 to Castle Ave)	\$59 <i>,</i> 400
•	Ashland Avenue (Edwards Ave to Kenilworth Ave)	\$63,100
٠	Council Hill (Bonnie Dundee Rd to Terminus)	\$111,100
٠	Crabtree Road (Ravine Rd to Terminus)	\$25 <i>,</i> 300
٠	Edwards Avenue (Van Buren St to Ashland Ave)	\$34,900
٠	Richardson Road (IL Route 25 to Terminus)	\$29,400
•	Roslyn Road (Van Burent St to Summit Ave)	\$61,500
٠	Springcrest Road (Barrington Ave to Roslyn Rd)	\$55 <i>,</i> 400
٠	Wilmette Avenue (Van Buren St to Bonnie Dundee Rd)	\$59 <i>,</i> 900

- Hawthorne Avenue (Ravine Road to Oak Ridge Road) \$41,000
- Oak Ridge Road (Ravine Road to Greenwood Ave) \$19,000
   Resurfacing Total = \$560,000

Note: Oak Ridge Road (Greenwood Ave to Hawthorne Lane) is divided equally between the two communities (down the center line of the road). The Village of Carpentersville will include this project in their 2024 SIP as both communities will share in the cost (50/50) of this resurfacing project. East Dundee's 50% share is approximately \$15,000 and will be reimbursed to Carpentersville.

Other maintenance and improvement work included in this year's program will include pavement patching (\$25,000) at various locations throughout the Village. Accordingly, staff recommends approval of an agreement with Heinz & Associates for pre-construction and construction engineering services associated with the 2024 Street Improvement Program in an amount not-to-exceed \$58,500. Due to the timing of the new calendar/fiscal year, the anticipated completion of the 2024 SIP will be earlier in the summer compared to past years.

#### Attachments:

Resolution Agreement/Proposal Project Map

#### A RESOLUTION OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN ENGINEERING SERVICES AGREEMENT WITH GERALD L. HEINZ & ASSOCIATES FOR THE 2024 STREET IMPROVEMENT PROGRAM IN AN AMOUNT NOT-TO-EXCEED \$58,500

**WHEREAS**, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the Village is responsible for maintaining and improving Villageowned streets; and

**WHEREAS**, the Village desires to retain Gerald L. Heinz & Associates, Inc. to preform pre-construction and construction engineering services to the Village for the 2024 Street Improvement Program; and

**WHEREAS**, Village Staff recommends Village Board approve a resolution authorizing the Village Administrator to execute an engineering services agreement with Gerald L. Heinz & Associates, Inc. for pre-construction and construction engineering services associated with the 2024 Street Improvement Program in an amount not-to-exceed \$58,500.

#### NOW THEREFORE BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

**SECTION 1**: The Village's corporate authorities approve a resolution authorizing the Village Administrator to execute an engineering services agreement with Gerald L. Heinz & Associates, Inc. for pre-construction and construction engineering services associated with the 2024 Street Improvement Program in an amount not-to-exceed \$58,500 and further authorize and direct the Village Administrator to execute the Agreement and for the Village Clerk to attest the Agreement.

**ADOPTED** this 18th day of December, 2023, pursuant to a roll call vote as follows:

AYES:_____

NAYES:_____

**APPROVED** by me this 18th day of December, 2023.

Jeffrey J. Lynam, Village President

### ATTEST:

Katherine Diehl, Village Clerk

Published in pamphlet form this ____ day of _____, 2023, under the authority of the Village President and Board of Trustees.

Recorded in the Village records on _____, 2023.



#### Maintenance Engineering to be Performed by a Consulting Engineer

Local Public Agency	County	Section Number
Village of East Dundee	Kane	ED-2344

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

#### PRELIMINARY ENGINEERING shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

#### ENGINEERING INSPECTION shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

	SCHEDULE OF FEES						
Total of all Maintenanc	e Operations:						
<= \$20,000 Base	e Fee	> \$20,000	Base Fee = \$1,250.00				
	PLUS						
Maintanana	Droliminon (Enging	oring [	Engineering Increation				

Maintenance	Preliminary Engineering		Engineering	g Inspection	
Engineering Category	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	Operation(s) to be Inspected
I	NA	NA	NA	NA	NA
IIA	2%		1%		
IIB	3%		3%		
III	4%		4%		
IV	5%	4.5%	6%	5.5%	

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:

	Local Public Agency	Signature & Date
--	---------------------	------------------

Title

DT.		
BY:		

Consulting Engineer Signature & Date

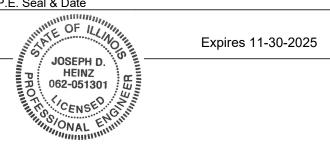
Gerald L. Heinz & Associates, Inc.

12-12-2023

President

Title









Local Public Agenc	у	Co	unty		Sectio	on Number
Village of East Dundee		Kane			ED-2344	
Route(s)/Street-Ro	ad Name			Project L	.ength	
Albert Dr, Ashla	nd Ave, Council Hill, Crabtree Rd, Edwards Av	/e, Hawtho	orne Ln,	5055'		
Project Termini				] L		
Oak Ridge Rd,	Richardson Rd, Roslyn Rd, Springcrest Rd, W	ilmette Ave	e (See At	tached Ma	ıp)	
Item Number	Item	Unit of Measure	Quantity	Unit Pric	æ	Total Estimated Cost
1	Street Resurfacing Improvement	L Sum	1	\$554,00	0.00	\$554,000.00
2	Street Patching	L Sum	1	\$22,50	0.00	\$22,500.00

	1	Fotal Overa	Il Estimated Cost:	\$576,500.00

Prepared By		Date
Joseph D. Heinz		12/12/23
Signature		
Joseph D.	they	



### Local Public Agency General Maintenance

Submittal Ty	peOriginal	
District	Estimate of Cost For	
1	Municipality	

#### **Estimate of Maintenance Costs**

							Mainter	ance Period	
Local Public Age	County		Section Number		Beginning	Ending			
Village of East	Village of East Dundee Kan				ED-23	344	01/01/24	12/31/24	
L				Maintenar	nce Items				
Maintenance Operation 1	Maint Eng Category IV IV	Insp. Req. Yes Yes	Material Categoria Point of Delivery Work Performed I an Outside Contrac	or by	Quantity 1 1	Unit Cost \$554,000.0 \$22,500.0		, ,	
								4570 500 00	
							Total Operation Cos	\$576,500.00	
					Es	stimate of Mainter	nance Costs Summa	Ŷ	
Maintenance				MFT F	unds	RBI Funds	Other Funds	Estimated Costs	
Local Public Age	ency Labor								
Local Public Age	ency Equipm	ent							
Materials/Contra	cts(Non Bid	Items)							
		aterials	Quotations (Bid Iten	ns)					
Formal Contract	(Bid Items)						\$576,500.00	\$576,500.00	
			Maintenance To	otal			\$576,500.00	\$576,500.00	
							ice Eng Costs Summ		
Maintenance Er	• •			MFT F	unds	nds RBI Funds Other Funds		Total Est Costs	
Preliminary Engi	-						\$26,325.00	\$26,325.00	
Engineering Inspection							\$32,175.00	\$32,175.00	
Material Testing									
Advertising									
Bridge Inspectio		-							
	Ма	intena	nce Engineering To	otal			\$58,500.00	\$58,500.00	
	-		stimated Maintena	[			\$635,000.00	\$635,000.00	

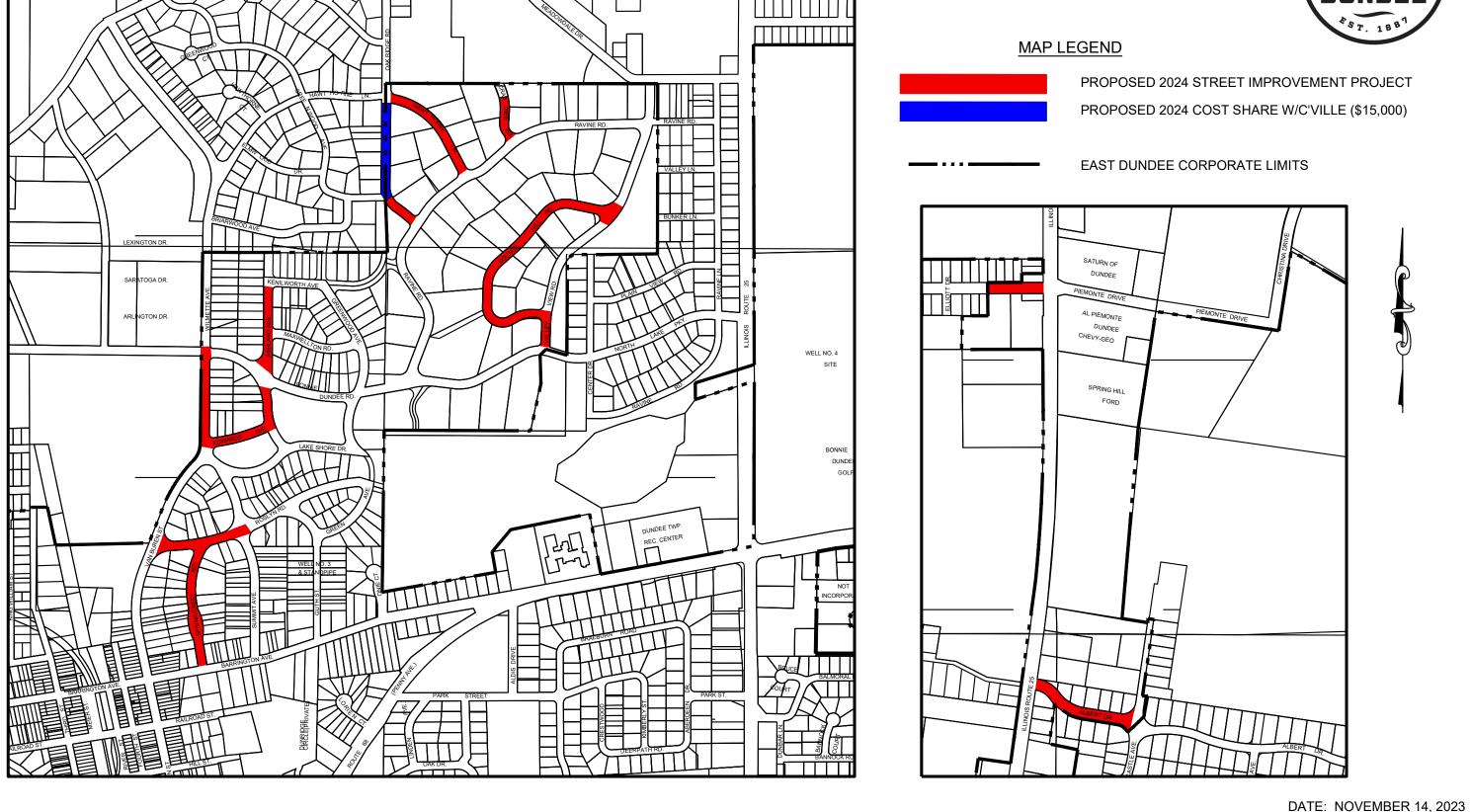
Remarks

#### SUBMITTED

Local Public Agency Official Signature & Date

Title

# 2024 STREET IMPROVEMENT PROJECT MAP





#### Memorandum

То:	Village President and Board of Trustees	DUNDEE
From:	Phil Cotter, Director of Public Works	\$\$ 7. 18B1
Subject:	Purchase of 2024 Chevrolet Silverado 1500 WT Pickup Truck (W	/aiver of Bids)
Date:	December 18, 2023	
-		/aiver of Bids)

#### **Action Requested:**

Staff recommends Village Board approval of a Resolution authorizing the purchase of a 2024 Chevrolet Silverado 1500 WT pickup truck in the amount of \$45,115.26 from Castle Motors of McHenry.

#### **Funding Source:**

The proposed CY 2024 Budget appropriates \$45,000 in the Capital Projects Fund (32-31-5930) for the purchase of a pickup truck.

#### Summary:

Public Works' truck fleet includes a 2010 Ford F-250 pickup truck that is primarily operated by the Superintendent of Operations. Although this truck is equipped with a snowplow and bed cap, it is used more along the lines of an administrative vehicle. Staff believes it would be more appropriate to transfer this vehicle to Public Works' operations for their day-to-day use including snow and ice control. The purchase of a new pickup truck, equipped only with a towing package, would allow the transfer of the 2010 Ford F-250 to operations.

The proposed CY 2024 Budget includes the purchase of a new pickup truck that is in Chevrolet's 1500 or Ford's F-150 weight rating class. Staff explored purchasing a new truck through the Northwest Municipal Conference's (NWMC) Suburban Purchasing Cooperative (SPC). The SPC is a joint purchasing program sponsored by the that secures pricing for vehicles and equipment via competitive bids. One of the dealerships that has a contract with the SPC program indicated that truck manufacturers are not accepting orders until next year and delivery of ordered vehicles would not likely occur until later in 2024.

Due to long lead times and ongoing supply chain issues, along with the desire to transfer the 2010 Ford F-250 to operations ahead of the coming winter season, staff explored the option of purchasing a pickup truck directly off a retail lot.



Staff researched numerous area dealerships (including Al Piemonte Chevrolet) and located several pickup trucks that matched Public Works' desired specifications and trim level. Castle Motors of McHenry has a 2024 Chevrolet Silverado 1500 WT (work truck trim level) pickup truck on their sales lot that matches staff's desired specifications which includes a spray-in bed liner, trailer hitch, and is 4-wheel drive. The total purchase price for this truck is \$45,115.26. Below is a summary of the costs associated with this truck:

Total Purchase Price:	\$45,115.26
Title, plates fees, etc.:	\$520.26
Discounts*:	(\$4,150.00)
Destination Charge:	\$1,995.00
Options:	\$5 <i>,</i> 150.00
Base Vehicle Price:	\$41,600.00

*Portion of the discount is through the General Motors (GM) Fleet Program

Staff analyzed pickup truck pricing through the SPC and believes the purchase price of this proposed truck from Castle Motors is competitive with the SPC. Therefore, staff recommends waiving competitive bids and approving the purchase of a 2024 Chevrolet Silverado 1500 WT pickup truck from Castle Motors of McHenry. This proposed truck, which has a spray-in bed liner, trailer hitch, and is 4-wheel drive, will be outfitted with a truck bed toolbox and safety lighting at an approximate additional cost of \$2,000.00. Castle Motors indicated that they would hold the truck without a deposit during the approval process.



Below is a photograph of the proposed truck:

Attachments: Resolution Buyer's Order

Cost Summary Window Sticker

#### **RESOLUTION NUMBER** __-23

#### A RESOLUTION WAIVING COMPETITIVE BIDDING AND APPROVING THE PURCHASE OF A NEW PUBLIC WORKS VEHICLE FROM CASTLE MOTORS OF MCHENRY

**WHEREAS,** the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS,** Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

**WHEREAS,** the Village Public Works Department has identified the need to purchase a 2024 Chevrolet Silverado 1500 WT pickup truck ("Vehicle"); and

WHEREAS, the Village participates in the NWMC Suburban Purchasing Cooperative ("SPC"), which permits local governments to purchase commodities and services according to contracts negotiated by the NWMC, however, there are no vehicles meeting the needed specifications available through the SPC at this time, and due to region-wide vehicle shortages, the Public Works Department was forced to explore market purchase options; and

**WHEREAS,** the Village obtained a proposal from Castle Motors of McHenry ("Vendor") for the purchase of the Vehicle with a purchase price of \$45,115.26; and

**WHEREAS**, Village staff has recommended that the Village Board waive competitive bidding for the purchase of the Vehicle; and

**WHEREAS,** the Village Board of Trustees find that it is in the best interests of the Village to waive competitive bidding for the purchase of the Vehicle from the Vendor;

**NOW, THEREFORE, BE IT RESOLVED** by the Village President and Board of Trustees of the Village of East Dundee, Cook and Kane Counties, Illinois, as follows:

<u>Section One.</u> <u>Recitals.</u> The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of East Dundee.

<u>Section Two</u>. <u>Waiver of Competitive Bidding.</u> Pursuant to the Village Code and the Village's home rule authority, the Village President and Board of Trustees waives the requirement of competitive bidding for the procurement of the Vehicle.

<u>Section Three</u>. <u>Approval of Purchase of Vehicle.</u> The Village President and Board of Trustees hereby approves the purchase by the Village of the Vehicle from the Vendor, in the total amount of \$45,115.26.

<u>Section Four</u>. <u>Execution of Required Documents.</u> The Village Administrator and the Village Clerk are hereby authorized to execute and attest, on behalf of the Village, all purchase orders and documents necessary to complete the purchase of the Vehicle authorized pursuant to this Resolution.

**Section Five.** Effective Date. This Resolution shall be in full force and effect from and after its passage and approval by the vote of two-thirds of the Trustees.

**PASSED** this 18th day of December 2023 pursuant to a roll call vote as follows:

AYES:_____

NAYES:_____

ABSENT:_____

**APPROVED** by me this ______of ______ 2023.

Jeffrey Lynam, Village President

ATTEST:

Katherine Diehl, Village Clerk



#### ILLINOIS STANDARD BUYERS ORDER

Castle McHenry 1107 S Route 31 McHenry, IL 60050 Telephone 815-385-2100 https://www.castlecars.com/

SOLD TO Village Of East Dundee				SALESPERSON Steve Paslawsky DATE 12/12/2023							
ADDRESS 120 barrington Ave				CELL PHONE (224) 293-71	14 BUS PHONE						
CITY	East Dundee		STATE IL	ZIP 60118	EMAIL ADDRESS ggoetz@eastdundee.net				<u>et</u>		
TYPE	YEAR	MAKE	MODEL	COLOR	SERIA	L NUMBER		STOCK NO			
New Used Demo	2024	Chevrolet	Silverado 1500	Summit White	3GCNDAE	D4RG1039	75		C240244		
NOTICE	TO THE NEGOCIATED CASH	I SALE PRICE OF EACH VEHICLE	NO MORE THAN \$ \$347.26	_ MAY BE ADDED FOR DEALER COST AND RRANTY AND SERVICE CONTRACTS,	SELLING PRICE			\$44,595.00			
INSURA	NCE AND THE ACTUAL COST	LICENSE AND TITLE REGISTRA	TION AND TAXES.			LESS GROSS TRADE ALLOWANCE/DISCOUNT (NOT ACTUAL CASH VALUE)			\$0.00		
by Cast	le Autonlex McHenry, t	his vehicle is sold "AS IS" a	by law such as when a servic nd Castle Autoplex McHenry H JED WARRANTY OF MERCHA	e contract or warranty is provided nereby expressly disclaims all NTABILITY or FITNESS FOR A	CASH TRADE DIFFER	ENCE	\$44,595.00				
PATICU CONSE	JLAR PURPOSE.	NTIAL DAMAGES: Purcha	ser shall not be entitled to red	ceive from Castle Autoplex	DOCUMENTATION F	EE		\$347.26			
of use.	loss of profits or incom	e or any other consequen	luding but not limited to dama tial or incidental damages wh tutory of common law theory	ages to property, damages for loss ether liability is based on breach of of liability.	OPT.ELECT REG FEE						
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			RE IN THE VEHICLE			MILEAGE	MILE	AGE	MILEAGE		
	OMER SIGNATURE:					6					
	AGER SIGNATURE:				(Cust Intis)						
USED VEHICLES: THE INFORMATION YOU SEE ON THE WINDOW FORM (F.T.C BUYERS GUIDE) FOR THIS VEHICLE IS PART OF THE CONTRACT. CONTRACT. F.T.C INFORMATION ON THE WINDOW FORM OVER-RIDES ANY CONTRARY PROVISIONS IN THE CONTRACT.					Year	Vear Make Model					
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NO PUBLIC LIABILITY INSURANCE ISSUED WITH THIS TRANSACTION

1003



Date/Time: Buyer: Phone: Address: Dec 7, 2023 10:57 AM Gregg Goetz C: 2242937114 120 barrington Ave East Dundee, IL 60118

Salesperson: Steve Paslawsky

## 2024 Chevrolet Silverado 1500, Body Type: Regular Cab Pickup c240244

Color: Summit White, 6 Miles VIN:3GCNDAED4RG103975

Cash	Balance Due
\$ Down	
\$0	\$45,115
\$0	\$45,115

Market Value	\$48,245.00
Discount Savings	\$3,650.00
Sale Price	\$44,595.00
Total Price	\$44,595.00
Proc/Doc Fees	\$347.26
New Plates Retail	\$8.00
Title Retail	\$165.00
Total Balance Due	\$45,115.26

FUCLUDES TITLE & MUNINCIPAL PLATES

Х

Customer Signature

X Managar Signa

8

Manager Signature

Date

The Benefits and protection options available have been explained to me and I choose the option initialed above. I hold the Dealer harmless for my refusal of any optional benefit or protection. Products descriptions are for informational purposes only. Please refer to product agreements for actual terms and conditions.

Date



## 2024 SILVERADO 1500 REG WT 4WD

		_				Visit us at www
STANDARD EQUIPMENT ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN REG CAB LONG BED 4WD OWNER BENEFITS • 3 YEAR / 36,000 MILE*	DEPARTURE WARNING *FOLLOWING DISTANCE INDICATOR *INTELLIBEAM-AUTO HIGH BEAM • REAR VISION CAMERA • TEEN DRIVER MODE • TIRE PRESSURE MONITORING	AUTO & APPLE CARPLAY CAF • DRIVER INFORMATION CENT • REMOTE KEYLESS ENTRY • PUSH BUTTON START INTERIOR		WT VALUE PACKAGE • DEEP-TINTED GLASS • REAR WINDOW DEFOGGER • CRUISE CONTROL • TRAILERING PACKAGE CHEVYTEC SPRAY-ON BEDLINER	1,045.00	17" PAINTED STEEL V TOTAL OPTIONS TOTAL VEHICLE & OP DESTINATION CHARG TOTAL BEFORE SAVIN
BUMPER-TO-BUMPER LIMITED WARRANTY • 5 YEAR / 60,000 MILE* POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION • FIRST MAINTENANCE VISIT	WITH TIRE FILL ALERT <b>PERFORMANCE &amp; MECHANICAL</b> • AUTOTRAC TRANSFER CASE • 220 AMP ALTERNATOR • STABILITRAK W/ TRAILER SWAY CONTROL & HILL START ASSIST	<ul> <li>AIR CONDITIONING</li> <li>FRONT 40/20/40 BENCH SE/ ARMREST &amp; UNDERSEAT STOI</li> <li>EXTERIOR</li> <li>CORNERSTEP REAR BUMPER</li> <li>LOCKING TAILGATE</li> <li>FRONT RECOVERY HOOKS</li> </ul>	RAGE	SNOW PLOW PREP PACKAGE • HEAVY DUTY FRONT SPRINGS • 220-AMP ALTERNATOR • HEAVY-DUTY AIR FILTER • SKID PLATES AUTO LOCKING REAR DIFFERENTIAL TRAILERING MIRRORS WITH POWER	425.00 395.00 345.00	WT VALUE PACKAGE
WHICHEVER COMES FIRST     *SEE CHEVROLET.COM OR DEALER     FOR TERMS, DETAILS & LIMITS     SAFETY & SECURITY     • CHEVY SAFETY ASSIST	<ul> <li>ALL-SEASON TIRES</li> <li>BRAKE PAD WEAR INDICATOR</li> <li>CONNECTIVITY &amp; TECHNOLOGY</li> <li>CHEVROLET INFOTAINMENT 3 7" DIAG COLOR TOUCHSCREEN ADDITIONAL FEATURES FOR</li> </ul>	MANUFACTURER'S STANDARD VEHICLE PRICE OPTIONS & PRICING	SUGGESTED RETAIL PRICE \$41,600.00	ADJUSTABLE & HEATED GLASS TRAILER BRAKE CONTROLLER BLACK MOLDED SPLASH GUARDS (DEALER INSTALLED) UPFITTER SWITCH KIT (5) (CUSTOMER RESPONSIBLE FOR	275.00 250.00 150.00	
*AUTOMATIC EMERGENCY BRAKING *FORWARD COLLISION ALERT *FRONT PEDESTRIAN BRAKING *LANE KEEP ASSIST W/LANE	COMPATIBLE PHONES INCLUDE: BLUETOOTH AUDIO STREAMING VOICE COMMAND PASSTHROUGH TO PHONE, WIRELESS ANDROID	OPTIONS INSTALLED BY THE MANUFACTUR STANDARD EQUIPMENT SHOWN) ENGINE: 5.3L ECOTEC3 V8 WITH DYNAMIC FUEL MANAGE	1,595.00 EMENT	INSTALLATION) LED CARGO AREA LIGHTING GVWR: 6,900 LBS. (3,130 KG) REAR AXLE: 3.23 RATIO <b>ERNMENT 5-STAR SAFET</b>	125.00 INC. INC.	66
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\$3,200 This vehicle	3 10 Best emits 517 grams CO ₂ per mile. The best emits 0 grams per fuel also create emissions; learn more at fueleconomy.gov.	7 1 10 Best mile (tailpipe only). Producing and	Star ratings ran	of rollover in a single-vehicle crash. ge from 1 to 5 stars (★ ★ ★ ★ ★) Itional Highway Traffic Safety Adm www.safercar.gov or 1-888-327	inistration (	the highest. NHTSA) ORDER I SALES N DEALER
Actual results will vary for many reasons, including of your vehicle. The average new vehicle gets 28 MPG a are based on 15,000 miles per year at \$3.60 per gallo Vehicle emissions are a significant cause of climate of <b>fueleconomy.gov</b> Calculate personalized estimates and compare ve	and costs \$9,750 to fuel over 5 years. Cost estimates n. MPGe is miles per gasoline gallon equivalent. shange and smog.	Smartphone OR Code ^m		Equipped with the security of OnStar Visit onstar.com for deta	• ®	FINAL AS



### ENGINE: 5.3L ECOTEC3 V8 TRANSMISSION: 10-SPEED AUTO

#### .chevy.com

STEEL WHEELS	INC.		
DNS CLE & OPTIONS N CHARGE RE SAVINGS ACKAGE DISCOUNT	\$5,150.00 \$46,750.00 1,995.00 \$48,745.00 -500.00		
ICLE PRICE*	\$48,245.00		
FOR VEHICLES U.S./CANAD MAJOR SOU CONTENT: M NOTE: PARTS CO ASSEMBLY, DIS FOR THIS VEH FINAL ASSE SILAO, GJ COUNTRY OU ENGINE: U	IAN PARTS CO RCES OF FORI MEXICO 36% DINTENT DOES NOT TRIBUTION, OR OT IICLE: MBLY POINT: MEXICO	LINE: ONTENT: 37% EIGN PARTS INCLUDE FINAL HER NON-PARTS COSTS.	This label has been applied pursuant to Federal law – Do not remove prior to delivery to the ultimate purchaser. "Includes Manufacturer's Recommended Pre-Delivery Service. Does not include dealer installed options and accessories not listed above, local taxes or license fees.
ORDER NO CTNMZD SALES MODEL CODE C DEALER NO 11329 FINAL ASSEMBLY: SILAO, GJ MEXICO VIN 3GCNDAED DEALER TO WHOM DEL CASTLE CHEVE 1107 S STATE F MCHENRY, IL 6	K10903 04RG103975 F IVERED ROLET OF MCH ROUTE 31		

#### Memorandum

To:Village President and Board of TrusteesFrom:Phil Cotter, Director of Public WorksSubject:Water and Sewer Rate StudyDate:December 18, 2023



#### Action Requested:

Staff recommends Village Board approval of a resolution authorizing the Village Administrator to execute a professional services agreement with Baxter & Woodman Consulting Engineers to conduct a Water and Sewer Rate Study in an amount not-to-exceed \$40,500.

#### Funding Source:

The proposed FY 2024 Budget appropriates \$35,000 in the Water and Sewer Operating Fund (split equally between 60-33-5220 and 60-33-5221) for a Water & Sewer Rate Study.

#### Summary:

The purpose of a Water and Sewer Rate Study ("Rate Study") is to review the Village's existing water and sewer rates/fees and determine whether the established rates/fees are sufficient, equitable, and reasonable to cover the annual operational, maintenance, and capital expenditures for the Water and Sewer Fund. Although the Village's last Rate Study was completed in 2014 (as described below), five-year rate projections are often utilized as they are intended to observe nominal adjustments to rates and/or rate structures with identified and budgeted operating, capital, and debt expenses. The accuracy of the Rate Study's financial model is dependent on actual operating and capital expenses, which may change during or between fiscal years and should be updated as an on-going and cyclical process (i.e. annually) to ensure that the rates identified are sufficient.

The Village additionally anticipates completing facilities plans in 2025 – one for the water treatment and distribution systems and one for the wastewater treatment and sewer collection systems. The purpose of these plans is to evaluate each system's ability to meet current and future demands as well as regulatory standards. Each facilities plan will incorporate a 5-year and/or 10-year capital improvement plan for the water and wastewater/sewer systems which could affect water and sewer rates.

Baxter & Woodman has extensive experience with conducting rate studies throughout the Chicago metropolitan area and has recently conducted rate studies for the municipalities of Elgin, Oswego, and Elmhurst.

#### Legislative History:

The Village retained the services of the consulting firm Trotter and Associates, Inc. to conduct a Rate Study that was completed in 2014. In 2017, and subsequent to the 2014 Rate Study, the Village Board amended the annual rate/fee schedule to establish water and sewer rates/fees through 2033. The proposed Rate Study will determine if amendments to the existing rate/fee schedule are warranted/needed to cover the annual operational, maintenance, and capital expenditures for the Water and Sewer Fund.

#### **Attachments**

Resolution Baxter & Woodman Proposal

#### RESOLUTION NUMBER _____-23

#### A RESOLUTION OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH BAXTER & WOODMAN CONSULTING ENGINEERS FOR A WATER AND SEWER RATE STUDY IN AN AMOUNT NOT-TO-EXCEED \$40,500

**WHEREAS**, the Village of East Dundee ("Village") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the Village operates, maintains and improves its water treatment and distribution systems and wastewater treatment and sewer collection systems (collectively referred to as "Systems"); and

**WHEREAS**, the Village establishes and charges water and sewer rates and fees for the operation, maintenance and improvement of these Systems that are sufficient, equitable, and reasonable to cover the annual operational, maintenance, and capital expenditures for the Water and Sewer Fund; and

**WHEREAS**, the Village desires to retain Baxter & Woodman Consulting Engineers to conduct a Water and Sewer Rate Study to review and evaluate the Village's water and sewer rates and fees and determine whether the established rates/fees are sufficient, equitable, and reasonable; and

**WHEREAS**, Village Staff recommends Village Board approve a resolution authorizing the Village Administrator to enter into a professional services agreement with Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois to conduct a Water and Sewer Rate Study in an amount not-to-exceed \$40,500.

#### NOW THEREFORE BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

**SECTION 1**: The Village's corporate authorities approve a resolution authorizing the Village Administrator to enter into an agreement with Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois to conduct a Water and Sewer Rate Study in an amount not-to-exceed \$40,500 and further authorize and direct the Village Administrator to execute the Agreement and for the Village Clerk to attest the Agreement.

**ADOPTED** this 18th day of December, 2023, pursuant to a roll call vote as follows:

AYES:_____

NAYES:_____

ABSENT:_____

**APPROVED** by me this 18th day of December, 2023.

Jeffrey J. Lynam, Village President

ATTEST:

Katherine Diehl, Village Clerk

Published in pamphlet form this ____ day of _____, 2023, under the authority of the Village President and Board of Trustees.

Recorded in the Village records on _____, 2023.



8678 Ridgefield Road, Crystal Lake, IL 60012 • 815.459.1260 • baxterwoodman.com

December 13, 2023

Mr. Philip Cotter Public Works Director Village of East Dundee 120 Barrington Avenue East Dundee, Illinois 60118

### Subject: Village of East Dundee – Proposal for Professional Services for Water and Sewer Rate Study

Dear Mr. Cotter:

The Village is seeking professional assistance with performing a Water and Sewer Rate Study. The purpose of the study is to review the Village's existing water and sewer rates and determine whether the established rates are sufficient, equitable, and reasonable to cover the annual operational, maintenance, and capital expenditures for the Water and Sewer Fund.

The study will also evaluate alternative rate structures and their underlying policy implications that would allow the Village to review its options in maintaining a self-sustaining fund and meet any reserve goals identified and established under the study. Additionally, this rate study would be performed in tandem with concurrent efforts by the Village and Baxter & Woodman to develop strategic plans to address the Village's water and sewer infrastructure. It is the intent for this rate study to coincide with the efforts of those studies to provide the Village with a comprehensive evaluation in addressing its infrastructure.

Our proposed scope of services is as follows:

#### **SCOPE OF SERVICES**

- Project Kick-off Meeting Meet with the Village to review prior fiscal years' annual financial reports as well as projected budgets to establish the Projected Utility Fund for the Water and Sewer Fund. Discuss budgeted capital improvement projects and any current or planned debt service schedules.
- 2. Baseline Financial Model Build the baseline financial model that will aggregate various data inputs including historical annual revenues and expenditures, existing revenue sources, historical billing data, current and future CIP and debt service, and water and sewer usage patterns. The baseline financial model will be calibrated against historical financial reports with the Village's finance department. This project does not include creating a CIP for the rate study analysis.



The model will be used to develop a financial forecast for the Water and Sewer Fund through Fiscal Year 2032 and assess preliminary rate increases or adjustments to other charges and fees needed to fund the projected budgets. An evaluation of neighboring sample water and sewer bills will be conducted as part of the baseline financial model.

3. Baseline Financial Model Review Meeting – Baxter & Woodman will meet with the Village to present the results of the preliminary rate increases, identify an operating reserve goal, discuss water usage patterns and non-revenue water, and evaluate the impacts of the rate increases to sample bills across the Village's customer base. At this time, adjustments to the Capital Improvement Plan budget and/or any known debt service schedules can be discussed.

The review meeting will also include a discussion regarding alternative rate structures and their underlying policy implications and identify which, if any, alternative structures might be applicable to model as an additional rate scenario.

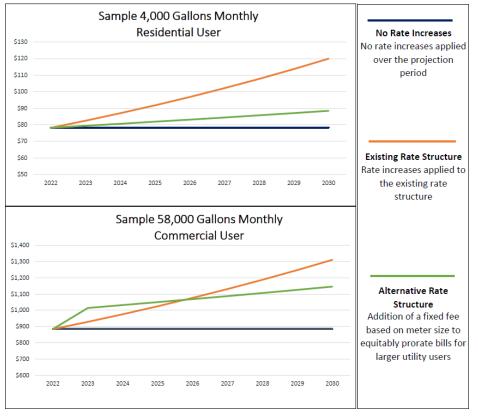


Figure 1 - Evaluation of Sample User Bills Under Different Rate Scenarios

4. Additional Rate Study Review Meetings – The financial model will be updated to include up to three (3) additional rate scenarios and any identified alternative rate structures. Baxter &



Woodman will meet with the Village at a working meeting to present the results of the additional rate scenarios and/or structures and evaluate the impacts of each scenario across the Village's customer base. Up to four (4) additional meetings will be held to review various rate structures and increases.

- 5. Rate Study Report Baxter & Woodman will prepare a Draft Report that outlines the purpose of the study and the means and methods of developing various rate scenarios and structures. Upon completion, the Draft Report will be provided to the Village for review and comment. The report will be finalized following a report review meeting and will include the Village's comments from the Draft Report.
- 6. Rate Study Presentation Baxter & Woodman will prepare a PowerPoint presentation to outline the key results and recommendations of the project to present at a Village Board meeting. This presentation will primarily use images, graphs, and tables to clearly and concisely convey the recommendations to the Village Board, staff, and the public.

A draft presentation will be provided to the Village for review and comment. The presentation will be finalized following a review meeting and include the Village's comments from the draft presentation.

7. **Financial Model Training** – Provide training via a virtual meeting to Village staff on the Excelbased financial model for future use.

### SCHEDULE

The Scope of Services enumerated above, including all options, would be completed within 3-5 months of the notice to proceed of this contract and dependent on the Village's desire for the work to coincide with any concurrent studies that would support the rate study.

### CONSULTING SERVICES FEE

The Owner shall pay the Engineer for the services performed or furnished based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement for out-of-pocket expenses, including travel, which will not exceed **\$40,500**.



The attached Standard Terms and Conditions apply to this proposal. Please sign and return one copy for our files if you find this proposal acceptable. Please contact Mark Siefert, 815-444-4482 or <u>msiefert@baxterwoodman.com</u> if you have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC. CONSULTING ENGINEERS

aroly A. Jueves

Carolyn A. Grieves, PE Vice President of Business Development Attachment

VILLAGE OF EAST DUNDEE, ILLINOIS

ACCEPTED BY: _____

TITLE: _____

DATE:

P:\EDUNV\2326459-Water and Sewer Rate\Contracts\Work\2326459.00_Proposal_WaterandSewerRateStudy.docx

### STANDARD TERMS AND CONDITIONS

PLEASE READ THESE STANDARD TERMS AND CONDITIONS ("TERMS") CAREFULLY BEFORE EXECUTING THE LETTER PROPOSAL PRESENTED BY BAXTER & WOODMAN, INC. ("BW"). BY EXECUTING THE LETTER PROPOSAL, OWNER AGREES TO BE BOUND BY THESE TERMS, THE PROVISIONS OF THE LETTER PROPOSAL, AND THE PROVISIONS OF ANY DOCUMENT REFERRING TO THESE TERMS OR THE LETTER PROPOSAL, ALL OF WHICH SHALL COLLECTIVELY CONSTITUTE THE "AGREEMENT".

<u>Owner's Responsibility</u> – Provide BW with all criteria and full information for the "Project", which is generally otherwise identified in the Letter Proposal. BW will rely, without liability, on the accuracy and completeness of all information provided by the Owner (as defined in the Letter Proposal) including its consultants, contractors, specialty contractors, subcontractors, manufacturers, suppliers and publishers of technical standards ("Owner Affiliates") without independently verifying that information. The Owner represents and warrants that all known hazardous materials on or beneath the site have been identified to BW. BW and their consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials unless this service is set forth in the Letter Proposal.

<u>Schedule for Rendering Services</u> - The agreed upon services shall be completed within a reasonable amount of time. If BW is hindered, delayed or prevented from performing the services as a result of any act or neglect of the Owner, any Owner Affiliate, or force majeure event, BW's work shall be extended and the rates and amounts of BW's compensation shall be equitably adjusted in a written instrument executed by all Parties.

**Invoices and Payments** - The fees to perform the proposed scope of services constitutes BW's estimate to perform the agreed upon scope of services. Circumstances may dictate a change in scope, and if this occurs, an equitable adjustment in compensation and time shall be agreed upon by all Parties by written agreement. No service for which added compensation will be charged will be provided without first obtaining written authorization from the Owner. BW invoices shall be due and owing by Owner in accordance with the terms and provisions of the State of Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

**Opinion of Probable Construction Costs** - BW's opinion of probable construction costs represents its reasonable judgment as a professional engineer. Owner acknowledges that BW has no control over construction costs or contractor's methods of determining prices, or over competitive bidding, or market conditions. BW cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from BW's opinion of probable construction costs.

Standards of Performance - (1) The standard of care for all services performed or furnished by BW will be the same care and skill ordinarily used by professionals practicing under similar circumstances, at the same time and in the same locality on similar projects. BW makes no warranties, express or implied, in connection with its services; (2) BW shall be responsible for the technical accuracy of its services and documents; (3) BW shall use reasonable care to comply with applicable laws, regulations, and Owner-mandated standards; (4) BW may employ such sub-consultants as BW deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objection by Owner; (5) BW shall not supervise, direct, control, or have authority over any contractors' work, nor have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work; (6) BW neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents; (7) BW is not acting as a municipal advisor as defined by the Dodd-Frank Act. BW shall not provide advice or have any responsibility for municipal financial products or securities; (8) BW is not responsible for the acts or omissions of any contractor, subcontractor, or supplier, or any of their agents or employees or any other person at the site or otherwise furnishing or performing any work; (9) Shop drawing and submittal review by BW shall apply only to the items in the submissions and only for the purpose of assessing if, upon installation or incorporation in the Project work, they are generally consistent with the contract documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the construction documents. Owner further agrees that BW's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. BW's consideration of a component does not constitute acceptance of the assembled item; (10) BW's site observation during construction shall be at the times agreed upon in the Project scope. Through standard, reasonable means, BW will become generally familiar with observable completed work. If BW observes completed work that is inconsistent with the construction documents, information shall be communicated to the contractor and Owner for them to address.

Insurance - BW will maintain insurance coverage with the following limits and Certificates of Insurance will be provided to the Owner upon written request:

Worker's Compensation:	Statutory Limits	Excess Umbrella Liability:	\$10 million per claim and aggregate
General Liability:	\$1 million per claim	Professional Liability:	\$5 million per claim
	\$2 million aggregate		\$10 million aggregate
Automobile Liability:	\$1 million combined single lim	nit	

In no event will BW's collective aggregate liability under or in connection with this Agreement or its subject matter, based on any legal or equitable theory of liability, including breach of contract, tort (including negligence), strict liability and otherwise, exceed the contract sum to be paid to BW's under this Agreement. Any claim against BW arising out of this Agreement may be asserted by the Owner, but only against the entity and not against BW's directors, officers, shareholders or employees, none of whom shall bear any liability and may not be subject to any claim.



Indemnification and Mutual Waiver - (1) To the fullest extent permitted by law, BW shall indemnify and hold harmless the Owner and its officers and employees from claims, costs, losses, and damages ("Losses") arising out of or relating to the Project, provided that such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any grossly negligent act or omission of BW; (2) To the fullest extent permitted by law, Owner shall indemnify and hold harmless BW and its officers, directors, employees, agents and consultants from and against any and all Losses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project provided that any such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent arising out of or occurring in connection with the Owner's, or Owner's officers, directors, employees, consultants, agents, or others retained by or under contract to the Owner, negligent act or omission, willful misconduct, or breach of this Agreement; (3) To the fullest extent permitted by law, Owner and BW waive against each other, and the other's employees, officers, directors, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, enhanced, punitive, or consequential damages, in each case regardless of whether such party was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable, and notwithstanding the failure of any agreed or other remedy of its essential purpose; (4) In the event Losses or expenses are caused by the joint or concurrent fault of the BW and Owner, they shall be borne by each party in proportion to its respective fault, as determined by a mediator or court of competent jurisdiction; (5) The Owner acknowledges that BW is a business corporation and not a professional service corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees. The Owner and BW agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

**Termination** - Either party may terminate this Agreement upon ten (10) business days' written notice to the other party in the event of failure by the other party to comply with the terms of the Agreement through no fault of the terminating party. A condition precedent to termination shall be conformance with the Dispute Resolution terms below. If this Agreement is terminated, Owner shall receive reproducible copies of drawings, developed applications and other completed documents upon written request. Owner shall be liable, and shall promptly pay BW, for all services and reimbursable expenses rendered through the effective date of suspension/termination of services.

<u>Use of Documents</u> – All BW documents (data, calculations, reports, Drawings, Specifications, Record Drawings and other deliverables, whether in printed form or electronic media format, provided by BW to Owner pursuant to this Agreement) are instruments of service and BW retains ownership and property interest therein (including copyright and right of reuse). Owner shall not rely on such documents unless in printed form, signed or sealed by BW or its consultant. Electronic format of BW's design documents may differ from the printed version and BW bears no liability for errors, omissions or discrepancies. Reuse of BW's design documents is prohibited and Owner shall defend and indemnify BW from all claims, damages, losses and expenses, including attorney's fees, consultant/expert fees, and costs arising out of or resulting from said reuse. Project documents will be kept for time periods set forth in BW's document retention policy after Project closeout.

<u>Successors, Assigns, and Beneficiaries</u> – Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or BW to any third party, including any lender, contractor, subcontractor, supplier, manufacturer, other individual, entity or public body, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the Owner and BW and not for the benefit (intended, unintended, direct or indirect) of any other entity or person.

**Dispute Resolution** - All disputes between the Parties shall first be negotiated between executives who have authority to settle the dispute for a period of thirty (30) days. If unresolved, disputes shall be then submitted to mediation as a condition precedent to litigation. The mediation session shall be held within forty-five (45) days of the retention of the mediator, and last for at least one (1) full mediation day, before any party has the option to withdraw from the process. If mediation is unsuccessful in resolving a Dispute, then the parties may seek to have the Dispute resolved by a court of competent jurisdiction.

**Miscellaneous Provisions** – (1) This Agreement is to be governed by the law of the state or jurisdiction in which the project is located; (2) all notices must be in writing and shall be deemed effectively served upon the other party when sent by certified mail, return receipt requested; (3) all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion and/or termination for any reason; (4) any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Owner and BW, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision; (5) a party's non-enforcement of any provision shall not constitute a waiver of the provision, nor shall if affect the enforceability of that provision or of the remainder of this Agreement; (6) to the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of substantial completion, which is the point where the Project can be utilized for the purposes for which it was intended; (7) this Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter; (8) no amendment to or modification of this Agreement is effective unless it is in writing and signed by each party.



### Memorandum

То:	Village President and Board of Trustees
From:	Phil Cotter, Director of Public Works Chris Ranieri, Building Inspector
Subject:	Approval of Project (Waiver of Bids) – Depot Bathroom Renovation Project
Date:	December 18, 2023

### Action Requested:

Staff recommends Village Board approval of a resolution waiving competitive bidding and awarding contracts to various contractors at a not-to-exceed project amount of \$120,000 for the Depot Bathroom Renovation Project.

### Funding Source:

The proposed FY 2024 Budget appropriates \$120,000 in the Downtown and Dundee Crossings Business Development District Fund (34-01-5945) for the renovation of the bathrooms at the Depot.

### Summary:

This proposed project involves the renovation of the existing men's and women's bathrooms at the Depot and the addition of one single occupancy gender neutral bathroom inside the Depot. Attached is a construction floor plan for the proposed project. The new bathroom will replace a storage room that is south of and adjacent to the utility room. All three bathrooms will be compliant with the Americans with Disabilities Act.

The SY 2023 Budget appropriated \$75,000 (34-01-5945) for the renovation of the men's and women's bathrooms only. Staff solicited proposals from two companies and received one proposal from Hargrave Builders in the amount of \$161,500.00. The other contractor did not submit a proposal. Staff has since added the third bathroom to the scope of work and subsequently explored alternative (and more cost effective) options for the project. An alternative to one contractor serving as project manager and performing construction work is to manage the project in-house. Accordingly, staff coordinated the design of the project with an architect and solicited proposals on the various components of the construction phase.

The following is a summary of the proposals for the various construction phases of the project (actual proposals are attached hereto):

	Subtotal:	\$93,926.47
5.	Bathroom stalls (Partition Plus)	\$3,520.00
4.	Exterior bathroom doors (TRUDOOR)	\$5,261.47
3.	Electrical (Lauderdale Electric)	\$11,633.00
2.	Plumbing (MVP Plumbing)	\$20,475.00
1.	Carpentry and Tile (Ultimate Builders & Remodelers)	\$53 <i>,</i> 037.00

The following items are planned for the project but staff has not yet solicited formal quotes:

Estimated Project Total:	\$119,426.47
Subtotal:	\$25,500.00
3. Miscellaneous items	\$15,000.00
2. Painting – exterior and interior	\$3,500.00
1. Exterior concrete pad improvements	\$7,000.00

Although most of components of the project falls within the Village Administrator's purchasing authority (up to \$25,000), staff is presenting this project to the Village Board for formal consideration as the total budgeted/proposed project amount exceeds \$25,000.

If this project is approved, construction is expected to begin in January.

### Attachments:

Resolution Depot Construction Floor Plan Hargrave Builder's Proposal Contractor Proposals

- 1. Ultimate Builders & Remodelers
- 2. MVP Plumbing
- 3. Lauderdale Electric
- 4. TRUDOOR
- 5. Partition Plus

### A RESOLUTION OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AUTHORIZING THE VILLAGE TO WAIVE COMPETITIVE BIDDING AND ENTER INTO AGREEMENTS WITH VARIOUS SUBCONTRACTORS TO PERFORM BATHROOM RENOVATION WORK AT THE DEPOT IN AN AMOUNT NOT-TO-EXCEED \$120,000

**WHEREAS**, the Village of East Dundee ("*Village*") is a home rule unit of local government pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the Village owns, maintains, and improves the public facility located at 319 N. River Street, in the Village of East Dundee, Illinois, commonly known and referred to as "t*he Depot"*; and

**WHEREAS**, the Village desires to renovate two existing bathrooms and add one bathroom – all inside the Depot ("*Project*"); and

**WHEREAS**, the Village desires to renovate two bathrooms and add one bathroom that are compliant with the Americans with Disabilities Act; and

**WHEREAS**, the Village desires to waive competitive bidding pursuant to Section 34.01(B)(1) of the Village Code of Ordinances ("*Code*") and contract directly with the following subcontractors to perform the necessary work associated with the Project:

- A. carpentry and tile (Ultimate Builders & Remodelers) \$53,037.00,
- B. plumbing (MVP Plumbing) \$20,475.00,
- C. electrical (Lauderdale Electric) \$11,633.00,
- D. exterior bathroom doors (TRUDOOR) \$5,261.47,
- E. bathroom stalls (Partition Plus) \$3,520.00,
- F. and other work as deemed necessary; and

**WHEREAS**, the Village Board of Trustees finds it in the bests interest of the Village to approve a resolution authorizing the Village Administrator (and/or his/her designee) to waive competitive bidding pursuant to Section 34.01(B)(1) of the Code and enter into agreements with the aforementioned subcontractors to perform work associated with the Project in an amount not-to-exceed \$120,000.

### NOW THEREFORE BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

**Section One.** Recitals. The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of East Dundee.

<u>Section 2</u>: The Village Board of Trustees approves a Resolution waiving competitive bidding by a vote of two-thirds of the Village Board of Trustees pursuant to Section 34.01(B)(1) of the Code and authorizing the Village Administrator (and/or his/her designee) to enter into agreements with the aforementioned subcontractors to perform work associated with the Project in an amount as designated and not-to-exceed \$120,000 and further authorize and direct the Village Administrator and/or his/her designees to execute Agreements and for the Village Clerk to attest the Agreements.

<u>Section 3</u>. Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

**Section 4**. **Publication.** This Resolution shall be in full force and effect forthwith upon its adoption, approval and publication in pamphlet form as provided by law.

**ADOPTED** this 18th day of December, 2023, pursuant to a roll call vote as follows:

AYES: ______

NAYES:_____

ABSENT:

**APPROVED** by me this 18th day of December, 2023.

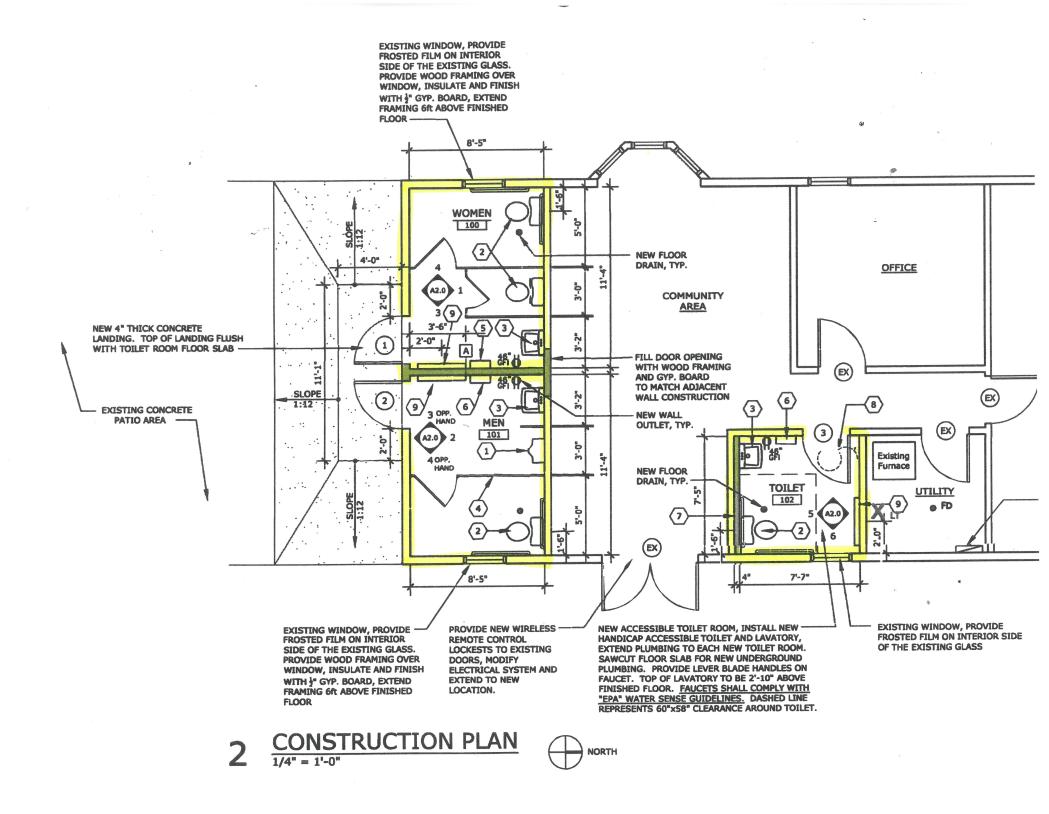
Jeffrey J. Lynam, Village President

### ATTEST:

Katherine Diehl, Village Clerk

Published in pamphlet form this ____ day of _____, 2023, under the authority of the Village President and Board of Trustees.

Recorded in the Village records on _____, 2023.





Hargrave Builders, Inc.

hargravebuilders.com | p: 847.742.7828 | f: 847.742.7889

660 Schneider Drive | South Elgin, IL 60177

September 11, 2023

Village of East Dundee 120 Barrington Avenue East Dundee, IL 60118 P 847-857-9820 E <u>cranieri@eastdundee.net</u>

### Re: The Depot – Restrooms Attn: Chris Ranieri, Building Inspector

Hargrave Builders is pleased to provide you with this proposal for the **The Depot – Restrooms project.** Our proposal work items and quantities are based upon **Drawings dated August 18**, **2023** to furnish the labor, materials, and equipment to complete the following scope of work:

### Total:

\$161,500.00

- 1) Demolition-Interior/Exterior
- 2) Temporary enclosures at doors.
- 3) Saw cutting and removal of interior concrete.
- 4) Floor patching
- 5) Excavation/Stone
- 6) Concrete Ramp Approx. 220 SF
- 7) Framing/Blocking
- 8) Drywall and patching of walls/ceiling
- 9) Painting
- 10) Doors and Hardware
- 11) Floor and wall tile-\$4/SF tile material allowance
- 12) Acoustical ceiling
- 13) Frosted Film
- 14) Toilet Partitions/Accessories
- 15) Plumbing
- 16) HVAC
- 17) Electrical

### **Exclusions/Clarifications**

- (1) Permit fees
- (2) P&P Bond
- (3) Premium Time/Off Hour Work

Hargrave Builders would like to thank you for the opportunity to submit this proposal. If you have any questions, please feel free to contact us.

Respectfully submitted,

25 2 1

Steve Straub, President Hargrave Builders

### **PROPOSAL**

Ultimate Builders & Remodelers Inc. 239 Red Hawk Rd. Hampshire, IL 60140 Reese 847-812-1060 Date: 11/23/2023

To: Village of E. Dundee 120 Barrington Ave. E, Dundee, Il 60118 Job: Bathroom remodel: Depot 319 N. River St. E. Dundee, Il

Description	Amount
Demo, Framing, Drywall (plus tile proposal)	
Per scope of work dated 8/18/2023 demo both bathrooms and create a third	
bathroom in storage room. Do all demo, move all walls and install new Exterior	
doors, Install all framing for walls, ADA hardware blocking, install drywall, install	
all exterior cedar at new entry doors, install new suspended ceiling, R/R existing	
stalls (new location), install exterior doors, install all hardware and ADA bars.	
Proposal includes all material(s) except exterior doors, door hardware and a	
dumpster. There are allowances for some finish items. Complete labor/material	\$ 40,527.00
Tile – Install 250 s.f. of floor tile and install 432 s.f. of wall tile. Includes all glue,	
mortar (setting material), tile ( \$3 s.f. allowance), grout	\$ 12,510.00
TOTAL	\$

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any altercation or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All estimate and proposals are valid for 30 days from date issued, beyond that date price is subject to possible change.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above Any Non-payment, all legal fees and penalties occurred to be paid by customer.

Acceptance Signature _____

Date_____

Thank you for your business

# PROPOSAL

October 26, 2023 (Revised December 4, 2023)

SUBMITTED TO:	Village of East Dundee
ADDRESS:	120 Barrington Ave.
	East Dundee, IL 60118
	ATTN: Chris Ranieri

JOB NAME: The Depot JOB LOCATION: 319 N. River St

East Dundee, IL 60118

### WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

### Office Remodel:

- Will provide necessary labor & material to rework existing restrooms and install new per drawings dated 8-18-23
- Existing restroom fixtures to be removed by OTHERS
- Includes scanning, saw cut or breaking & patching of existing concrete for new underground piping
- Will rework existing waste, vent & water roughs to accommodate new fixture location
- Underground waste and vent to be PVC
- Aboveground waste and vent to be PVC no plenum rated materials
- Water lines to be type "L" copper
- Insulation of exposed water lines
- Saw cut, and patch floors to max depth of 7". Concrete to be removed offsite
- Granular backfill
- Spoils to be hauled to offsite dump
- Water to connect to existing hot & cold water line as close as possible
- Underground waste to tie on to existing at within new restroom area
- Will provide new hot water supply to existing utility sink
- All work to be completed on regular hours
- Plumbing fixtures Supplied by MVP as follows:
  - 1 floor mount tank type toilet with seat
  - 2 toilet seats for reused fixtures
  - 1 urinal w/manual flush valve
  - 1 wall hung lav
  - 3 lavs sensor type faucets
  - 1 6 gallon electric water heater
  - 1 Floor drain
- * Plumbing fixtures to be cleaned for reuse by OWNER as follows:
  - * 2 floor mount tank type toilets
    - 2 wall hung lavs

NOTE: No work of any kind to existing water heater remaining in place NOTE: No soap dispensers, or any other accessories of any kind included

NOTE: MVP Recommends Televising & locating the existing sanitary lines prior to the start of the project at a cost of \$525.00, if MVP is awarded the project that cost will be included in base pricing below, if not it would be billed as a service call.

- 1. No permits, meters, fees, or bonds included
- 2. No dumpster charges are included.
- 3. No owner's protective insurance included.
- 4. No performance bond or labor and material bond included.
- 5. No roof patching
- 6. No water dispenser
- 7. If required, the above will be charged as an extra to contract.

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS COMPLETE IN ACCORDANCE WITH THE
ABOVE SPECIFICATIONS IN THE AMOUNT OF:

TWENTY THOUSAND FOUR HUNDRED SEVENTY-FIVE DOLLARS & 00/100

\$20,475.00

AUTHORIZED SIGNATURE

THIS PROPOSAL MAY BE WITHDRAWN BY US AT ANY TIME BEFORE YOUR ACCEPTANCE. PRICING GOOD FOR 60 DAYS FROM **ISSUE DATE.** 

### THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED TO DO THE WORK AS SPECIFIED.

ACCEPTED DATE SIGNATURE

Please sign and return to us.



EXCEEDING * EXPECTATIONS * EVERYDAY PHONE (847)-426-9900 FAX (847) 426-1726 205 EAST PRAIRIE LAKE ROAD, UNIT A; EAST DUNDEE, IL 60118

### Proposal

October 30, 2023

Village of East Dundee 120 Barrington Ave East Dundee, IL 60118

### Project: Depot Restroom Remodel

Attn: Chris Ranieri Email: cranieri@eastdundee.net

### Scope of Work

Disconnect electrical for demolition contractor. Install new lighting and power per the plans dated 8/18/23.

### Qty's

- 3 GFI's
- 2 Reinstall hand dryers
- 1 F&I new hand dryer
- *1 Power to new water heater*
- *1 Power to front door*
- 3 2x4 lay-ins
- 2 EM lights
- *3* Occupancy sensors

*We proposed Hereby to furnish material and labor-complete in accordance with above specifications for the sum of:* 

### \$11,633.00

### <u>EXCLUSIONS:</u> Permits; Inspection Fees; Premium time; Dumpsters, Engineering drawings, Security systems, Fire alarm.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices, during regular working hours. Any alteration or deviation from above specifications that involve extra costs will be executed only upon written orders, and will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

"Not withstanding any provision herein to the contrary, in the event that, during the performance of this agreement, the price of material and any other necessary commodities significantly increases, through no fault of Lauderdale Electric, Inc., the price of any materials, components, or goods to be furnished under this agreement shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding ten percent (10%) experienced by Lauderdale Electric, Inc. from the date of the execution of this agreement. Such price increases shall be documented through commercial quotes, invoices, receipts or other such documentation. Where the delivery of materials, components, or goods required under this agreement is delayed, through no fault of Lauderdale Electric, Inc., as a result of the shortage or unavailability of commodities, raw materials, components and/or products, Lauderdale Electric, Inc. shall not be liable for any additional costs or damages associated with such delay(s)."



## QUOTATION

1-844-TRUDOOR (844-878-3667 ext. 104) www.trudoor.com

 Date
 Quote #

 11/10/2023
 221718

Bill To

Village of East Dundee Dundee IL 60118

Ship To

Village of East Dundee Dundee IL 60118

	Ship Via	PO #	Quoted To	Sales	Rep
	Priority1 LTL			Gwen Davis	(ext. 104)
Qty		Item Description		Each	Total
2	Jamb Faces and 1" Head	nd Exit Device X Punch and Di		\$555.90	\$1,111.80
		sion = 39-1/2" x 81" Frame to B	utt Wall ***		
2		anel Embossed) - A40 Galvannea '9-1/8") - Polystyrene Core, 86 Edg		\$452.01	\$904.02
	RHR				
2	Exit Device Trim Function	Hole Prep (Metal Door)		\$49.00	\$98.00
	22x230L				
6	Trudoor BB-NRP (Non-R Satin Chrome)	emovable Pin) Ball Bearing Hing	e - 4.5" x 4.5" - US26D (652	\$7.88	\$47.28
2	Von Duprin 22L Rim Exit	Device with Lever - 3ft SP28 Alu	uminum - Less Cylinder	\$540.55	\$1,081.10
2	Trudoor TD-MC Mortise Satin Chrome)	Cylinder w/ Straight Cam - Schla	age C Keyway - US26D (626	\$19.75	\$39.50
2	LCN 1450 Rw/PA Door C	loser - Grade-1 (Size 1-6) - Slim C	Cover - AL 689 (Aluminum)	\$148.50	\$297.00
2	Pemko 171A Saddle Th Compliant)	reshold - 36" x 1/2" H x 5" W -	Mill Finish Aluminum (ADA	\$33.45	\$66.90
2	Pemko 315CN 36" Door 3	Sweep - Clear Anodized Aluminun	n w/ Neoprene Seal	\$15.11	\$30.22
2	Pemko 303AV Perimete Aluminum	er Jamb Weatherstrip Set - 36"	' x 84" - Vinyl x Mill Finish	\$31.91	\$63.82
2	Pemko 346C Overhead F	Rain Drip Cap - 40" x 2-1/2" - Clea	r Anodized Aluminum	\$19.10	\$38.20
2	HES 9600 Exit Device E Stainless Steel)	lectric Strike - Grade-1 - Dual Vo	Itage 12/24 VDC - 630 (Satin	\$326.03	\$652.06
6	Rubber Door Silencer - G	bray		\$0.20	\$1.20
1	Crate Charge for LTL Free for Unloading)	eight - Back of Truck, Tailgate De	livery (Recipient Responsible	\$95.00	\$95.00





## QUOTATION

### 1-844-TRUDOOR (844-878-3667 ext. 104) www.trudoor.com

Date	Quote #
11/10/2023	221718

Bill To

Village of East Dundee Dundee IL 60118 Ship To

Village of East Dundee Dundee IL 60118

Ship Via	PO #	Quoted To	Sal	es Rep
Priority1 LTL			Gwen Da	vis (ext. 104)
	I ubmit payment through our secure online payment gate		Tax Total	\$309.52
Please review this quote carefully. By submitting pay www.trudoor.com/terms-conditions/	ment, you approve this quote and agree to our terms	and conditions, which can be found at: https://	Subtotal	\$4,526.10
	tax. The tax total is an estimate and is subject to chan and you need to take advantage of your tax-exempt st		Shipping Cost	\$425.85
form to tax@trudoor.com			Total	\$5,261.47



# **PartitionPlus** 800-298-9696



Attn: Chris Ranieri 847-426-2822	November 28, 2023
Job: Village of East Dundee	Quote #: <b>41051TL</b>

We are pleased to enter our price on the following: **Toilet Partitions shipping to Dundee, IL. 60118** 

**Description**: Toilet Compartments are: **Floor Mounted w/ Overhead Brace** 

Quantity: (3) toilet stalls and (0) urinal screens Color: TBD

### Solid Plastic Toilet Partitions

Manufacturer: HADRIAN

\$3,520.00 **includes shipping**

** All hardware needed for installation is included **

Important terms of use information:

**** Damaged material that is signed for as "damaged" is replaced at NO CHARGE. ****

Although damage is unlikely, please inspect all material for possible damage at time of delivery, while the driver is still there so that you can sign for it as damaged. Do not refuse the delivery as this may cause a re-delivery fee. If material is damaged and not signed for accordingly we will not be able to file a claim against the freight company and it will be the customer's responsibility for payment of replacement items. Our contract with the carriers allows for a full inspection of all material regardless of the time it takes.

> Terms of Offer <u>By completing/paying for your order, you agree with and have</u> <u>verified the measurements we have provided on our shop drawings.</u>

This offer is good for 14 days from the date of this quotation. Methods of payment are: Visa, MasterCard, Discover, AmEx, Wire, or Check.

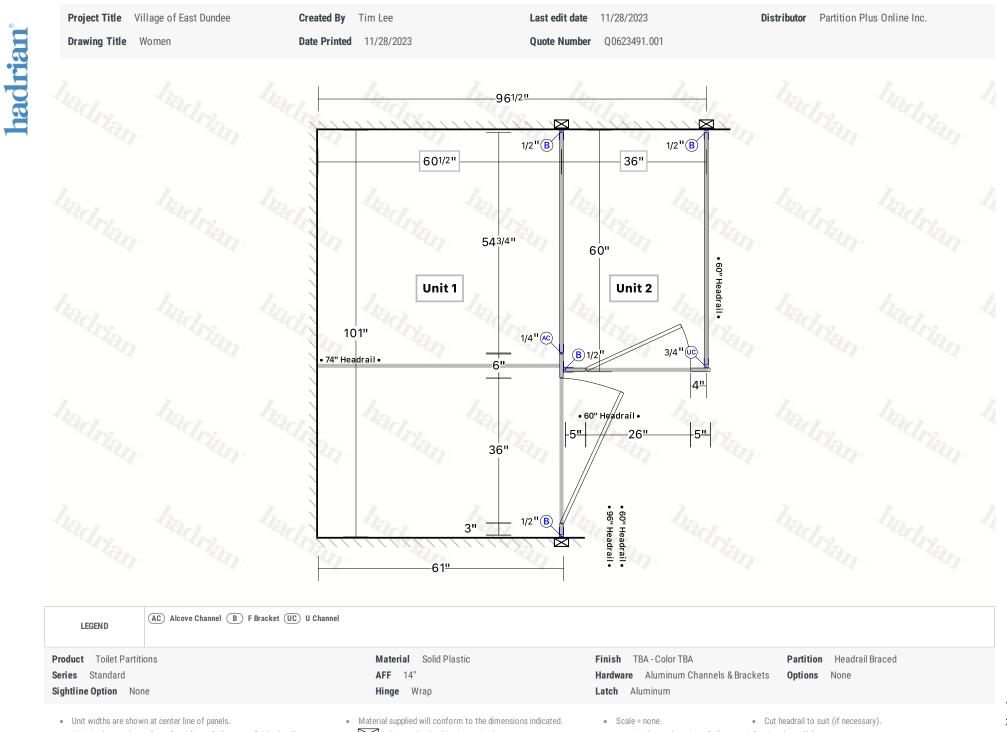
Project Title Village of East		Tim Lee 11/28/2023	Last edit date         11/28/2023           Quote Number         Q0623491.001	<b>Distributor</b> Partition Plus Onli	ine Inc.
Drawing Title Men	Date Printed	11/20/2023	Quote Number Q0023491.001		
			)1/2"		
		The day way	543/4"		
		U1 101" • 74" Headrail •	nit 1 6"		
		And Man	36"		
			3"1/2" B Headraid	ladrian hadrian h	
LEGEND (AC) Alcove C	Channel (B) F Bracket				
Product Toilet Partitions Series Standard Sightline Option None		<b>Material</b> Solid Plastic <b>AFF</b> 14" <b>Hinge</b> Wrap	<b>Finish</b> TBA - Colo <b>Hardware</b> Alumin	TBA <b>Partition</b> Headrail Braced im Channels & Brackets <b>Options</b> None	

• Unit depths are shown from front face of pilaster to finished wall.

- Material supplied will conform to the dimensions indicated.
- indicates that backing is required.

- Scale = none.
- ____ indicates location of pilaster reinforcing channel(s).

hadrian-inc.com



• Unit depths are shown from front face of pilaster to finished wall.

Indicates that backing is required.

indicates location of pilaster reinforcing channel(s).

hadrian-inc.com

PAGE 2 0F 5

## hadrian

### **Certified Class B Fire Rated Colors**

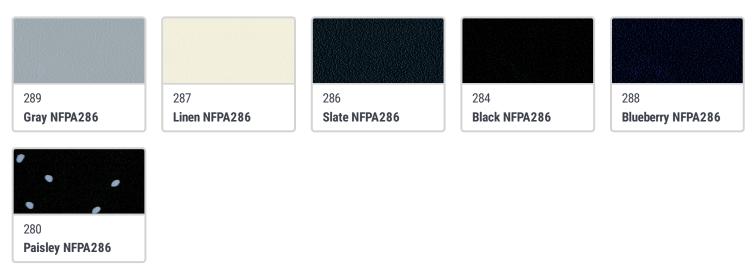
Flame Spread Index: 26–75 | Smoke Developed Index: 0–450

213	223	238	218	215
Bone	Linen	Almond	Fossil	Burgundy
239	225	231	222	212
Gray	Mocha	Slate	Hunter	Blueberry
	· · · ·			
		1		
	· · · · · · · · · · · · · · · · · · ·			
227	217	219	211	
Paisley	Canyon Granite	Frost Granite	Black	

Headrail braced, ceiling hung (for 9 ft ceilings and lower) and floor mounted toilet partitions available for Quick Ship in USA.

### NFPA 286 Fire Rated Colors

NFPA 286 Solid Plastic

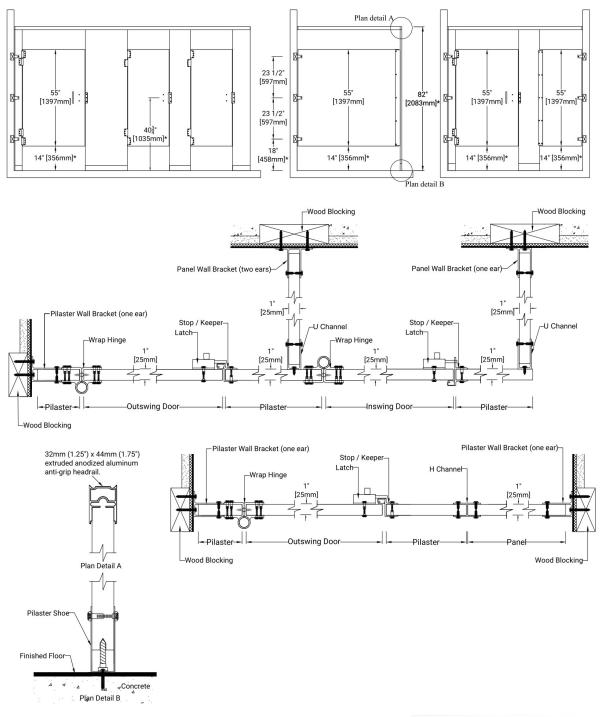


Made from durable high density polyethylene (HDPE) material, Hadrian's solid plastic toilet partitions are an ideal choice for high traffic and high abuse facilities such as schools, stadiums and parks.

Colors shown are appoximations only. For accurate color matches, refer to Hadrian's printed color card. Hadrian reserves the right to change colors and/or finishes without prior notice.

# hadrian

### Plastic Toilet Partitions Standard Series - Headrail Braced - 14" [356mm] AFF Aluminum Channels & Brackets - Aluminum Surface Latch & Wrap Hinge



### Important Notes:

Refer to final drawings for wood blocking information. Wood blocking is critical to ensure a rigid installation. See material specifications for material and hardware finishes.

*Above finish floor dimensions may vary due to floor level and cam position

# hadrian

### Material Specification

### HEADRAIL BRACED - SOLID PLASTIC TOILET PARTITIONS - STANDARD

### **1.01 Construction Features**

Doors, panels and pilasters shall be certified Class B polyethylene solid plastic. The material shall contain no foaming agents, which can cause the formation of air pockets. The self-lubricating surface is resistant to marking and can be maintained effectively with ordinary household cleaners. Material is ideal for toilet partition installations, especially in high abuse and high moisture environments.

### 1.02 Doors

Shall be (25mm) 1" thick by (1397mm) 55" high and straight cut with fine radius edges.

### 1.03 Panels

Shall be (25mm) 1" thick by (1397mm) 55" high and straight cut with fine radius edges.

### 1.04 Pilasters

Shall be (25mm) 1" thick by (2083mm) 82" high and straight cut with fine radius edges.

### 1.05 Headrail

Shall be 32mm (1.25") by 44mm (1.75") extruded anodized aluminum with anti-grip design. Wall thickness to be 1.5mm (0.060") and shall be securely attached to wall and pilasters with manufacturer's fittings in such a way as to make a rigid installation. All joints in headrails shall be made at a pilaster.

### **1.06 Pilaster Fastening Method**

Pilasters shall be securely and rigidly fastened to the floor with 3" (76mm) high stainless steel anchor shoes. Three heavy-duty aluminum brackets shall be used at the pilaster to wall connection.

### **1.07 Hardware and Fittings**

Doors are installed with 1/8" thick heavy extruded clear anodized aluminum hinges, which wrap around both the door and pilaster. Hinges are fastened to door and pilaster with tamper-proof 6-lobe security head stainless steel thru-bolts and fastened to the edge of the door and pilaster with a #10 x 1" screw. Top hinges have adjustable nylon cams.

Strike-keeper and throw latch are extruded clear anodized aluminum.

The combined stop and keeper shall have a 19mm (0.75") diameter bumper locked in place. Finish to match other hardware items. Doors shall be fitted with a zinc die cast, #4 brushed combined coat hook and bumper. Fasteners are theft-proof 6-lobe security head stainless steel screws. Hadrian door hardware meets ADA and Canadian barrier-free requirements.

Three heavy-duty aluminum brackets are used at the panel to wall connection and a full-height continuous aluminum channel is used at the panel to pilaster connection.

#### 1.08 Finish

Doors, panels and pilasters shall be certified Class B polyethylene with uniform color throughout. Color shall be as selected from Hadrian's color card.

This specification applies to room(s): Men, Women

### Memorandum

То:	Village President and Board of Trustees
From:	Brandiss J. Martin, Finance & Administrative Services Director Franco Bottalico, Assistant to the Village Administrator
Subject:	Strategic and Comprehensive Planning and Goal Identification Proposal
Date:	December 18, 2023

### Action Requested:

Staff recommends Village Board approval of a resolution authorizing the Village Administrator to execute a contract with Northern Illinois University's Center for Governmental Studies in the amount of \$39,900 for strategic and comprehensive planning services for the Village of East Dundee.

### Summary:

The Village is seeking to create new Strategic and Comprehensive Plans in 2024. Both plans are fundamental in developing the vision, goals, and priorities for the Board of Trustees and Village staff.

### Comprehensive Plan

Under the Illinois Municipal Code (65 ILCS 5/11-12-5(1)), a city or village plan commission is charged with preparing and recommending "a comprehensive plan for the present and future development or redevelopment of the municipality." A comprehensive plan is a long-term plan to help guide communities' growth and development over a period of 10 – 15 years. The plan includes recommendations to reach the desired vision of the Board and community. The most recent Comprehensive Plan Update as prepared by Teska Associates, Inc. was approved on October 21, 2002, with amendments approved on June 16, 2008, an addendum approved on April 5, 2010, and additional amendments were approved on April 11, 2010 and April 10, 2017. The typical planning process will take 10-12 months to complete and will include a series of Public Hearings and meetings for public involvement. The Village is in need of a new Comprehensive Plan to identify new development and redevelopment opportunities within the Village.

### Strategic Plan

Strategic plans are a valuable tool to help guide the Board and staff in looking at its current position, assess and respond to challenges and opportunities, increase effectiveness, envision the future, achieve consensus on strategies and objectives for achieving that vision, and to determine funding priorities. The Village's current strategic plan was approved on March 11, 2019 (no ordinance or resolution has been located).

### Attachments:

Resolution Strategic and comprehensive planning and goal identification proposal

Resol	lution	No.	

### A RESOLUTION OF THE VILLAGE OF EAST DUNDEE APPROVING A CONTRACT AGREEMENT BETWEEN THE VILLAGE OF EAST DUNDEE AND UNIVERSITY OF NORTHERN ILLINOIS'S CENTER FOR GOVERNMENTAL STUDIES FOR STRATEGIC AND COMPREHENSIVE PLANNING AND GOAL IDENTIFICATION

**WHEREAS,** the Village of East Dundee, Cook and Kane Counties, Illinois (the *"Village"*) is a duly organized and validly existing home-rule municipality and pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, has the authority to exercise any power and perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and,

**WHEREAS**, the Village has received a proposal from the University of Northern Illinois's Center for Governmental Studies for such services that the corporate authorities finds to be in the best interest of the Village.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the

Village of East Dundee, Cook and Kane Counties, Illinois, as follows:

Section 1. The Contract Agreement between the Village of East Dundee and

University of Northern Illinois's Center for Governmental Studies attached hereto as

EXHIBIT A, shall be and hereby is approved.

Section 2. The Village Administrator shall be and is hereby authorized to execute

EXHIBIT A and all other necessary related documents on behalf of the Village to

effectuate the Contract Agreement.

*Section 3*. This resolution shall take full force and effect upon its passage and approval as provided by law.

*Passed* by the President and the Village Board of Trustees of the Village of East Dundee, Illinois, this <u>18th day of December</u>, <u>2023</u>.

ABSENT:_____

### APPROVED:

Village President

Attest:

Village Clerk

### EXHIBIT A

#### AGREEMENT

THIS AGREEMENT, made and entered this _____ day of ______, 2023 by and between the BOARD OF TRUSTEES OF NORTHERN ILLINOIS UNIVERSITY, acting on behalf of Northern Illinois University through its Center for Governmental Studies referred to as the "University", and the VILLAGE OF EAST DUNDEE, located at 120 Barrington Ave., East Dundee, IL 60118, hereinafter referred to as "East Dundee", witnesseth:

- <u>Scope of Work</u>. In consideration of the mutual promises hereafter specified, the University and East Dundee agree to the services delineated in Attachment A, which document is incorporated by reference herein and made a part hereof.
- <u>Terms of Agreement</u>. The term of this Agreement shall be from the date above through January 31, 2025 or the completion of the project, whichever is later, unless the term is extended by the mutual written agreement of the parties.
- 3. <u>Compensation</u>. As full and complete compensation for these services, East Dundee shall pay the University a fee in the amount of \$39,900.00, payable according to the following payment schedule:

\$19,950.00 upon contract execution \$19,950.00 upon project completion

- 4. <u>Signed Counterparts.</u> This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. This Agreement must be manually signed and may be delivered by facsimile or email (in .pdf format) and upon such delivery the facsimile or .pdf signature will be deemed to have the same effect as if the original signature has been delivered to the other Party.
- 5. The parties hereto shall abide by the requirements of Executive Order 11246 and the Rules and Regulations of the Illinois Department of Human Rights, and there shall be no discrimination because of race, color, religion, sex, national origin, ancestry, age, marital

status, physical or mental handicap unrelated to ability or an unfavorable discharge from military service in the employment, training or promotion of personnel engaged in the performance of this agreement.

This Agreement constitutes the entire Agreement between parties hereto. There is no part of that Agreement not set forth herein; and no changes in or additions to said Agreement shall be valid unless in writing and signed by the parties hereto.

AS WITNESS WHEREOF, the parties have caused this Agreement to be executed as and of the day and year first written above.

### VILLAGE OF EAST DUNDEE

### CENTER FOR GOVERNMENTAL STUDIES NIU OUTREACH, ENGAGEMENT AND REGIONAL DEVELOPMENT

By			
Name:	date		
Title:			

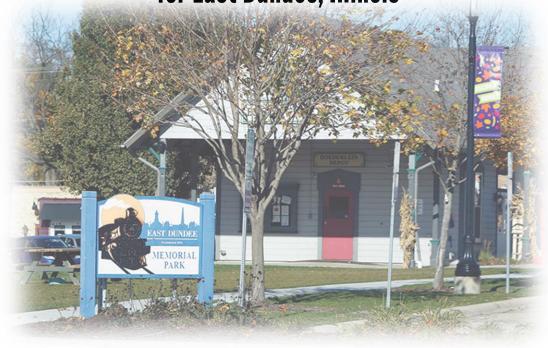
By_____ Gregory T. Kuhn Title: Director

date

### PLEASE RETURN A COPY OF YOUR W-9 WITH THE SIGNED AGREEMENT. NIU REQUIRES A CURRENT W-9 IN ORDER TO PROCESS INVOICES. THANK YOU.



# Strategic and Comprehensive Planning and Goal Identification Proposal for East Dundee, Illinois



August 31, 2023 Prepared by: NIU Center for Governmental Studies DeKalb, IL



NORTHERN ILLINOIS UNIVERSITY Center for Governmental Studies Outreach, Engagement, and Regional Development Center for Governmental Studies Outreach. Engagement. and Regional Develop.

**Mel Henriksen** Assistant Director Strategic Management, Policy, and Community Development

Wm. Monat Building 148 North 3rd Street DeKalb, IL 60115

PHONE 815-753-0323 FAX 815-753-7278

<u>mhenriksen@niu.edu</u> <u>www.cgs.niu.edu</u>

Building stronger regions through innovation and collaboration.

CGS provides expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, and information management issues. August 31, 2023

Brandiss Martin Finance & Administrative Services Director Village of East Dundee 120 Barrington Ave. East Dundee, IL 60118

RE: Proposal to provide strategic and comprehensive planning services

Dear Ms. Martin:

In response the village's request for a proposal to facilitate a multi-year strategic plan and update the village's existing comprehensive plan, the following outline and approach are offered for your consideration. The approach that follows addresses the needs identified during our recent conversation:

- Enable the village to identify and confirm a long-term vision and set organizational purpose and direction;
- Provide an analysis of the current operating environment;
- Involve diverse internal and external stakeholders, Village Board of Trustees, and staff in the process;
- Develop a strategic plan with clear priorities and measurable goals via a group leadership discussion process;
- Identify changes in the village and surrounding area that can be addressed through physical planning;
- Update all aspects of the existing comprehensive plan and incorporate additional components to strengthen the document as a policy tool;
- Launch an action planning session of the consensus goals; and
- Provide communicative summary documents/final reports for use by the board, administration, departments, and broader community.

Preparing strategic and comprehensive plans concurrently has advantages for the community including cost savings through shared research, a more complete analysis than would be possible based on community and staff input for either plan alone, and final documents that are coordinated and mutually supportive making implementation of each plan easier.

As the list of representative projects reflects, members of our proposed team, and the Center for Governmental Studies as a whole, have provided similar services for a variety of municipalities and local governments across Illinois. Egret and Ox Planning, our partner on this project, brings their extensive land planning expertise.

Thank you for the opportunity to be considered to assist the Village of East Dundee with this important undertaking. We would be pleased to meet further with the village's leadership team to review our proposed approach, amplify the outline presented in the scope of work, and confirm the goals and expectations for the project.

Sincerely,

Melissa NO

Melissa "Mel" Henriksen, *Assistant Director* Strategic Management, Policy, and Community Development NIU Center for Governmental Studies

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# Village of East Dundee Strategic Planning and Comprehensive Plan Update

# BACKGROUND

The Village of East Dundee ("village") has been actively planning for its future and working to meet the needs of its residents, businesses, and visitors. To guide future growth, the village is interested in updating its comprehensive and strategic planning efforts. Both internal feedback and broad community participation will be important to ensure that the plans are well supported and reflect organizational priorities and public desires. This proposal includes the scope of work, estimated fees and timing, and NIU-CGS/Egret+Ox ("the project team") combined qualifications to complete this project.

# **APPROACH**

It is our goal that the updated plans be firmly grounded in the needs and desires of the community, the unique characteristics of East Dundee, and the economic opportunities of the broader East Dundee area. Much has transpired in recent years, including new economic opportunities, changes in the population profile, new policies at the State and Federal level, COVID-19, growing attention to environmental and economic sustainability, and changes in local officials, among others. These changes warrant a fresh start in preparing the comprehensive and strategic plans.

The village has requested both a comprehensive plan and a strategic plan. By preparing these two plans simultaneously, the village will have documents that are mutually supportive, use similar terminology, and canmake coordinated decision making easier. This approach also results in cost savings to the village because there is some overlap of tasks. In addition, each plan benefits from additional research and input that might not have been available if just one of the plans was prepared. For example, the community input for the two plans is somewhat different but the feedback received when combined provides a richer data set to consider when developing each individual plan.

The scope of work is presented in four sections:

- 1. Data Gathering
- 2. Community Engagement
- 3. Comprehensive Planning
- 4. Strategic Planning

To deliver quality products in a cost-efficient manner, the following approach/scope of work indicates where tasks apply to both the comprehensive and strategic plans. The first step, data gathering, applies to both the comprehensive plan and the strategic plan.



### TASKS

#### 1. Data Gathering (Both Plans)

#### Task 1.1: Kick-off Meeting

Prior to beginning work, the project team will hold a kick-off meeting with the individuals who will be key contacts and a sounding board for the project. The kick-off meeting will be an opportunity for staff/officials to present issues, challenges, and opportunities. This will also be an opportunity to discuss the contract and timeline, address questions, and make needed adjustments. At this meeting, the project team will collect or learn of the availability of existing information that may be helpful in developing the plans. This may include:

- GIS, CAD, or other mapping files
- Specialized data sets relevant to East Dundee and Kane County
- Past studies and plans
- Ongoing plans for areas such as the riverfront and the Route 72 corridor
- Other relevant graphics and documents that may be helpful to carry out this project

At this meeting, forming a project task force composed of residents, business owners, and community leaders will be discussed. The task force is optional but can provide valuable insight throughout the planning process.

#### Task 1.2: Inventory of Existing Land Uses and Public Assets

This task includes a comprehensive inventory of East Dundee's existing land uses. The project team will conduct a first-hand assessment of the community through field reconnaissance, examining East Dundee's neighborhoods, commercial areas, employment centers, parks and open spaces, community facilities, transportation networks, and environmental features. While most of the existing conditions may be physical in nature, field reconnaissance – which will include walking and driving components – will provide an opportunity to understand the character, history, and development trends that shape East Dundee. Particular attention will be paid to the changes since completion of the existing plans and emerging patterns of development. Areas with potential for annexation will also be considered.

This task also will include an inventory of existing public assets and any plans for expansion or contraction. Assets to be inventoried include:

- Public/institutional uses, parks, open space, etc.
- Transportation network
- Utilities and infrastructure
- Environmental conditions
- Agricultural and natural lands
- Sustainability programs or systems



### Task 1.3: Analysis of Current Population and Potential Future Trends

This task will provide data and analysis of the present and projected future population of the village and relevant surrounding areas including the number of and growth in households, household size, age, income, commuting patterns, migration, employment, and other factors. This population profile will help the village understand the opportunities and challenges that directly impact the amount and types of development and related services that may be needed.

### Task 1.4: Evaluation of the Economy

Understanding the area economy is necessary to assess East Dundee's development opportunities and service needs. Thus, this task will address trends in employment and growth of relevant industries. The access NIU-CGS has to extensive databases on the area economy will strengthen this analysis. The opportunities provided by the community's location will be considered.

### Task 1.5: Project Status Meeting and Client Feedback

The project team will meet with the staff/task force at the conclusion of data gathering to present findings and discuss possible implications for both comprehensive planning and strategic planning. At this time, we can discuss any adjustments to the remaining scope of work that seem desirable based on the findings to date.

Deliverable: Data Assessment Summary including:

- Inventory of existing land uses and public assets
- Economic and demographic profile of East Dundee
- Projections of future resident profile
- Information on relevant surrounding area population
- Housing Profile
- Overview of potential commercial and industrial development

The next step, engaging the community in the planning process, also applies to both plans.



#### 2. Community Engagement (Both Plans)

#### Task 2.1: Evaluation of the Local Business Climate

While available economic data can describe the broad economy and the status of major sectors, it is only part of the picture in understanding the unique workings of a small-town economy like East Dundee's. Therefore, the project team will survey local owners about the status of and plans for their businesses, their thoughts on strengths and weaknesses of the business climate, ideas for how existing businesses can be more prosperous, and new businesses encouraged to choose an East Dundee location. We will develop this survey questionnaire so that the responses generate information translatable to the comprehensive and strategic plans and review the questions with the village prior to finalizing it. The project team will work with the village to develop the best mechanism for reaching all business owners. Generally, an online survey including background information and sharing the link directly by mail or email works well. The information generated will be particularly helpful in planning for areas oriented towards small, local businesses such as downtown. The database developed will provide the village with information useful in economic development planning as it relates to the comprehensive plan and other issues such as business incentives, technical assistance needed, and new business opportunities. In addition to considering the needs and growth potential of small businesses, the assets of the community and the characteristics of the regional economy may generate opportunities to attract larger employers. This possibility will be considered.

#### Task 2.2: Resident Survey

All East Dundee residents will have the opportunity to participate in an opinion survey. The survey will be conducted online with direct contact through a purchased email list or village list, a link on designated websites, and paper copies available in designated locations. The project team will work with local organizations such as the schools, churches, and service providers to encourage responses; and will monitor responses looking for groups that may not be well represented and reach out to contacts who can encourage underrepresented residents to respond.

#### Task 2.3: Additional Community Participation

The project team's approach to community participation can be summed up in two words: flexible options. Our toolbox of engagement practices includes a balanced set of in-person meetings and outreach activities mixed with web-based tools to provide virtual spaces for community members to participate in the planning process and share their feedback.

The project team is utilizing Social Pinpoint in planning projects. Social Pinpoint has proven to be a robust option in our engagement toolbox, providing the ability to utilize features such as comment maps, surveys, and idea walls on a project website. Rather than hosting a typical two-hour meeting on a weekday evening, virtual workshops make it possible to operate a workshop or open house for multiple days or even weeks to gather input from community members at their own pace and time. This brings the bonus of reaching out to people who are difficult to reach or often do not engage in the public process, as the virtual platform allows for a layer of anonymity for people to share more freely. The



project team will also work closely with local officials to link these web-based tools with the village's social media streams.

In addition to guiding the task force through the planning process and allowing space for their feedback on key community issues and draft deliverables, our approach includes engagement of public officials to keep the Board of Trustees and various boards and commissions up to date on project progress at key points and invite their active participation in certain outreach activities in the planning process.

### Task 2.4: Analysis of Collected Data

The project team will combine input from all participants to compose a picture of current thinking on the part of East Dundee residents and businesses and their anticipated needs and desires for the planning period. The input from each of the information gathering channels will be summarized as a stand-alone analysis as well, including a discussion of who participated in each channel so the findings can be reviewed with the appropriate context.

The data from these tasks will be combined with information gathered in the data gathering phase to show how all the components might interact and affect both plans.

### Task 2.5: Meeting with Village Staff/Task Force

The project team will meet with village staff/task force to develop a preliminary vision and goals. We will facilitate a discussion of a draft vision and goals based on community input and our prior research. Input received from this meeting will be used to refine the draft vision statement and goals. The draft vision and goals will provide a common starting point for both the comprehensive and strategic planning efforts that follow.

Deliverables:

- A summary of the input received from Tasks 2.1-2.4
- Preliminary discussion of vision and goals based on input received.

Up to this point, the scope of work has applied to both comprehensive planning and strategic planning. While the plans share many elements and each will benefit from the greater information gathered by combining efforts, each plan also has unique tasks required to produce two separate documents. A discussion of these tasks follows. While the comprehensive plan is discussed first and the strategic plan second, many tasks can occur at the same time.



#### 3. Comprehensive Planning

#### Task 3.1: Planning and Zoning & Historic Commission Workshop

The project team will meet with the Planning and Zoning & Historic Commission in a workshop format. We will present the findings from sections 1 and 2. We will then direct the commissioners to several maps and ask them to indicate locations or issues that they would like addressed in the comprehensive plan. We will also seek the commissioners' input on non-map related issues, and individuals or groups that should be brought into the process to a greater degree (see Task 3.2).

#### Task 3.2: Group Meetings and Interviews

There may be some groups or individuals whose input is important in preparing the comprehensive plan and who have not been sufficiently involved up to this point. We will identify these groups and individuals and engage them through focus groups or interviews. These meetings will help generate broader support for the plan.

#### Task 3.3: Goals and Objectives

Based on the information collected in all previous tasks, and the draft vision and goals developed in Task 2.5, we will suggest goals and objectives specific to the comprehensive plan. These goals and objectives will be presented to staff/task force in draft form for discussion and refinement.

Two approaches are presented for completing the comprehensive plan, a traditional approach and a transect approach. Each is described below. Each approach can be discussed with the village to determine which is the best fit for East Dundee. There is no difference in cost between the two approaches.

#### APPROACH A: TRADITIONAL APPROACH

#### Task 3.4: Identification of Key Sub Areas or Opportunity Zones

The project team will delineate suggested boundaries for sub areas or locations of Opportunity Zones and provide an explanation for our suggestions. Potential redevelopment locations will be identified.

#### **Task 3.5 Major Plan Elements**

This task will center on preparing strategies for the following plan elements:

- Residential
- Commercial
- Industrial
- Office, research and light industrial
- Mixed use
- Community facilities
- Flood plain and natural areas



#### Task 3.6: Future Land Use Plan

The project team will update the village's Future Land Use Map to ensure it reflects the current type of development and land use distribution and desired future uses within its municipal planning limits. While the current Future Land Use Map provides a solid foundation of land use designations, we will assess East Dundee's development trends and their influence on potentially new or refined land use designations that fit the village's expectations for balanced development and growth.

The outputs from the strategic planning process will play a critical role in defining the Future Land Use Map, particularly with regards to downtown, primary corridors, employment centers, opportunity areas, and key development sites. As a result, the Future Land Use Map will be developed concurrently with the strategic plan.

#### APPROACH B: TRANSECT APPROACH (Alternate Tasks 3.4-3.6)

As a potential option to explore, the project team can work with village staff to assess the applicability of utilizing the transect planning approach to update East Dundee's Comprehensive Plan, particularly the Future Land Use Plan. If village staff sees value in potentially applying the transect approach, we will work with staff to integrate this approach.

Inspired by New Urbanist smart growth principles, the transect approach views the community from the perspective of unique character districts. This allows for greater attention to placemaking, balanced growth, and sustainable development.

The result is a more inspired Future Land Use Plan and related plan elements with more forethought to:

- Acknowledge the East Dundee's distinct neighborhoods, corridors, and districts
- Protect critical natural resources
- Plan and design spaces through the lens of how people experience them

The transect approach can be a beneficial way to plan for long-term growth, development, and preservation, particularly as a useful method for communities like East Dundee that have clear delineations in development scales ranging from low intensity (e.g., low-density single-family neighborhoods, open spaces, etc.) to moderate/high intensity (e.g., downtown, corridor development, etc.).



As shown in the flow chart below, the transect approach has four components.

#### PLACE TYPES

Transects defined by broad place attributes



Sub-categories of

that further define

each Place Type

distinct areas

DEVELOPMENT CONCEPTS

#### FUTURE LAND USE PLAN

Site, building, and streetscape design elements at the block level Land use designations based on character districts to enhance notable places with distinct character

The table on the right summarizes one possible iteration of viewing East Dundee through the transect planning lens. In particular, the table identifies three Transect Place Types: (1) Neighborhoods; (2) Corridors; and (3) Special Districts. Potential character districts are defined for each of the three transects. Some transects may intersect given how the properties and blocks in one character district (Route 72/Main Street/Higgins Road Corridor, for example) may overlap with another character district (Downtown, for example). This is just one iteration of how the transect approach can be applied to East Dundee, with an actual transect approach up for discussion with staff.

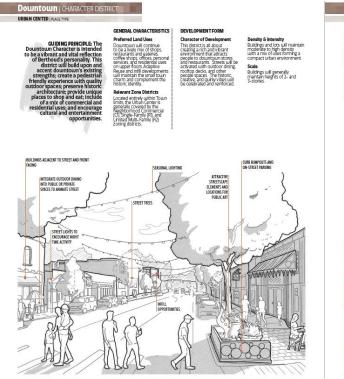
POTENTIAL TRANSECT APPROACH
FOR EAST DUNDEE
TRANSECT PLACE TYPE
NEIGHBORHOODS
CHARACTER DISTRICTS
West of Fox River Trail Neighborhoods
Bonnie Dundee Rd/Ravine Rd Neighborhoods
North of Barrington Avenue Neighborhoods
South of Barrington Avenue Neighborhoods
TRANSECT PLACE TYPE
CORRIDORS
CHARACTER DISTRICTS
Route 72/Main St/Higgins Rd Corridor
Route 25/Dundee Ave Corridor
Route 68/Barrington Ave/Penny Ave Corridor
TRANSECT PLACE TYPE
SPECIAL DISTRICTS
CHARACTER DISTRICTS
Downtown
East Side Industrial Area

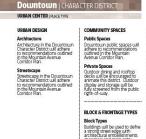


Each Transect Place Type has its own Character Districts, which are sub-categories of each transect that further define distinct areas. After defining the Transect Place Types and Character Districts, the third level of the transect approach is Development Concepts, which defines the site, building, and streetscape design elements at the block level for each Character District. The graphic below summarizes these design and development elements for a potential Downtown Character District.

The Future Land Use Plan is the fourth and final level of the transect approach. The Transect Place Types and underlying Character Districts translate into a Future Land Use Plan Map, with the Development Concepts providing for greater level of design and development detail to advance the village's placemaking goals and character-based development to enhance the vitality of East Dundee's neighborhoods, corridors, and districts.

The remaining comprehensive planning tasks (3.7-3.11) apply to both the traditional approach and the transect approach.





DBILITY & CO

which was posed in the Mountain Avenue Corridor Plan, is supported by the Comprehensive Plan because a safe and low stress east/west connection is a priority.

A north/south regional trail has been considered along the BNSF railroad corridor Downtown sidewalks will be directly connected to this trail and indirectly connected to other local and regional trails.





#### Task 3.7: Implementation Plan

The project team will prepare an implementation plan with action items reflecting the various strategies outlined in the Comprehensive Plan Update. The implementation action plan will include prioritized objectives, information sources, examples of similar projects, and potential funding sources to the action steps to ensure the village and its partners can effectively transition from long-range planning to active implementation on a regular basis. The implementation plan will be coordinated with the implementation plan prepared through the strategic planning process. The format of the plan will be discussed with the village to arrive at a useful and user-friendly document.

#### Task 3.8: Design Guidelines

The project team will prepare a general set of design guidelines that reflects feedback from the village and community. These general design guidelines can set the stage for more detailed design standards and concepts that the village can pursue as part of future planning efforts, such as a downtown plan, a river corridor plan, specific corridor plans, community branding and wayfinding plan, and updates to the village's landscape and sign codes.

#### Task 3.9: Draft Land Use Plan and Report

The project team will prepare a draft of the future land use plan and accompanying report for review by village staff, task force, and the Planning and Zoning & Historic Commission. We will revise the documents based on comments received.

#### Task 3.10: Public Hearing

The project team will, if desired, facilitate a presentation and discussion for the public hearing held by the Planning and Zoning & Historic Commission.

#### Task 3.11: Final Report and Presentation

When an agreed upon draft has been developed and the Planning and Zoning & Historic Commission has recommended adoption, we will be present at the Board of Trustees meeting discussing plan adoption and can present the plan at that meeting or answer questions, if desired. Upon adoption, we will provide the village with an electronic copy of the plan in pdf format, an electronic copy of the plan in an editable and amendable format, and a pdf download link to be posted on the village's website.



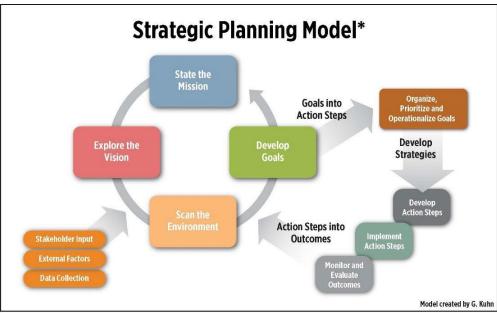
#### 4. Strategic Planning

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

NIU-CGS recommends a collaborative/participative format that will enable the Village President, Board of Trustees, and senior staff to collaboratively gain insights, share perspectives, and undertake an exploration of organizational dynamics generating a consensus view of the village's future. The result of the process will be a thorough discussion of policy and administrative leaders' views of the village's most critical goals, objectives, and organizational arrangements for both the short- and long-term. The strategic planning activities outlined in the scope of work include:

- Pre-Workshop Strategic Planning Readiness Meeting with project staff designated by the village
- Pre-Workshop Environmental Scanning Interviews and Focus Groups
- Strategic Planning Workshop(s) with the Village President, Board of Trustees, and senior staff (e.g., department heads)
- Post-Workshop Goal Prioritization Exercise with the Village President and Board of Trustees
- Post-Workshop Action Planning Launch with the project staff designated by the village

Taken as a whole, the strategic planning process that is envisioned and described here can be represented in a model of the various steps and elements in a cycle of input, environmental scanning, goal setting, prioritization, action planning, and re-examination of the village's progress.



* Model generally represents the steps that are taken for this type of initiative.

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A detailed description of the strategic planning process components follows.

#### Task 4.1: Pre-Workshop: Strategic Planning Readiness

The kick-off meeting described in Task 1.1 will cover many of the topics normally included in the preworkshop meeting. An additional meeting focused just on strategic planning can be held at this time, if needed.

# Task 4.2: Pre-Workshop: Taking Stock – Listening and Learning from Stakeholders Inside and Outside of the Organization

This pre-workshop component is an important piece designed to help ground the process as listening is vital to planning. The project team will use various techniques for gathering background data ranging from "desktop" review of documents to interviews. These steps are an important part of taking stock by the project team to help understand current municipal policy and operational perspectives, perceptions, and preferences.

*Interviews* are an interactive/source-focused approach that provides participants with an opportunity to share personal perspectives. NIU-CGS can utilize a mix of interviews and targeted focus groups to gain a one-on-one type of input. For interviews, NIU-CGS will utilize a professional interviewer/team member, resulting in highly personalized participation and the in-depth sharing of ideas. It is the most labor-intensive but highly informative approach to gathering stakeholder input. A list of six to 10 key questions would be developed to help guide the interviews. The focus of the interviews is to gain an initial perspective of important strategies, activities, programs, and services by building a balanced and informed view of the village's opportunities, challenges, desires, and essential goals.

#### Interview Suggestions – Virtual (Zoom) or Phone Options Available

Organization Views: Village Leaders and Senior Staff

- Village Administrator (1 interview, 1 hour)
- Village President (1 interview, 1 hour)
- Village Board of Trustees (6-7 interviews, 30 minutes each Village Clerk if desired)

*Focus groups* are also an interactive approach that assures broad participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on five to six discussion questions that highlight key areas of insight for the process. The advantage of focus groups is the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments. Similar to the interview approach, the aim of the focus group sessions will also be to gain a balanced and informed view of the village from each stakeholder's unique perspective. The ideal size for focus groups is approximately 12-15 participants. These can be done virtually as well and concurrently with other portions of the process.



While some of the same or similar community members/groups were outlined above to provide input into the comprehensive plan, a different methodology (e.g., questions, structures, etc.) will be used for the strategic planning process. The list of suggested focus groups provided below may be modified per the village's request. For example, if the village feels that they received robust enough input from the business community it may not be necessary to conduct a focus group with businesses during the strategic planning process. This can be determined during the kick-off meeting as outlined in section 1 of the scope of work.

#### Suggested Focus Groups for Stakeholder Input

Community Views and Perspectives

- Village Front-line Staff (1 focus group)
- Intergovernmental Partners/Civic Organizations (1 focus group)
- Business Community (1 focus group)
- Invitational Residents (1 focus group)

#### Data Analysis and Thematic Summarization

• NIU-CGS will provide a summary of themes and key issues/desires as expressed by stakeholder focus groups

#### Task 4.3: Strategic Planning Workshop(s): Bringing Together Ideas and Feedback to Form Leadership's Goals & Expression of the Future

Leadership Retreat Workshop Agenda

- Visioning for the Future
  - Review and affirm or adjust: what is our vision of the future for the village, the community? This discussion will begin with the draft vision prepared in Task 2.5.
    - Imagine the village 10, 15, 20 years from now...
- Environmental Scan Part I. Stakeholder Input Summary Review
  - Presentation of stakeholder input, where the CGS team will provide a summary of the themes and key issues/topics as expressed by organizational and stakeholder focus groups. This will be a review of information presented in Task 2.4.
- Environmental Scan Part II. Group S.W.O.C. Analysis
  - Review the village's internal strengths and weaknesses.
  - Review of the village's external opportunities and challenges.
- Group Goal Identification
  - Development of short- and long-term goals from exploration of key issues discussion. Previous discussions from Task 2.5 and discussions held in conjunction with comprehensive planning will be considered.
  - Categorization of goals (routine or complex/short- or long-term)
    - The vision and goals discussed in the comprehensive planning process will be incorporated into the conversation.



#### Leadership Workshop Options (5-6 contact hours)

- One full day (9:00 a.m. 3:00 p.m.)
- $\circ$  One full night (3:00 p.m. 9:00 p.m.), or
- Two half weeknights (6:00 p.m. 9:00 p.m. each)

#### Task 4.4: Post-Workshop: Elected Official Prioritization

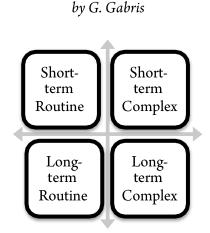
- Goal refinement and consolidation (as needed) with village staff and CGS team.
- Online Board of Trustees goal prioritization/ranking exercise.
- Prioritized goals tallied and results prepared and sorted by time and complexity matrix

### **Prioritization Process Overview**

Following the classification exercise, the Board of Trustees will be asked, through a post-workshop goal prioritization/ranking exercise, to delineate why certain goals should be given high priority, and why some goals, although worthy, should receive lower priority. Point values will be assigned to each goal in each quadrant by the board. The resulting consensus ranking of short- and long-term goals to achieve the future vision will be the outcome of this phase of the process.

The village's strategic goals will be presented in a 2x2 time and complexity matrix, with consensus priority rankings, as illustrated below:

**Goal Classification Matrix** 



### Task 4.5: Post-Workshop Implementation Review – Action Planning Launch

Presentation of tools/techniques for an effective implementation launch in the organization

- Operationalizing the goals clarification of goals statements
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps/work plans

Strategic plan implementation and comprehensive plan implementation will be coordinated.

#### Task 4.6: Final Summary Report

A final report documenting the strategic planning process and outcomes will be provided to staff for approval. A standalone executive summary will also be produced. Both will be provided in electronic form.



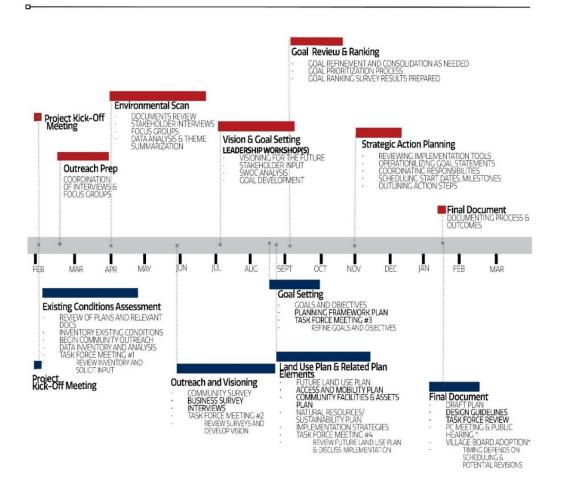
### **ESTIMATED TIMELINE**

The estimated time to complete the strategic plan and comprehensive plan is twelve months with a start date of approximately February 1, 2024. The timeline is dependent on receiving timely responses to inquiries and the scheduling of meetings with staff/task force, Planning and Zoning & Historic Commission, and Board of Trustees. Modifications to the schedule and/or budget will be mutually agreed upon by the Village of East Dundee and the project team. Schedule start date, timing, and dates are subject to change. In particular, community engagement activities may occurthroughout the entire planning process to provide the public and stakeholders with opportunities to share their input at various points of the process. See an illustration of the project timeline below:

### VILLAGE OF EAST DUNDEE PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning (top) and Comprehensive Planning (bottom) processes will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the two planning processes. This underscores how the Strategic Plan and Comprehensive Plan will build off and support each other, while operating as independent documents that guide village decision making and allocation of resources.

# STRATEGIC PLAN



NORTHERN ILLINOIS UNIVERSITY Center for Governmental Studies Outreach, Engagement, and Regional Developmen

# **COST OF SERVICES**

The total cost for the services described in the scope of work is \$39,900 and is inclusive of travel and expenses.

# QUALIFICATIONS

Northern Illinois University and Egret+Ox will combine their talents, experience, and resources to prepare East Dundee's Comprehensive and Strategic Plans. Qualifications for each follow.

# **MISSION AND QUALIFICATIONS OF NIU AND CGS**



Since 1969, the Center for Governmental Studies has provided expertise to help decisionmakers throughout Illinois implement efficient, sustainable, and cost-effective approaches to social, economic, land use, and information management issues.

This expertise is provided to governmental entities at all levels, private enterprises, public-private partnerships, and institutions of higher education. As part of Northern Illinois University's Division of Outreach, Engagement, and Regional Development, NIU-CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

NIU-CGS is part of an academic institution. Our approach asks, "what do you need and how can we help you come to a useful decision?" That means that what we do in each project depends on what the organization needs, rather than what we have done many times before. Our main interest is to bring the University's resources, skills, and commitment to public service to help East Dundee make smart choices and investments that yield desired outcomes. The types and depth of analyses will probably differ quite a bit from what we did in the previous project or do in the next one and we often do not recover all expenses, calling it public service.

A key NIU-CGS asset is access to an extensive array of public and proprietary data resources. Federal data sources include the Bureau of the Census, Bureau of Economic Analysis, and the Bureau of Labor Statistics. State sources include the Illinois Department of Employment Security and the Illinois Department of Revenue. A variety of published and proprietary sources contain data for hundreds of demographic, economic, and socioeconomic variables for various geographies in a variety of formats including electronic, internet, print, and thematic maps that can be used in this project.

Located in DeKalb, NIU-CGS clients are rural counties and smaller communities. NIU-CGS staff have been involved in several projects that will inform the proposed work in East Dundee. Over the past few years, CGS completed community development or comprehensive plans for fourteen communities with populations of 5,000 or less as well as many others with populations between 5-10,000. These plans generated an in-depth look at the status and potential of each community, providing ideas that may



apply to East Dundee's future growth. These plans are often combined with other kinds of plans, including strategic plans, economic development strategies, and housing studies.

The CGS Public Management and Training team is currently facilitating strategic plans for 26 area municipalities and other taxing bodies. Team members are respected throughout Illinois for their facilitation skills. These skills will be assets in working with East Dundee's residents and committees/commissions to arrive at goals, objectives, and plan elements.





Egret+Ox Planning, LLC is a minority-owned community planning small business providing a range of services built on the foundation of urban planning experience dating back to 2001, including extensive project experience across Illinois. Serving as Principal Planner, **Todd Vanadilok, AICP,** launched Egret+Ox as a small business to provide planning services with a cost effective and flexible approach that meets the varying needs of clients to strengthen our communities. As an independent contractor, Todd operates his practice as a virtual office to serve clients in a flexible, efficient, and responsive manner, no matter where they are located.

Egret+Ox is certified as a Disadvantaged Business Enterprise(DBE), Minority Business Enterprise (MBE), Emerging Small Business (ESB), Emerging Business Enterprise (EBE), and Small Business Enterprise (SBE).

To learn more, please visit: <u>https://egretandox.com</u>

#### MUNICIPAL PLANNING

- :: Comprehensive Planning
- :: Zoning & Ordinances
- :: Development & Site Plan Review
- :: Economic Development
- :: Tax Increment Financing (TIF)
- :: Special Service Areas (SSA)
- :: Retainer Services

#### SPECIAL AREA PLANNING

- :: Transit Oriented Development (TOD)
- :: Downtown Planning
- :: Corridor Planning
- :: Subarea Planning

#### COMMUNITY DEVELOPMENT

- :: Neighborhood Planning
- :: Strategic Planning
- :: Capacity Building
- :: Housing

#### DOCUMENT & GRAPHIC DESIGN

- :: Data Visualization
- :: Document Layouts
- :: GIS
- :: Mapping
- :: Proposal & Grant Writing

#### OUTREACH

- :: Meeting Design & Facilitation
- :: Outreach Materials
- :: Web-Based Outreach
- :: Project Websites
- :: Community & Site Marketing Materials







With a solid understanding that the comprehensive plan is one of the fundamental bases for planning. I have completed several comprehensive plans over my planning career. My experience spans from small towns and emerging communities to well established cities and growing counties.

Whether updating an existing plan or creating a new plan from scratch, my typical approach ensures that the comprehensive plan understands existing conditions, integrates modern planning practices, honors core community values, and reflects market realities.

Implementation and adherence to a community's comprehensive plan is just as important, if not more, as the creation of the plan. My project experience also includes continuing service support such as development review, site plan review, and follow-up work.

#### RECENT COMPREHENSIVE PLANS

Bannockburn Strategic & Comprehensive Plan | BANNOCKBURN, IL Berthoud Comprehensive Plan Overhaul | BERTHOUD, CO Cortland Comprehensive Plan | CORTLAND, IL Dwight Comprehensive Plan & Housing Study | GENOA, IL Highland Park Comprehensive Master Plan Update | HIGHLAND PARK, IL Homer Glen Comprehensive Plan Update | HOMER GLEN, IL Lake Zurich Comprehensive Plan | LAKE ZURICH, IL Monticello Comprehensive Plan & Housing Study | MONTICELLO, IL Oak Brook Terrace Comprehensive Plan | OAK BROOK TERRACE, IL Oregon Comprehensive Plan | OREGON, IL Sycamore Comprehensive Plan Update | SYCAMORE, IL

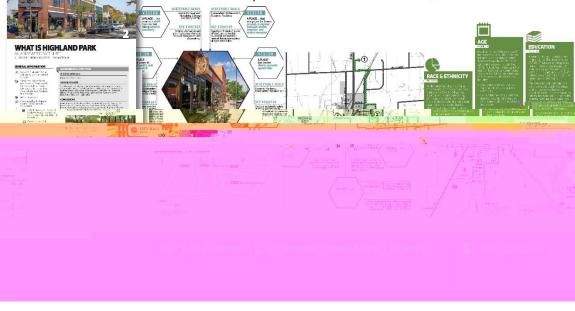
#### PAST COMPREHENSIVE PLANS

Canton Comprehensive Plan | CANTON, IL Canton Comprehensive Plan Implementation Support | CANTON, IL Carlinville Comprehensive Plan | CARLINVILLE, IL Forsyth Comprehensive Plan | FORSYTH, IL Gardner Comprehensive Plan | GARDNER, IL Glenwood Comprehensive Plan | GLENWOOD, IL Kendall County Land Resource Management Plan | KENDALL COUNTY, IL Long Grove Comprehensive Plan | LONG GROVE, IL Princeton Comprehensive Plan | PRINCETON, IL Romeoville Comprehensive Plan | ROMEOVILLE, IL

#### CONTINUING SERVICES

Development & Site Plan Review | ALGONQUIN, IL Development & Site Plan Review | HIGHWOOD, IL Development Review & Planning Services | KENDALL COUNTY, IL Expert Testimony (Mining Land Use Case) | KENDALL COUNTY, IL Expert Testimony (Property Acquisition Zoning Case) | STREATOR, IL

NOTE: Unless noted otherwise all projects were completed by Todd Vanadilok while with his previous employer. Teska Associates, Inc. All graphics and text shown below were created and written by Todd. Projects completed by Todd via Egret 6 Ox Plannag, LLC are denoted with a blue tag (). Award-winning projects are denoted with a blue star ().





# SELECTED RELEVANT PROJECTS: NIU-CGS and Egret+Ox, LLC

#### **Current Projects**

- Genoa Comprehensive Plan, Strategic Plan and Housing Study Reference: City Administrator, Alyssa Seguss, <u>aseguss@genoa-il.com</u>, (815) 784-7106
- **Oregon Comprehensive Plan** Reference: City Administrator, Darin DeHaan, <u>ddehaan@cityoforegon.org</u>, (815) 732-6321
- Bannockburn Comprehensive Plan and Strategic Plan (Public review in process) Reference: Village Administrator, Stephanie Hannon, <u>shannon@villageofbannockburn.org</u>, (847) 945-6080 x222
- **Cortland Comprehensive Plan (Adoption pending)** Reference: Mayor Mark Pietrowski, <u>mayor@cortlandil.org</u>, (815) 756-9041

### **Completed Projects**

- City of Monticello Comprehensive Plan Update and Strategic Plan 2023 Reference: Director of Community Development, Callie Jo McFarland, cjm@cityofmonticello.net, (217) 762-2583 x28 City of Monticello Comprehensive Plan City of Monticello Strategic Plan
- **Dwight Comprehensive Plan and Economic Recovery Plan** Reference: Village Administrator, Crissy Livingston, <u>clivingston@dwightillinois.com</u>, (815) 584-3077 <u>Village of Dwight Comprehensive Plan</u>
- Homer Glen Comprehensive Plan & Municipal Standards Update Reference: Former Director of Planning and Zoning, Current Community Development Director for the Village of Itasca, Vijay Gadde, AICP, Village of Homer Glen, <u>vgadde@itasca.com</u>; (630) 228-5671 <u>Village of Homer Glen 2020 Comprehensive Plan</u>
- Berthoud Comprehensive Plan Update
   Reference: Town Administrator, Chris Kirk, Town of Berthoud, <u>ckirk@berthoud.org</u>; (970)
   532-2643

Berthoud, CO Comprehensive Plan

The Berthoud Comp Plan utilized the transect planning approach described earlier in the Scope of Work in optional Tasks 3.4-3.6.

 City of Rochelle Strategic Plan Reference: City Manager, Jeff Fiegenschuh, <u>jfiegenschuh@rochelleil.us</u>, (815) 562-6161 <u>City of Rochelle 2022 Strategic Plan</u>



- City of Sycamore Comprehensive Plan Update 2021 Reference: City Manager, Michael<u>Hallmhall@cityofsycamore.com</u>, (815) 895-4515 <u>City of Sycamore 2021 Comprehensive Plan Update</u>
- City of Villa Grove
   Reference: City Administrator, Jacki Athey, City of Villa Grove, jacki.athey@villagrove.org,
   (217) 832-4721
   <u>Villa Grove Report</u>
- DeKalb County CEDS
   Reference: Executive Director, Paul Borek, DeKalb County Economic Development Corporation, <u>borek@dcedc.org</u>; (815) 895-2711 x203

   <u>DeKalb County CEDS Report</u>
- Woodstock Age Friendly Livable Community Action Plan Reference: Economic Development Director, Garrett Anderson, City of Woodstock, <u>ganderson@woodstockil.gov</u>, (815) 338-3176 <u>Village of Woodstock Age Friendly Livable Community Action Plan</u>
- Village of Elburn Strategic Plan Update Reference: Village Administrator, John Nevenhoven, <u>jnevenhoven@lburn.il.us</u>, (630) 365-5062 <u>Village of Elburn 2022 Strategic Plan</u>

### **MEET YOUR TEAM**

We match the capabilities of our personnel with your requirements. Our project team consists of experts with experience in a rigorous housing and demographic assessments, land planning, economic development, data analytics, demography, GIS mapping, public participation, municipal management, downtown revitalization, and other expertise suitable for a project of this nature. *Mim Evans, Todd Vanadilok, and Mel Henriksen will co-direct the project.* 

#### Mim Evans, MS, Senior Research Associate, NIU-CGS

Ms. Evans is a Senior Research Associate in community and economic development and has been with CGS for 10 years. Mim focuses on small cities and rural communities working to maximize growthin their economies and quality of life while protecting their unique identities and environments. Recent and ongoing work includes comprehensive plans for Sycamore, Cortland, Dwight, Genoa, Oregon, and Bannockburn, IL; Woodstock, Illinois' award-winning Age Friendly Livable Community Action Plan; housing studies for Monmouth, Genoa and Monticello, IL, arts master plan for the Woodstock, IL, and economic development strategies for Bannockburn and Dwight, IL.; and. She is a regular speaker on trends in community development at state and national conferences.

Prior to joining CGS, Mim was executive director of Genoa Main Street and a consultant with a national firm specializing in determining the feasibility of a variety of public and private real estate development projects. She has a BS in urban planning from Michigan State University and an MS from the University of Wisconsin-Madison in urban and regional planning. Mim is a member of the Geneva, IL Plan Commission, and served on the Geneva Downtown Zoning Task Force and several public boards and commissions related to community development. She helped found and co-chair DeKalb County Community Champions, a grass roots group of leaders from communities across DeKalb County focused on community development and collaboration.

#### Todd Vanadilok, AICP, Principal Planner, Egret+Ox

Mr. Vanadilok launched his firm, Egret+Ox Planning LLC, in 2017 after 16 years of private consulting with the Chicago area based Teska Associates, Inc. While working for a leading urban planning and design firm in one of the country's most prominent metropolitan areas, Todd has amassed extensive experience in various areas of focus in the field of community planning. His experience spans the entire spectrum of community types, ranging from counties, municipalities, and corridors to downtowns, neighborhoods, and single blocks.

Most of Todd's experience springs from work with municipal clients, where he has prepared comprehensive plans, updated zoning codes, completed economic development studies, and conducted development review. At a regional scale, Todd has served as lead planner for county-wide land resource management plans, regional housing policy studies, and interjurisdictional corridor plans. At the micro scale, he has prepared neighborhood plans and devised strategic plans for community-based organizations via initiatives with Enterprise Community Partners, Habitat for Humanity, LISC Chicago, and the Chicago Housing Authority. Todd's leadership roles with various executive boards and working committees have built up his capacity to collaborate with a broad network of governmental agencies, community organizations, organizational partners, and other professional consultants across a large metropolitan region. He is also an advocate for creating appropriate planning and design graphics to clearly communicate ideas and ensure sound decision making by communities and organizations.

Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development. Ms. Henriksen has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, school and other districts, boards of directors, and institutes of higher education. For the past 15 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions,



demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a Master's degree in Public Policy both from the University of Northern Iowa. Mel is a former Board member for the Illinois Rural Health Association and was the chair of its Research and Education and Conference Committee. In addition, she is also a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and has taught courses at NIU and Kishwaukee College including strategic performance management and American government.

#### Mindy Schneiderman, Ph.D., Assistant Director, Survey Research at NIU-CGS

Dr. Schneiderman joined NIU as the Associate Director of NIU's Public Opinion Laboratory in 2008. She was the Director of the Division of Survey Research and Analysis at the American Medical Association for 10 years. She has a Ph.D. in Cognitive Psychology from Rutgers University.

Dr. Schneiderman brings to the project more than twenty-five years of experience managing projects using telephone, mail, and Internet survey data collection methodologies, as well as experience conducting focus groups and in-person interviews. She was the project manager for the surveys on the community's and businesses' perception of Northern Illinois University. She has also managed survey research projects on the public's perception of the American Medical Association. Mindy served on related projects such as the Dubuque Poverty and Crime Study and oversees the Behavioral Risk Factor Surveillance System (BRFSS) data collection process and has worked on several surveys related to policing, including a survey of police in training in Chicago which was part of the National Police Research Platform; a survey of East Haven, CT, residents perceptions of police; and a survey of Oak Park, IL, individuals who had contact (traffic stops, etc.) with the police to determine their satisfaction with the police interaction.

### Greg Kuhn, Ph.D., Director, NIU-CGS

Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults with governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies midcareer with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Assistant to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 43 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted



over sixty strategic planning projects for public and nonprofit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

#### Alli Hoebing, MPA, Research Specialist, NIU-CGS

Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergrad at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

At CGS, Alli also works with the Associations Management team, serving as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). Alli also works with the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), and the American Planning Association's Illinois Chapter (APA-IL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics and strategic planning.

#### Other Project Staff and Support

The project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

