Village Board of Trustees Agenda

Sandra "Sandy" Frum Board Room
1225 Cedar Lane Northbrook, IL 60062
Tuesday, April 14, 2026

7:30 PM

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **MINUTES APPROVAL**
   A. March 10, 2026 Regular Board Meeting Minutes for Approval
4. **SWEARING IN OF TRUSTEE TAMARA H. REESE**
   A. Consideration and Approval of the Village President's Appointment to Fill a Vacancy in the Office of Village Trustee
   With the Board's consideration and approval, Tamara H. Reese will fill the Trustee vacancy with the resignation of Trustee Kohler.

   04.10.2026 Trustee Appointment Memo
5. **PUBLIC HEARING**
   A. Public Hearing on the Fiscal Year 2027 Annual Budget
   The Village's FY27 begins May 1, 2026 and runs through April 30, 2027. The Village is required by State statute to hold a public hearing on the budget prior to its adoption. The public hearing and the adoption of the budget may be accomplished during the same Board meeting.
   B. An Ordinance Adopting the Budget of the Northbrook Public Library, County of Cook, State of Illinois for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027
   The Northbrook Public Library is a legally independent taxing district with its own Board of Directors, established and operated pursuant to the Illinois Local Library Act. 75 ILCS 5/1 et seq. Pursuant to the above referenced Library statute, in addition to the Library Board of Directors, as a component unit of the Village, the Village Board is also required to approve the Library's budget.
   C. An Ordinance Adopting the Municipal Budget of the Village of Northbrook, County of Cook, State of Illinois for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027
   The FY27 Budget Ordinance, as recommended for approval, is materially consistent with the Recommended Budget presented to the Administration and Finance Committee of the Village Board on March 10, 2026.

6. PUBLIC COMMENT TIME

This agenda item is reserved for members of the public who desire to address the Village Board on a topic that is within purview and jurisdiction of the Village Board, but that is not listed in another location on the agenda. If you would like to speak about a matter that is listed on the agenda, we ask that you wait until that agenda item is called, and we will give you an opportunity to speak then. If your matter is on the "Consent Agenda", please let us know if you would like us to remove that matter so that you can speak about it.
Anyone desiring to speak should fill out a written speaker form (located in the back of the Board Room) and submit it to the Village Clerk. "Public Comment Time" is not a forum for open dialogue or engagement with members of the Village Board. Rather, it is intended as an opportunity for you to make comments to the Village Board. While the Village Board will not immediately respond to public comments at this meeting, or engage in a back and forth discussion during the meeting, please be assured that the Board is actively listening to all comments, thoughts, and suggestions.
All speakers will be limited to a total of three minutes. We request that everyone be respectful, civil, and non-repetitive; and we ask that members of the audience refrain from applauding or making any other comments during or after any speaker. Thank you for your understanding and taking the time to contribute to the success of our community.

7. MANAGER'S REPORT

A. Weekly Village Manager Reports
- Week Ending March 13
- Week Ending March 20
- Week Ending March 27
- Week Ending April 3
- Week Ending April 10

8. WARRANT LIST

A. Review and Approval of Escrow Deposits/Performance Bond Refunds Processed Between March 1, 2026 - March 15, 2026
B. Review and Approval of Payments Processed Between March 1, 2026 - March 15, 2026

C. Review and Approval of Escrow Deposits/Performance Bond Refunds Processed Between March 16, 2026 - March 31, 2026
D. Review and Approval of Payments Processed Between March 16, 2026 - March 31, 2026

9. PRESIDENT'S REPORT

Community Moment

A. A Proclamation Recognizing April 12 - 18 as Public Safety Telecommunicators' Week
B. A Proclamation Recognizing April 22 as Earth Day
C. A Proclamation Recognizing April 24 as Arbor Day
D. An Ordinance to Amend the Annual Fee Ordinance to Increase the Number of Class A Liquor Licenses to Enable a License to be Issued to LTF Club Operations Company Inc. for the Life Cafe and Poolside Bistro - 1300 Techny Road
LTF Club Operations Company Inc. d/b/a Life Cafe and Poolside Bistro - 1300 Techny Road has applied for a Class A Liquor License and this Ordinance will increase available licenses in this class to provide the Liquor Commissioner the ability to issue the license to the applicant.

E. A Resolution Adopting the Village's Five-Year Strategic Plan
As discussed by the Village Board through FY26, a first Village Strategic Plan has been developed and is presented for final approval.

F. A Resolution Approving Village Board Protocols
As discussed by the Village Board on September 3, 2025, January 13, 2026 and February 24, 2026 at Committee of the Whole meetings related to the Strategic Plan Development, these Protocols will serve as a transparent guide for common practices followed by the Village Board.

G. Commission Appointments
Arts Commission
- Dee Gvozden for a term expiring April 30, 2028
- David Harris for a term expiring April 30, 2028
- Matthew Fera for a term beginning May 1, 2026 and expiring April 30, 2029

Senior Services Commission
- Kristen Carsello for a term beginning May 1, 2026 and expiring April 30, 2029

H. A Motion to Approve Appointments to Board Work Committees
With the Board's approval and consent, the attached appointments will be made to Board Work Committees.

10. CONSENT AGENDA

The matters listed for consideration on the Consent Agenda are matters that appear to have the unanimous support of the Board of Trustees. The Village President will review, designate the resolution or ordinance number for passage and then inquire if any member of the Board or member of the public objects to any item on the Consent Agenda. If any objections are raised, the matter will be removed from the Consent Agenda and relocated to a location on this agenda for consideration during the appropriate Board Committee report. If no objection is voiced, the Village President will request a motion and second for passage of all items listed. The resultant roll call vote on the Consent Agenda will be applicable to each individual agenda item.

A. A Resolution Authorizing a Second Renewal Agreement for Pavement Marking Services with Precision Pavement Markings, Inc. of Pingree Grove, Illinois
As part of its ongoing responsibilities, the Public Works Department maintains roadway pavement markings, such as centerlines, stop bars, and various letters and symbols (e.g., turn arrows and bicycle chevrons), throughout the Village and utilizes contractual assistance to maintain pavement markings throughout the community.

B. A Resolution Authorizing the Second Renewal of an Agreement for the Treatment of American Elm Parkway Trees with Winkler Services, LLC of Bellwood, Illinois
The Public Works Department treats specimen American Elm trees with trunk diameters of 20 inches or greater with fungicide to prevent Dutch Elm Disease.

C. A Resolution Authorizing a Third Renewal for Overhead Door Maintenance Services with Allied Garage Door, Inc. of Lombard, Illinois
The Public Works Department uses contractual services for on-going maintenance services for 35 overhead doors at seven (7) public facilities, including each Fire Station, Fleet Maintenance Garage, Police Station, Public Works Center, and the Water Filtration Plant.

D. A Resolution Authorizing a Third Renewal of an Agreement for Material Hauling and Debris Disposal Services with Weidner Farms Material, Inc. of Cary, Illinois
The Public Works Department uses contractual services for material hauling and debris disposal services to and from the Public Works Center.

E. A Resolution Authorizing the Purchase of Cold Mix Asphalt Materials from Peter Baker & Son Co. of Lake Bluff, Illinois
The Village purchases asphalt cold patching materials seasonally when hot mix asphalt plants are closed.

F. A Resolution Authorizing the Purchase of Hot Mix Asphalt Materials from Builders Asphalt, LLC of Hillside, Illinois
The Village procures hot mix asphalt materials on an as-needed basis to perform maintenance activities and repairs, utility restorations, and street patching.

G. A Resolution Waiving Competitive Bidding and Authorizing the Purchase of Concrete Materials from Menoni & Mocogni, Inc. of Highland Park, Illinois
The Village purchases concrete materials to perform utility restorations, street patching, and sidewalk replacements on an as-needed basis.

H. A Resolution Approving an Agreement with Aqua Backflow, Inc., of Elgin, IL for Management of the Village's Cross Connection Control Program
To prevent backflow and the contamination of the potable water supply, the Village uses highly specialized professional services to comply with State regulatory requirements generally referred to as the Cross Connection Control program.

I. A Resolution Authorizing a Fourth Renewal of an Agreement for the Purchase of Uniforms for the Northbrook Public Works Department from SDS Holdings, Inc. d/b/a Cutler Workwear of Mundelein, Illinois
The Village provides an annual uniform allowance under its collective bargaining agreement for covered Public Works employees and other public facing staff in the Department so that staff is recognizable to the public as Village employees.

J. A Resolution Authorizing a Second Renewal of an Agreement for Right-of-Way Landscape Maintenance with Mark 1 Landscape, Inc. of Bartlett, Illinois
This is the second renewal of an agreement for contractual services related to the care and upkeep of approximately 50 acres of public rights-of-way at 111 locations, including some segments of right-of-way that are owned by the State and County, to preserve the appearance of the Village by providing regularly scheduled mowing of public rights-of-way.

K. A Resolution Authorizing a Third Renewal of an Agreement for Landscape Maintenance Services with Yellowstone Landscape, Inc. of Northbrook, Illinois
The Village contracts for services to support the Public Works Department with the care and upkeep of the Village's landscaping at Village facilities, the Central Business District, Metra train station, commuter parking lots, and additional planting and landscape beds throughout the Village.

L. A Resolution Authorizing the Third Renewal of Agreements for Electrical Services with Kordick Electric Company of Northbrook, Illinois; Title Electric Company of Arlington Heights, Illinois; and Lite Zone Electric LLC of Skokie, Illinois
The Village contracts with professional licensed electrical contractors to perform

preventative maintenance, periodic unplanned or emergency repairs, and small projects for related electrical systems.

M. A Resolution Increasing the Spending Authority with Lakeland Elevator of Waukegan, Illinois for Elevator Maintenance Services
The Village owns and maintains a total of eight elevators at several facilities including Fire Station 11, Public Works Center, Police Station, Village Hall, Water Filtration Plant, and Crestwood Place and Public Works uses professional services for this specialized maintenance.

N. A Resolution Waiving Competitive Bidding and Approving an Agreement for Design-Build Services with Crowne Industries Ltd. from Elgin, Illinois for Replacement of the Village' s Underground Fuel Storage and Dispensing and Fuel Management System at a Not-to-Exceed Cost of $693,446
The Village's vehicle fueling infrastructure includes tanks originally installed in 1980 and provides fuel for the Village's fleet of vehicles and equipment. The Village's Five-Year CIP and annual budget has anticipated this comprehensive re-construction.

O. A Resolution Authorizing the Grant Funded Purchase of a Polaris Ranger UTV from Nielsen Enterprises of Lake Villa, Illinois; a Rescue Skid for the Polaris Ranger from Kimtek Corporation of Orleans, Vermont; Emergency Vehicle Lighting from Ultra Strobe Communications of Crystal Lake, Illinois; and a Haulmark Cargo Trailer from Trailer Capital USA of Middlebury, Indiana
The Villages of Northbrook and Wheeling were jointly awarded State grant for the purchase of a public safety equipment that will be shared pursuant to the Intergovernmental Agreement approved by Resolution 2025-160.

P. A Resolution Authorizing Construction on State Highways and in State Rights-Of-Way
The Village is required by the State to take this action every two calendar to formally hold the State of Illinois harmless and allow permitted Village work on its infrastructure located in state rights-of-way such as Dundee Road.

Q. A Resolution Authorizing an Amendment to the Northbrook Standards and Specifications for Public and Private Improvements
The Village of Northbrook established a standard set of materials and finishes for streetscape and public improvements within the Central Business District. To formalize these standards and ensure a consistent appearance with improvements in the Central Business District, it is recommended to incorporate these materials and finishes into the Village of Northbrook's Standards and Specifications for Public and Private Improvements.

R. A Resolution Authorizing the Procurement of Water Sample Testing Services from Pace Analytical Services, LLC. of Peoria, Illinois
The Village of Northbrook uses contractual services to test its water to ensure it is of the highest quality and safe for residents in accordance with state and federal requirements.

S. A Resolution Approving an Agreement for National Bridge Inspection Standards (NBIS) Program Manager Engineering Services with Atlas Engineering Group, Ltd. of Deerfield, Illinois
The Village of Northbrook has sought the services of an engineering firm to serve as the Village's National Bridge Inspection Standards (NBIS) Program

Manager, conducting inspections of the Village's seven bridges in conformance with the Federal Highway Administration (FHWA) and Illinois Department of Transportation's (IDOT) requirements. A three-year (3-year) agreement for this work in the not to exceed amount of $40,110 is recommended.

T. A Resolution Authorizing the Third Renewal of an Agreement for Bicycle and Pedestrian Design, Planning, and Engineering Services with Kimley-Horn and Associates, Inc. of Deerfield, Illinois

The Village uses On-Call Bicycle and Pedestrian Engineering Services to ensure a consistent and comprehensive approach to incorporating the bicycle and pedestrian projects identified in the Master Bicycle and Pedestrian Plan. The Village's Consultant has provided satisfactory service during the first and second renewal terms. Both Village staff and the Consultant wish to renew the Agreement for a third term for Fiscal Year 2026/27.

U. A Resolution Waiving Competitive Bidding and Approving the First Amendment to the Agreement with Fire Safety Consultants, Inc. for Plan Review, Inspection and Code Consultation Services

The Fire Department and Department of Development and Planning Services require contract services for building plan review and inspectional services as well as sprinkler and fire alarm system plan reviews and consultation.

V. A Resolution Authorizing the Purchase of Three Commercial Grade Hoists from Vehicle Service Group, LLC of Madison, Indiana in a Not-to-Exceed Amount of $370,294 Through a General Services Administration Contract

The Public Works Fleet Services Division maintains and repairs the Village's full range of vehicles and equipment and is relocating to a new facility at 3504 Commercial Avenue. The purchase of the vehicle hoists is a critical path item for the completion of the Fleet Maintenance Garage project as the bases of these hoists are required to be received and installed in order for the concrete floors of the repair bays to be poured and cured.

W. A Resolution Authorizing the Village Manager to Execute Change Orders for the Construction of the new Fleet Maintenance Garage

At the November 11, 2025 Board meeting, Resolution 2025-189 approved the construction of an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. In the Resolution, additional Village cost such as installing Furniture Fixtures and Equipment (FFE), IT Solutions, Utility Modifications and a contingency for the Fleet Maintenance Garage Project were identified for budgeting purposes. These additional costs are estimated to be $1,625,764 and include the $490,764 in contingency. This authorization is for only the contingency amount and other expenditures will be considered at future meeting(s).

X. A Resolution Authorizing the Village Manager to Execute Change Orders for the Construction of the New Fire Station 11.

At the December 9, 2025 Board meeting, Resolution 2025-203 approved the construction for new Fire Station 11 to be located at 820 Dundee Road. In the Resolution, additional Village costs such as installing Furniture Fixtures and Equipment (FFE), IT Solutions, Utility Modifications and a contingency for the Fire Station 11 Project were identified for budgeting purposes. These additional

costs are estimated to be $1,288,784 and include $309,956 in contingency. This authorization is for only contingency amount and other expenditures will be considered at future meeting(s).

Y. A Resolution Approving a Change to the Previously Authorized Dates for the Northbrook Civic Foundation's Use of the Commuter Parking Lot for 2026 Northbrook Days and Approving an Agreement For Use of Village Owned Property
The Northbrook Civic Foundation submitted a request to change the dates previously approved for the use the West Metra Lot to host the Northbrook Days Festival in 2026, subject to a Special Event Permit pursuant to Chapter 15, Article 24 of the Municipal Code, to August 5 - 9, 2026.

Z. Motion to Approve the January 27, 2026, February 6, 2026, and March 10, 2026 Closed Session Minutes held during the Regular and Committee of the Whole Meetings of the Village Board

11. ADMINISTRATION AND FINANCE

A. March 10, 2026 Meeting Minutes for Approval

12. PLANNING AND ECONOMIC DEVELOPMENT

13. COMMUNITY AND SUSTAINABILITY

14. HOUSING

15. LABOR RELATIONS

16. PUBLIC WORKS AND FACILITIES

17. PUBLIC SAFETY

18. COMMUNICATIONS AND OUTREACH

A. A Motion Directing Staff to take the Necessary Actions to Engage Braver Angels of Illinois for a Special Event as Proposed by the Community Commission
The Village's Community Commission requests Village Board of Trustees approval and Village Staff support, for the Village, through the Community Commission, to partner with Braver Angels of Illinois and the Northbrook Public Library for a special event titled Depolarizing Ourselves.

19. REMARKS FOR THE GOOD OF THE ORDER

20. CLOSED SESSION

21. ADJOURN

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are requested to promptly contact the Village of Northbrook at (847) 272-5050, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Northbrook to make reasonable accommodations for those persons.

MEMORANDUM

Village President
Kathryn L. Ciesla

Board of Trustees
Matthew T. Cassidy
Joy U. Ebhomielen
Johannah K. Hebl
Robert P. Israel
Heather E. Ross

Village Clerk
Derek R. Gau

Village Manager
Cara L. Pavlicek

To: Village Board of Trustees
From: Kathryn Ciesla, Village President
Date: April 10, 2026
Re: Appointment to Fill Village Trustee Vacancy

Members of the Board,

Pursuant to my authority as Village President, I intend to appoint Tamara H. Reese to fill the vacancy in the office of Village Trustee, to serve until the next municipal election in April 2027, a term of approximately eleven and one-half months. As you are well aware, this vacancy arises from the resignation of Trustee Michelle Kohler, to whom we extend our sincere appreciation for her service and our best wishes in all that lies ahead. I have directed the Village Manager to place this appointment on the agenda for the April 14, 2026, Village Board meeting.

As you know, pursuant to Illinois law, this appointment is made by the Village President, but as is my practice, I made the deliberate decision to involve the full Board from the outset of this process. Given the importance of this role and its impact on the community, it was essential that the selection process be thoughtful, deliberate, and informed by a range of perspectives. Involving the Board ensured a thorough evaluation of all candidates and should serve to reinforce public confidence in the process.

I intend to share with members of the public that we cast a wide net in seeking applicants, publicizing the vacancy broadly through social media, the Village's website, and announcements at public meetings. As a result, we received 15 applications from engaged residents. Following an initial review, an outstanding group of candidates was invited to participate in a second round of video interviews. From that group, the field was narrowed to four exceptional finalists, each demonstrating a strong commitment to Northbrook and bringing rich talents from both personal and professional endeavors.

After careful consideration and your thoughtful input, I selected Ms. Reese as my appointee. As you know, this decision was not made lightly and was made particularly difficult by the strength and depth of the applicant pool. Importantly, Ms. Reese has not previously campaigned for or served in public office, and I believe she will bring

an independent perspective and fresh ideas to the Board. She brings demonstrated leadership through her involvement in District 28 schools and local organizations, along with a Master of Public Health degree and a practical, community-focused approach to program development, policy, and engagement. She was also raised in a law enforcement family, as the daughter of a retired sergeant from the Columbus, Ohio Police Department, shaping her strong appreciation for public service and community responsibility.

I am confident she will be a thoughtful and effective member of the Village Board. On behalf of the entire Board and the community at large, I plan to publicly thank everyone who applied and participated in this process. The level of interest and the strength of the applicant pool reflect the depth of commitment within our community.

Please feel free to reach out with any questions in advance of the meeting.

Respectfully,



Kathryn Ciesla
Village President

MEMORANDUM

To: Village Manager Cara Pavlicek
From: CFO Steve Drazner
Date: 2026-04-14
Subject: Public Hearing on the Fiscal Year 2027 Annual Budget

Overview
The Village's FY27 begins May 1, 2026 and runs through April 30, 2027. The Village is required by State statute to hold a public hearing on the budget prior to its adoption. The public hearing and the adoption of the budget may be accomplished during the same Board meeting.

Fiscal Impact
The public hearing is a procedural process in advance of the Village Board's consideration of budget adoption.

Recommendation
Conduct the required Public Hearing.

Background
Pursuant to 65 ILCS 5/8-2-9, the Village is required to hold a public hearing to allow interested individuals an opportunity to comment on the FY27 Proposed Budget. Attached is a copy of the public hearing notice published in the local Northbrook Star on April 2, 2026.

The Recommended Budget was presented and discussed by the Administration and Finance Committee of the Village Board on March 10, 2026, and has been made available for public inspection on the Village's website for at least the minimum number of days mandated per Illinois statute.

By separate action following the Public Hearing, the Village Board will be asked to adopt the FY27 budget as presented by the Village Manager in accordance with Chapter 2 of the Northbrook Municipal Code.

Public Hearing Notice w Affidavit
FY27 Proposed Budget.pdf

CHICAGO TRIBUNE
media group

Sold To:
Village of Northbrook (Print) - 103763
1225 Cedar Ln
Northbrook, IL 60062-4513

Bill To:
Village of Northbrook (Print) - 103763
1225 Cedar Ln
Northbrook, IL 60062-4513

Certificate of Publication:

Order Number: 44442
Purchase Order:

State of Illinois - Cook

Chicago Tribune Media Group does hereby certify that it is the publisher of the Northbrook Star. The Northbrook Star is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Northbrook, Township of Northfield, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the Northbrook Star. The first publication of the notice was made in the newspaper, dated and published on 4/2/2026, and the last publication of the notice was made in the newspaper dated and published on 4/2/2026.

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2. 1.

PUBLICATION DATES: **2 Apr 2026**.

Northbrook Star
In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

3 Apr 2026, by

Chicago Tribune Company



Jeremy Gates

CHICAGO TRIBUNE
media group

NOTICE OF PUBLIC HEARING ON VILLAGE OF NORTHBROOK ANNUAL BUDGET

Fiscal Year 2027 (May 1, 2026- April 30, 2027)

The President and Board of Trustees of the Village of Northbrook will conduct a public hearing to hear comments on the proposed Annual Village Budget for the fiscal year beginning May 1, 2026 and ending April 30, 2027.

The hearing will be held in the Board Room of Northbrook Village Hall, 1225 Cedar Lane, Northbrook, Illinois, on April 14, 2026 at 7:30 PM. Individuals wishing to make comments on the Proposed Annual Budget are encouraged to attend the meeting.

The draft Annual Village Budget is available for public inspection online at the following location: www.northbrook.il.us/849/Village-Finances and during normal business hours at Northbrook Village Hall.

This notice is provided pursuant to 65 ILCS 5/8-2-9.

Steven Drazner
Chief Financial Officer/Treasurer
Village of Northbrook
4/2/2026 44442

VILLAGE OF

NORTHBROOK, ILLINOIS

Fiscal Year 2027

May 1, 2026 - April 30, 2027

PROPOSED ANNUAL BUDGET



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of Northbrook
Illinois

For the Fiscal Year Beginning

May 01, 2025

Christopher P. Morrill

Executive Director

Village of Northbrook
Fiscal Year 2027 Proposed Budget
Table of Contents

Beginning Page No.	
	INTRODUCTION
2	Principal Officials
3	Village Manager Transmittal Letter
14	Government Profile
15	Village Information
16	Community Survey / Strategic Plan / Summary of Accomplishments & Goals
21	Village Economy & Demographics
32	Budget Calendar
33	Villagewide Organization Chart
34	Consolidated Authorized Positions 3-Year Summary Schedule
35	Sample Property Tax Bill
	BUDGET SUMMARY
37	Economic Incentive Summary
38	Debt Service Levy Detail with Abatements
40	Property Tax Levy Summary
41	Interfund Transfer Summary Schedule
42	Financial Summary - All Funds
43	Budget Summary - All Funds
44	Net Revenues - All Funds (Excluding Interfund Transfers-In)
45	Net Expenses - All Funds (Excluding Interfund Transfers-Out)
46	Major Revenue Sources by Fund
59	Guide to Expenditures - Funds & Expenditures Definitions & Graphs
	GENERAL FUND
64	General Fund Overview
65	General Fund Revenue Definitions
67	General Fund Expenditure Definitions
69	General Fund Budget Summary / Financial Rollup Schedule
70	General Fund Budget - Comparative Years FY24-FY28
72	General Fund Revenues by Category
75	General Fund Expenditures by Department/Division and Category
76	Legislative Division Overview, Accomplishments & Goals
78	Legislative Division Performance Metrics
79	Legislative Division Budget Summary
80	Legislative Division Budget Itemized Detail
	Village Manager's Office - Administrative Division
82	Administrative Division Overview, Accomplishments & Goals
86	Village Manager's Office Performance Metrics

Village of Northbrook
Fiscal Year 2027 Proposed Budget
Table of Contents

Beginning Page No.	
88	Village Manager's Office Organizational Chart
89	Village Manager's Office Authorized Positions
90	Administrative Division Budget Summary
91	Administrative Division Budget Itemized Detail
	Village Manager's Office - Human Resources Division
94	Human Resources Division Overview, Accomplishments & Goals
96	Human Resources Division Budget Summary
97	Human Resources Division Budget Itemized Detail
	Village Manager's Office - Sustainability Division
99	Sustainability Division Overview, Accomplishments & Goals
102	Sustainability Division Budget Summary
103	Sustainability Division Budget Itemized Detail
	Village Manager's Office - Legal Division
105	Legal Division Overview, Accomplishments & Goals
106	Legal Division Budget Summary
107	Legal Division Budget Itemized Detail
108	Finance Department Overview, Accomplishments & Goals
111	Finance Department Performance Metrics
114	Finance Department Organizational Chart
115	Finance Department Authorized Positions
116	Finance Department Budget Summary
118	Finance Department Budget Itemization Detail
121	Interfund Transfers Budget Summary
122	Interfund Transfers Budget Itemization Detail
123	Information Technology Department Overview, Accomplishments & Goals
127	Information Technology Department Performance Metrics
137	Information Technology Department Organizational Chart
138	Information Technology Department Authorized Positions
139	Information Technology Department Budget Summary
140	Information Technology Department Budget Itemized Detail
144	Police Department Overview, Accomplishments & Goals
147	Police Department Performance Metrics
151	Police Department Organizational Chart
152	Police Department Authorized Positions
153	Police Department Budget Summary
156	Police Department Budget Itemized Detail

Village of Northbrook
Fiscal Year 2027 Proposed Budget
Table of Contents

Beginning Page No.	
162	Drug Forfeiture Division Budget Summary
163	Enhanced 911 Division Budget Summary
164	Enhanced 911 Division Budget Itemized Detail
166	Fire Department Overview, Accomplishments & Goals
169	Fire Department Performance Metrics
173	Fire Department Organizational Chart
174	Fire Department Authorized Positions
175	Fire Department Budget Summary
177	Fire Department Budget Itemized Detail
183	Foreign Fire Division Budget Summary (Historical Information Only)
184	Public Works Department Overview, Accomplishments & Goals
187	Public Works Department Performance Metrics
195	Public Works Department Organizational Chart
196	Public Works Department Authorized Positions
199	Public Works Department Budget Summary
202	Public Works Department Budget Itemized Detail
209	Development & Planning Services Department Overview, Accomplishments & Goals
212	Development & Planning Services Performance Metrics
217	Development & Planning Services Organizational Chart
218	Development & Planning Services Authorized Positions
219	Development & Planning Services Budget Summary
220	Development & Planning Services Budget Itemized Detail
223	Economic Incentives Budget Summary
224	Economic Incentives Budget Itemized Detail
225	General Fund CIP Project Summary
	CAPITAL PROJECTS FUNDS
228	Facility Capital Projects Fund Overview, Accomplishments & Goals
230	Facility Capital Projects Fund Budget Summary
231	Facility Capital Projects Fund Budget Itemized Detail
232	Facility Capital Projects Fund CIP Summary
233	Infrastructure Capital Projects Fund Overview, Accomplishments & Goals
235	Infrastructure Capital Projects Fund Budget Summary

Village of Northbrook
Fiscal Year 2027 Proposed Budget
Table of Contents

Beginning Page No.	
236	Infrastructure Capital Projects Fund Itemized Detail
238	Infrastructure Capital Projects Fund CIP Summary
	DEBT SERVICE
239	Debt Service Fund Overview
240	Debt Service Fund Budget Summary
242	Debt Service Fund Budget Itemized Detail
	ENTERPRISE FUNDS
243	Water Fund Overview, Accomplishments & Goals
247	Water Production Division Authorized Positions
248	Water Distribution Division Authorized Positions
249	Water Fund Budget Summary Revenues
250	Water Fund Budget Summary Expenses
254	Water Production Division Budget Itemized Detail
260	Water Distribution Division Budget Itemized Detail
264	Water Fund CIP Project Summary
265	Sanitary Sewer Fund Overview, Accomplishments & Goals
267	Sanitary Sewer Division Authorized Positions
268	Sanitary Sewer Fund Budget Summary Revenues
269	Sanitary Sewer Fund Budget Summary Expenses
271	Sanitary Sewer Fund Budget Itemized Detail
275	Sanitary Sewer Fund CIP Project Summary
276	Stormwater Fund Overview, Accomplishments & Goals
278	Stormwater Division Authorized Positions
279	Stormwater Fund Budget Summary Revenues
280	Stormwater Fund Budget Summary Expenses
282	Stormwater Fund Budget Itemized Detail
286	Stormwater Fund CIP Project Summary
287	Senior Housing Fund Overview, Accomplishments & Goals
288	Senior Housing Fund Budget Summary Revenues
289	Senior Housing Fund Budget Summary Expenses
291	Senior Housing Fund Budget Itemized Detail
295	Senior Housing Fund CIP Project Summary
296	Parking Fund Overview, Accomplishments & Goals
297	Parking Fund Budget Summary Revenues
298	Parking Fund Budget Summary Expenses

Village of Northbrook
Fiscal Year 2027 Proposed Budget
Table of Contents

Beginning Page No.	
299	Parking Fund Budget Itemized Detail
301	Parking Fund CIP Project Summary
	INTERNAL SERVICE FUNDS
302	Self-Insurance Fund Overview
303	Self-Insurance Fund Budget Summary
304	Self-Insurance Fund Budget Itemized Detail
305	Health Insurance Fund Overview
306	Health Insurance Fund Budget Summary
307	Health Insurance Fund Budget Itemized Detail
	FIDUCIARY FUNDS
308	Police Pension Fund Overview, Accomplishments & Goals
309	Police Pension Fund Budget Summary
310	Police Pension Fund Budget Itemized Detail
311	Firefighters' Pension Fund Overview, Accomplishments & Goals
312	Firefighters' Pension Fund Budget Summary
313	Firefighters' Pension Fund Budget Itemized Detail
	PERMANENT FUND
314	Cemetery Fund Overview, Accomplishments & Goals
315	Cemetery Fund Budget Summary
316	Cemetery Fund Budget Itemized Detail
	SPECIAL REVENUE FUNDS
317	Motor Fuel Tax Fund Overview, Accomplishments & Goals
318	Motor Fuel Tax Fund Budget Summary
319	Motor Fuel Tax Fund Budget Itemized Detail
320	Motor Fuel Tax Fund CIP Project Summary
321	Affordable Housing Fund Overview, Accomplishments & Goals
323	Affordable Housing Fund Budget Summary
324	Affordable Housing Fund Budget Itemized Detail
325	Traffic Impact Fund Overview
326	Traffic Impact Fund Budget Summary
327	Northbrook Court (OLD) TIF Budget Summary (Historical Information Only)

Village of Northbrook
Fiscal Year 2027 Proposed Budget
Table of Contents

Beginning Page No.	
328	Northbrook Court II (NEW) TIF Fund Overview
329	Northbrook Court II TIF (NEW) Fund Budget Summary
330	Dundee Rd/Skokie Blvd TIF Fund Overview
331	Dundee Rd/Skokie Blvd TIF Fund Budget Summary (Historical Information Only)
332	Business District Fund Overview
333	Business District Fund Budget Summary
334	Pension Contribution Fund Budget Summary (Historical Information Only)
	NORTHBROOK PUBLIC LIBRARY
336	Northbrook Public Library Budget
	APPENDIX
344	Miscellaneous Statistics
346	Financial Policies
348	Glossary of Terms
352	Budget Information
355	List of Village Funds
356	List of Village Departments/Divisions & Department/Fund Relationship
357	Pension Funding Summary / Metrics
358	Assessed Valuations by Property Category
359	Sales Tax Historical Data
360	Tax Levy History
361	Debt Rating History
362	Debt Policy
364	Debt Property Tax Levy Schedule
365	Debt Outstanding Balance Summary
366	Debt Amortization Schedules
372	Position Classification System and Pay Plan Schedule
375	Calendar of Special Events
376	Banner Calendar

INTRODUCTION

- Principal Officials
- Village Manager Transmittal Letter
- Government Profile
  - Community Survey/Strategic Plan
  - Summary of Accomplishments & Goals
  - Village Economy & Demographics
- Budget Process Calendar
- Village Organization Chart
- Consolidated Authorized Positions Summary
- Sample Property Tax Bill



VILLAGE OF NORTHBROOK

PRINCIPAL OFFICALS
May 1, 2026



LEGISLATIVE

BOARD OF TRUSTEES
Kathryn L. Ciesla, Village President

TRUSTEES
Robert P. Israel, Heather E. Ross, Johannah K. Hebl,
Joy U. Ebhomielen, Matthew T. Cassidy

VILLAGE CLERK
Derek Gau

ADMINISTRATIVE

Cara Pavlicek, Village Manager
Jim Hawkins, Deputy Village Manager
Sarah Bagley, Director of Human Services
Amy McEwan, Director of Development & Planning Services
Steve Drazner, Chief Financial Officer & Treasurer
David Schweihs, Fire Chief
Lori Baker, Chief Information Officer
John Ustich, Chief of Police
Kelly Hamill, Director of Public Works

April 14, 2026

The Honorable President Ciesla & Village Trustees
Village of Northbrook
1225 Cedar Lane
Northbrook, Illinois 60062

Introduction
The Village's Fiscal Year 2027 Proposed Budget is enclosed for your consideration. The budget as presented was compiled and is based on department director requests and several subsequent internal budget meetings with each department and the Village Manager, Deputy Village Manager, CFO, Deputy CFO, HR Director, and CIO during the month of February.

On March 10, 2026, the Administration and Finance Committee held a meeting in which a presentation of the budget was provided and elected officials had an opportunity to discuss, comment, and engage with staff regarding budget recommendations. Since that meeting, minor textual and financial updates have been made throughout a few areas of the document. Any revenue or expenditure revisions over $10,000 are recapped under the Total Revenue and Expenditure section within this letter.

Appreciation is extended to all Department Directors and staff who have made a significant effort and put in a great deal of analysis and work to present reasonable and practical budget requests, which I further reviewed and evaluated along with CFO Drazner, Deputy CFO Bozic, and Management Analyst Luisi.

Administrative Considerations
Chapter 2 of the Municipal Code establishes the foundation for the Municipal Budget and provides the following:

- The Village's fiscal year shall begin on the first day of May of each year and end on the last day of April of the following year.

- The Village Manager shall cause to be prepared each year the annual budget in time for consideration and enactment by the Board of Trustees during the first quarter of the fiscal year. In addition, Trustees have historically adopted the budget at the first Regular meeting in April to allow the CFO the time to complete the necessary filings required with the State of Illinois.

- The Village Manager shall prepare as part of the annual budget process, a pay plan covering all employees of the village not otherwise established via a collective bargaining agreement and that document is provided in the appendix to the Budget each year.

- The Northbrook Public Library budget is part of this budget under Illinois Law. The Library budget is solely under the purview of the Library Board of Trustees, as the Library is an independently managed and operated taxing district. The Village's staff and the Village Board do not review, participate in, nor oversee the Library budget process.

In compliance with the requirements outlined above, the foundation of the Proposed Budget is based upon the Village's current fiscal position as documented in the independent financial audit for the year ending April 30, 2025, as well as:

- The property tax levy ordinance adopted and filed in December 2025 for FY 2027 (tax year 2025). The timing of the tax levy adoption is necessary to comply with Cook County filing deadlines. The overall tax levy was increased by $2.8 million which equates to a 12.3% increase in the total property taxes collected by the Village – in terms of total property taxes paid by property owners within Northbrook, the Village's share is a 9.0% composite rate of the entire tax bill which is essentially flat over the prior year. This increase was required to fund the statutory contributions for the Firefighters' and Police Pension Funds (with the Firefighters' Fund contribution increasing), an increase in annual debt service expense, and additional funding to support and cover increases to general operating costs which includes salaries, benefits, contractual services, and commodities.

- Ordinances to abate some portion of the property tax levy dedication for debt service were also presented in December 2025 and subsequently filed with Cook County. The abatement of some portion of the debt service refers to the process of the Village Board approving the use of other revenue to pay the required debt service (e.g., water revenues that are collected to pay for capital water projects). Of the $12.8 million in annual debt service (principal and interest), the Village abated $7.7 million, resulting in a debt service levy of about $5.1 million.

- The diverse tax base and diverse sources of revenue that exist in the Village.

- The related economic condition both regionally and nationally with attention paid to the Consumer Price Index for All Urban Consumers (CPI-U) which increased 0.30 percent on a seasonally adjusted basis in February. Over the last 12 months, the *all items index* increased 2.4 percent before seasonal adjustment.

- The five-year Capital Improvement Plan (CIP) for 2027 – 2031 which was prepared and presented to the Village Board on November 11, 2025. The Village will celebrate the 125th Anniversary of its incorporation on November 18, 2026. As identified in the CIP, the state of the Village's infrastructure reflects that of most well-established communities, and as a result, infrastructure needs will continue to increase, and deferring capital projects is not recommended.

- Municipal facility needs, with continued focus on Fire Station 11/Headquarters, the Police Station, and the Public Works Fleet Maintenance Garage.

While a large portion of the information historically presented in this budget document has remained unchanged, the following modifications or updates in this document deserve special attention:

1) The Village's first ever Strategic Plan and additional details outlining the strategic priorities, goals and objectives which will be approved by the Village Board concurrently with the adoption of this budget in April 2026. The five strategic priorities that are presented in the draft plan at this time are focused on:

- *Connected Community.* Deliver proactive and open communication and engagement in Village business and services to advance social wellness and belonging.
- *Public and Community Safety.* Provide public and community safety through education, prevention, and aligning resources with community needs.
- *Economic Vitality/Thriving Community.* Promote Northbrook as an economic leader.
- *Infrastructure.* Maintain a consistent high quality of life through capital investment, continued focus on sustainability, and facilities that meet operational needs.
- *Organizational Excellence.* Cultivate a culture driven by excellence, adaptability, and employee wellness supported by data, and clear roles and responsibilities to be an employer of choice and inviting community.

2) It is important to note that there are instances in which the FY27 CIP totals from the FY27-FY31 CIP document do not match the FY27 Capital operating budget appropriations. This is due to the timing for publishing the CIP document and the subsequent refinement of capital project costs or scheduling changes.

Total Revenues and Expenditures for All Funds

The use of Fund Accounting for the Village's revenues and expenditures is required as the Village of Northbrook is established under State Law as a municipal corporation and the Financial Accounting Foundation (FAF) requires the use of Generally Accepted Accounting Principles (GAAP) established by the Government Accounting Standards Board (GASB). One of the basic principles of governmental GAAP is the use of Fund Accounting. Because of the diverse nature of governmental operations and the numerous legal and fiscal constraints under which those operations must be conducted, it is impossible to record all governmental financial transactions and balances in a single accounting entity. Therefore, unlike a small privately owned business which is accounted as a single entity, a governmental unit is accounted for through separate funds, each of which is a fiscal and accounting entity with a self-balancing set of accounts. When compared to the private sector, Fund Accounting would most closely resemble a large publicly traded company that consists of a parent corporation and its subsidiaries, where each subsidiary maintains a separate set of accounting records and reports its numbers to the parent which then consolidates all the information for investor reporting.

The Village's budget is comprised of the following Funds:

1) General Fund which accounts for the six Departments and the Village Manager's Office all established in the Municipal Code, and a Legislative Division which accounts for activities of the Village Board of Trustees.

2) Debt Service Fund which accounts for the accumulation of funds for the periodic payment of principal and interest on general long-term debt.

3) Internal Service Funds which are used to track revenues and expenses that do not require legal separation from the General Fund, but are budgeted and tracked independently for internal control, transparency, and accounting purposes. This includes the Self-Insurance Fund and Health Insurance Fund.

4) Permanent Funds which are used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the program and includes the Cemetery Fund.

5) Enterprise Funds which are distinguished from other Village Funds in that they are often run similar to a business as they are strictly funded by user fees rather than property taxes. For these

types of Funds, the Village may still issue bonds to help pay for capital improvements or expenditures but the Proposed Budget payment on the debt service for these bonds is usually abated (removed) from the tax levy and paid by user fee revenue within the Fund. These Funds include Water Production and Distribution, Sanitary Sewer, Stormwater, Senior Housing, and Parking.

6) Special Revenue Funds are isolated from the general operations of the Village. These funds are for the financial management of Village services funded by revenues that have been earmarked for specific purposes. While the use of such revenues is sometimes guided by state and federal requirements, they can also be guided by policy directives from the Village Board of Trustees. Some of the Funds in this category include the TIFs, Motor Fuel Tax, and Affordable Housing Funds.

7) Fiduciary Funds are established when pursuant to State of Illinois Compiled Statutes (ILCS), the Village maintains an independent pension board for both the Police and Firefighters' Pensions. The function of these boards is to serve in a fiduciary manner and diligently invest pension assets according to the limitations provided within their respective pension code sections of the ILCS. On an annual basis, the Village levies a fixed amount which is adopted with its General Fund levy in December of each year. Each pension fund then collects the distributions from its levy and may use the proceeds to either invest and/or pay pensioner benefits. Investments and expenses in the public safety pension funds are not managed by Village staff but are rather handled by the consolidated Statewide plans Illinois Firefighters' Pension Investment Fund (IFPIF) and Illinois Police Officers' Pension Investment Fund (IPOPIF). These include Police Pension and Firefighters' Pension Funds.

8) Capital Funds include the Infrastructure Capital Projects Fund and the Facility Capital Projects Fund. These Capital Funds may include expenditures for personnel salaries and benefits that exclusively support the Funds' programs and projects. Capital projects not specifically identified as infrastructure or for the construction of new Village facilities are also budgeted in the General Fund as well as the Enterprise Funds (Water, Sanitary Sewer, Stormwater, Senior Housing, and Parking).

The Proposed FY 2027 budget for all Funds equals approximately $180.2 million in expenditures after excluding interfund transfers. Interfund transfers are excluded from this total since these interfund transfers-out are also shown as revenue in a corresponding Fund as an interfund transfer-in. For comparison purposes, the total Amended FY 2026 budget excluding interfund transfers-out is $168.3 million which includes amendments for fiscal quarters 1, 2, and 3.

Individual revenue or expenditure modifications between the Recommended Budget discussed on March 10, 2026 and Proposed Budget as presented herein are as follows:

a) A new request for $7,000 from the Fire Department has been added to the General Fund for a Village Hall Antenna, related to outdoor warning siren upgrades based on an estimate provided in March 2026.
b) An additional $31,189 is requested for the Fire Department's Gas–Diesel Fuel budget to align funding with recent historical actual expenditures. This adjustment increases the total allocation from $65,195 to $96,384.

For the General Fund, the major differences between the FY 2026 Adopted and FY 2027 Proposed budgeted expenditures are primarily the result of the following items:

a) A proposed hiring of a net additional 4 FTEs to support communications, civilian police services, and economic development. Regarding both communications and economic development staffing, the positions responsibilities are identified in the draft Strategic Plan.

b) Increases within the General Fund to some of the professional service accounts for expenses related to community survey which occurs every three years and a recommendation for updates to the village website.

c) Capital equipment purchases a Fire Engine, Knox Box key replacements, and hydraulic rescue tools in the Fire operating budget.

d) Following the mid-year hiring of six new sworn fire personnel, the fully annualized salary and benefits are budgeted.

Expenses in other Funds (i.e. capital, enterprise, special revenue, and pensions) are more variable due to capital investments. Specifically, in FY 2027 the increased appropriations are for the ongoing costs of new facilities including Fire Station 11, Fleet Maintenance Garage, both under construction, and anticipated land acquisition and design work for Fire Headquarters and a Police Station.

Starting with FY27, the Village Board has completed a review of its annual contributions to community organizations. The result is a restructured Annual Grant Program with limited annual funding for competitive grants to eligible non-profits which provide residents with social service resources and cultural programs. Additionally, designated Northbrook Partner Agencies and Services Providers will be considered for multi-year contracts for services, subject to annual budget appropriations. It is noted that since a prior five-year obligation was made to Youth Services, $50,000 has again been budgeted in the Legislative Department to make pledged contribution number two of five to that organization. An additional $26,000 has been appropriated in that same account for the first year of the restructured Annual Grant Program with application procedures and grant criteria expect to be established in the summer of 2026 and initial grant awards as early as fall 2026.

In the Police Department operating budget, appropriations are included to fund contracts for specific professional services as detailed within the proposed budget.

The table below shows total General Fund expenditures by functional area as proposed.

Department/Division	Department/ Division Number	Personal Services	Fringe Benefits	Contractual Services	Commodities	Capital Outlay	Transfers Out	TOTAL
Legislative	1110	$ 47,300	$ 3,600	$ 349,200	$ -	$ -	$ -	$ 400,100
Administrative	1120	1,231,450	384,600	406,635	10,000	-	-	2,032,685
Human Resources	1121	421,445	154,815	143,095	-	-	-	719,355
Sustainability	1122	90,075	50,775	162,330	-	-	-	303,180
Legal	1200	-	-	868,500	-	-	-	868,500
Finance	1300	1,006,495	237,340	289,169	17,000	-	-	1,550,004
Interfund Transfers	1310	-	-	-	-	-	800,000	800,000
Information Technology	1400	1,120,665	366,155	1,895,390	500	617,200	-	3,999,910
Police	2100	13,992,025	8,198,910	1,029,554	549,610	641,985	-	24,412,084
Drug Forfeiture	2200	-	-	-	-	-	-	-
E911	2300	-	-	407,640	-	31,015	-	438,655
Fire	3100	11,365,995	8,632,902	1,615,476	597,129	2,080,783	-	24,292,285
Public Works	4100	4,003,705	1,727,205	1,859,133	958,450	1,530,097	-	10,078,590
Development & Planning	6300	1,558,365	659,775	600,680	8,900	-	-	2,827,720
Economic Incentives	6310	-	-	1,580,000	-	-	-	1,580,000
TOTAL		$ 34,837,520	$ 20,416,077	$ 11,206,802	$ 2,141,589	$ 4,901,080	$ 800,000	$ 74,303,068

Fund Balance Policy – General Fund
The existing Financial Reserve Policy implemented in 1994 maintains the objective that an unreserved fund balance be maintained in the General Fund equal to 40% of annual actual operating revenues. If there are amounts above the 40% threshold, the Village Board may appropriate such surplus as outlined below pursuant to their own policy direction.

Seventy percent of the unassigned fund balance amount above the 40% target is to be transferred into the Facility Capital Projects Fund under "(c) Cash payments for specific capital improvements" in anticipation of future expenses associated with the Fire Station 11/Administration, Police Station, and Public Works Fleet Maintenance Garage facilities projects. Subject to Board authorization, the remaining 30% of the unassigned fund balance amount above 40% target may be used for the facilities as well as:

a) Capital replacement programs
b) Retirement of existing debt
c) Cash payments for specific capital improvements

For the most recently audited Fiscal Year 2025, 40% of the FY25 operating revenue totaled approximately $22.8 million while the ending unassigned fund balance for the General Fund equaled $26.4 million. Following presentation of the audit on October 14, 2025, which confirmed this surplus of about $3.6 million, it was deemed available for appropriation to other uses. As approved by the Village Board, seventy percent of the $3.6 million, or roughly $2.5 million, was transferred into the Facility Capital Projects Fund which is used to assist in mitigating the need to issue debt for a new Fire Station 11/Administration, Police Station, and the Public Works Fleet Maintenance Garage. Of the remaining $1.1 in surplus, the Board approved a transfer of $700,000 to the Stormwater Fund and the General Fund retained the remaining amount of nearly $400,000 in surplus to cover normal operating expenditures and/or mitigate future general fund capital expenses.

Public Pensions
Village annual employer contributions for funding all public pensions (IMRF, Police Pension and Firefighters' Pension) are included in their respective operating department budgets. The property tax levy for the Police and Fire pensions is recorded in the General Fund as well and directly offsets the pension contribution expenses in those respective departments. Therefore, based on this accounting change, the true cost for police and fire services are now reflected in the operating budgets.

In FY26, the Village Board approved funding the pensions based on the actuarial recommended "normal" amounts which includes enhanced funding of 100% rather than 90% by 2040. Additionally, the Village contributed approximately $498,000 into each of the Police and Firefighters' pensions as surplus funding totaling $997,000, based on Board policy to transfer ambulance service revenue exceeding $2.0 million evenly into each pension fund. Below is a summary of the funding ratio history:

Pension Plan & Year	Actuarial Value Assets	Actuarial Accrued Liability	Funded Ratio
Police 4/30/19	52,866,785	100,107,156	52.8%
Police 4/30/20	53,989,651	104,832,478	51.5%
Police 4/30/21	70,264,968	107,788,234	65.2%
Police 4/30/22	67,455,005	113,535,768	59.4%
Police 4/30/23	67,260,845	116,788,074	57.6%
Police 4/30/24	72,905,481	123,246,965	59.2%
Police 4/30/25	78,653,456	125,143,141	62.9%
Fire 4/30/19	53,020,967	99,242,079	53.4%
Fire 4/30/20	53,390,501	103,324,329	51.7%
Fire 4/30/21	69,259,264	107,230,678	64.6%

Fire 4/30/22	65,895,067	116,484,529	56.6%
Fire 4/30/23	65,917,537	123,287,923	53.5%
Fire 4/30/24	72,774,966	127,941,708	56.9%
Fire 4/30/25	79,573,057	134,990,371	58.9%
IMRF 12/31/19	93,442,158	99,791,205	93.6%
IMRF 12/31/20	104,957,400	104,126,123	100.8%
IMRF 12/31/21	118,691,155	109,688,886	108.2%
IMRF 12/31/22	99,487,460	113,730,158	87.5%
IMRF 12/31/23	108,539,568	117,446,955	92.4%
IMRF 12/31/24	113,425,765	121,349,241	93.5%

Note: Numbers above for police and fire reflect investment prices based on actual market values (not smoothed) as of 4/30 each year. Therefore, large fluctuations can occur based on stock market volatility.

Sales Tax

Sales tax revenue has historically been an extremely stable and consistent source of revenue for the Village, despite shifts in the sources generating the sales tax revenue, with the exception of the COVID-19 Pandemic. An example of Northbrook's diversified revenue base, both on industry as well as geographic levels, can be seen by the gradual decline in Northbrook Court. While important retailers remain at the property, many key retailers have closed and this is a continuing concern. Due to the Village's highly diversified sales tax base, this impact from reduced sales tax revenues generated by the Northbrook Court property have been mitigated, and the Village is realizing greater overall sales tax generation now than when Northbrook Court was a fully functioning shopping mall without any vacancies. The sales tax rate breakdown for Northbrook is:

Sales Tax in Northbrook - General Merchandise*	
State Portion	5%
Village Portion	1%
County Portion	0.25%
Subtotal Sales Tax by State Regulation	6.25%
Village Home Rule Retailers' Occupation Tax	1%
Cook County Home Rule Retailers' Occupation Tax	1.75%
RTA Sales Tax	1%
Subtotal Sales Tax by Units of Home Rule	3.75%
Total Combined Sales Tax	10%
*Registered property (i.e. vehicles) and eligible food & drag are taxed at a lower rate	

The diversity of the sales tax revenue stream is demonstrated in the following schedule, showing the allocation of retail sales by standard industrial code:

	General Merchandise	Food	Drinking/ Eating	Apparel	Furniture/ Household	Lumber/ Hardware	Automotive/ Gas	Drugs/ Misc Retail	Agriculture/ Manufacturers	**Total Sales Tax**
CY 2025	429,169	2,075,153	2,376,022	1,326,411	1,663,797	1,090,434	1,568,460	7,033,783	4,533,999	**22,097,228**
CY 2024	368,492	1,875,356	2,213,667	995,041	1,500,670	792,901	1,825,345	5,309,153	3,101,724	**17,982,349**
CY 2023	349,004	1,815,771	2,330,893	926,645	1,474,150	809,369	1,919,971	5,070,666	2,214,223	**16,910,692**
CY 2022	336,054	1,798,311	2,006,408	1,237,629	1,753,786	858,998	1,866,960	5,070,349	2,422,664	**17,351,159**
CY 2021	418,329	1,827,738	1,737,693	1,272,666	1,818,010	877,591	1,649,867	5,179,785	2,081,428	**16,863,107**
CY 2020	411,354	1,783,080	1,384,244	770,125	1,411,098	838,739	1,117,590	2,546,340	1,991,860	**12,254,430**
CY 2019	760,196	1,706,096	2,119,560	1,530,904	1,877,342	729,241	1,616,116	3,417,998	1,777,329	**15,534,782**
CY 2018	791,451	1,706,480	2,125,100	1,573,280	1,918,784	698,737	1,403,312	3,113,786	1,834,768	**15,165,698**
Total 2018- 2025	**3,864,049**	**14,587,985**	**16,293,587**	**9,632,701**	**13,417,637**	**6,696,010**	**12,967,621**	**36,741,860**	**19,957,995**	**134,159,445**
Breakdown										
ROT	1,977,459	11,766,660	8,276,743	4,868,363	6,788,496	3,377,875	10,508,779	21,004,925	11,554,031	80,123,331
Home Rule	1,886,590	2,821,325	8,016,844	4,764,338	6,629,141	3,318,135	2,458,842	15,736,935	8,403,964	54,036,114
TOTAL ALL	3,864,049	14,587,985	16,293,587	9,632,701	13,417,637	6,696,010	12,967,621	36,741,860	19,957,995	134,159,445
Percent of Total	2.9%	10.9%	12.1%	7.2%	10.0%	5.0%	9.7%	27.4%	14.9%	100.0%

As of the date of this memo, sales tax by Standard Industrial Code (SIC) has not yet been published by the Illinois Department of Revenue. Although the most recent year of data is still pending, based upon the above table, sales tax is distributed across a wide range of retail industries. The largest three contributors are Drugs/Misc Retail, Agriculture/Manufactures, and Drinking/Eating Establishments with all categories considered important to the Village's sales tax revenue base.

Please note that Use Tax, which is based on online sales with companies not having a physical presence in Illinois, is a separate and distinct revenue category apart from sales tax revenue. Also, calendar year 2025 will be added to this table once the information is reported to the Village by the Illinois Department of Revenue.

The automatic 1% retailers' occupation sales tax revenue is allocated to the General Fund while a quarter (0.25%) of the 1% home rule sales tax is allocated to the Infrastructure Capital Projects Fund. The Infrastructure Fund in turn transfers most of this 0.25% home rule sales tax to the Debt Service Fund to allow an abatement (reduction) of the property tax levy required for principal and interest payments on debt issued to fund capital improvements. The 0.25% portion of the home-rule sales tax generated roughly $1.9 million in FY 2025 and is estimated to generate between $2.0 to $2.3 million by the end of FY 2026.

Contractual and Non-Contractual Labor

The General Fund accounts for the six Departments and the Village Manager's Office as established in the Municipal Code and appropriates all funding to support the day-to-day operations of the Village. The six Departments include Development and Planning Services, Finance, Fire, Information Technology, Police, and Public Works. The Village Manager's Office includes Human Resources and Communications. The General Fund represents approximately half of the total budget for the Village and accounts for the majority of all expenditures pertaining to the Village's workforce. Personnel expenses (wages and benefits) as of the most recent year ending April 30, 2025, are 73% of the General Fund operations. Department organizational charts included as part of each department's

budget narrative identify the 260 full-time employees in the General Fund (289 full-time employs total across all funds) and with the additional part-time and temporary staff (such as crossing guards, summer interns). It is noted 61% of the workforce is unionized and works under a Collective Bargaining Agreement (CBA). As Village Manager, I consider labor relations a key priority in partnership with all department directors. All Agreements are current with one expiring at the end of April 2026 with negotiations to formally begin no later than April 1 pursuant to the current contract.

Below is a summary of all CBAs with expiration dates:

Bargaining Unit	Expiration Date
Local 150 Public Works	4/30/2026
Local 1894 IAFF Fire	4/30/2028
MAP Police Officer/Dispatcher	4/30/2029
MAP Police Sergeants	4/30/2029

The Budget provides funding for all employee wages and benefits inclusive of a cost-of-living adjustment (COLA) for non-union employees and the COLA for represented staff in accordance with the applicable CBA.

The Village provides health, dental and life insurance for eligible employees through the Intergovernmental Personnel Benefit Cooperative (IPBC), an intergovernmental agency created under Illinois statutes, which allows member units of local government to group together for the purposes of such insurance. The IPBC was established in 1979 and as of July 1, 2025 has over 150 members spread across the state of Illinois. The purpose of the IPBC is to provide economies of scale and risk pooling which allow the Village, as a member, more financial stability than offered by the commercial insurance market in a fully transparent environment. For calendar year 2026, the average health insurance premiums via IPBC have increased 7% with increases for calendar year 2027 estimated to increase 18% and are also included in the proposed budget for January through April 2027. Employees contribute on average 12-14% of the monthly premium and the Village funds the remaining cost based upon the Employee Handbook or applicable Collective Bargaining Agreement. The employees covered by Local 150 (select public works employees) received health and dental insurance through Local 150 pursuant to their CBA with the Village contributing 100% of the premium if that amount is less than the cost of the IPBC premium.

The proposed budget includes following changes to staff:

a. Development and Planning Services (+1 Permanent FTE)
    i. Economic Development Coordinator. One full-time new position to address business recruitment and retention.
b. Finance
    i. Two temporary positions, summer interns, are eliminated in conjunction with the Municipal Code update which ends the future sale of vehicle stickers.
c. Fire (-0.5 Permanent FTE)
    i. Fire Lieutenants. Three existing full-time positions will be reclassified from firefighter-paramedic. This is associated by the FY26 increase of sworn staff and the promotions align with span of control and do not increase total FTEs)
    ii. Administrative Clerk. One permanent part-time position is created to replace existing full-time position in conjunction with a retirement and as part of the outsourcing of most of the work associated with ambulance billing.
d. Police (+1.5 Permanent FTE)
    i. Records Clerk. One new full-time position is necessary to address Body Worn Camera FOIA workload.

ii. Community Service Officer. Increase one existing permanent part-time CSO to a full-time position and expand job duties to include work with seasonal Crossing Guard oversight and expanded availability of CSO to support sworn staff.

e. Public Works
   i. Water Superintendent. Reclassify one vacant full-time position from a general superintendent to solely water production/distribution focused.
   ii. Water Production Supervisor. Reclassify one existing full-time position from Assistant Water Production Supervisor to expand water production supervision.

f. Village Manager's Office (+2 Permanent FTE)
   i. Communications Director. One new full-time position to expand communications services and oversight.
   ii. Community Engagement Specialist. One new full-time new position to focus on website and internal communications needs.
   iii. Summer Intern. Position is not proposed in FY27 but may be requested again in FY28.

The net change proposed for FY 2027 is the addition of 4 Permanent FTEs.

It is noted that the Police Department Organizational Study is anticipated to be completed for review in June/July and at that time, recommendations for any staffing changes in the study will be reviewed and a budget amendment will be proposed as deemed necessary. The police staff changes included above were in process and requested in advance of the Department Organizational Study.

The Village is recommending a Classification and Compensation study to be initiated for non-union employees in the upcoming fiscal year. This recommendation reflects the growing need to ensure the Village's compensation structure remains competitive, fiscally responsible and aligned with the organization's strategic priorities, specifically operational excellence. Conducting this study will provide several key benefits including: promoting internal equity, maintaining market competitiveness with recruitment, and supporting staff retention.

Goals and Strategic Plan Considerations

An accepted best practice to continue qualifying for the annual budget award presented by the Government Finance Officers Association, the Village is required to provide measures and metrics as part of the Budget document.

The Village's first ever Strategic Plan and additional details outlining the strategic priorities, goals, and objectives will be approved by the Village Board concurrently with the adoption of this budget in April 2026.

Pursuant to Village Board approvals on June 10 and July 22, 2025, BerryDunn is providing professional services for development of a first Strategic Plan in order to effectively engage the public in the long-term strategic direction of Village services and initiatives. While the strategic plan is a living document that remains applicable over time, it will establish for the Village a clear and compelling vision, sets measurable objectives, and lay out the desired impact on and value added to entire communities - residents, businesses, Village employees, and other stakeholders. The alignment of resources via the budget will be essential and must support strategic objectives.

Pending final discussions and approval, the Village Board will have completed the following:

- Mission, Vision, and Values
- Strategic Priorities, Goal Statements, and Objectives.

The five strategic priorities that are presented in the draft plan at this time are focused on:

- Connected Community: (*Draft Goal Statement*) Deliver proactive and open communication and engagement in Village business and services to advance social wellness and belonging.
- Public and Community Safety: (*Draft Goal Statement*) Provide public and community safety through education, prevention, and aligning resources with community needs.
- Economic Vitality/Thriving Community: (*Draft Goal Statement*) Promote Northbrook as an economic leader.
- Infrastructure: (*Draft Goal Statement*) Maintain a consistent high quality of life through capital investment, continued focus on sustainability, and facilities that meet operational needs.
- Organizational Excellence: (*Draft Goal Statement*) Cultivate a culture driven by excellence, adaptability, and employee wellness supported by data, and clear roles and responsibilities to be an employer of choice and inviting community.

Per prior Board consensus, the dedicated Strategic Plan website was updated in March with the framework for the Strategic Plan and draft documents prepared by BerryDunn for public review and comment based upon the following:

- Community and employee input including individual interviews, group interviews, written responses, and community forums
- Social Pinpoint Strategic Planning website including a survey and discussion board
- Village, county, and regional demographic and economic data
- Village Board and staff development sessions
- Previously mentioned existing data (aka environmental scan)

On behalf of the entire Village workforce, it is our intention – with the resources provided in FY27 – to deliver exceptional public services to the community. I want to acknowledge the significant work by CFO Drazner, Deputy CFO Bozic, and the leadership of each Department Director with support of the staff in the Finance Department staff as part of the annual process of presenting a Proposed Budget for the Village Board's consideration.

Thank you for the opportunity to be a part of this organization and for the strong leadership you provide as the Village Board.

VILLAGE OF NORTHBROOK
PROFILE

Population	***35,222***
Area	***13 square miles***
Township	***Northfield***
County	***Cook***
Median Age	***49.2***
Households	***13,302***
Mean Household Size	***2.6***
Median Value of Owner Occupied Home	***$652,300***
Median Household Income	***$157,782***
Retail Sales per Capita	***$33,746***
Distance to Chicago	***26 miles***
Transportation	***Metra, Pace***
Religious Institutions	***28***
Schools:	
• Elementary	***9***
• Junior High	***4***
• High School	***1***
• Private	***4***

THE VILLAGE OF NORTHBROOK

GENERAL INFORMATION

The Village of Northbrook is located approximately 26 miles north of downtown Chicago at the border of Cook and Lake counties. Northbrook is bounded by Glencoe on the east, Highland Park and Deerfield to the north, Wheeling to the west and Glenview and Northfield to the south. A significant amount of area was incorporated into the Village boundaries in 1988.

The community was incorporated in 1901 as the Village of Shermerville. In 1923, by referendum, the Village was reincorporated and renamed Northbrook in recognition of the middle and west forks of the North Branch of the Chicago River which flow through the Village.

At the 1950 Census the Village population was 3,348. With the opening of the Edens Expressway in the early 1950s (the major expressway to the northern suburbs) and the Tri-State (Illinois) Tollway in 1958, the Village's population increased to 11,635 by 1960 and 27,297 by 1970. At that time, the area of the Village totaled 12.5 square miles. Between 1970 and 1980 the Village's population increased 12.8% to 30,778 with a land area of approximately 13 square miles. According to the 1990 Census, the Village population was 32,308, an increase of 5.0% over the 1980 figure. In 2000, the Census reported a population of 33,435. In 2010, the U.S. Census Bureau reported the Village's population to be 33,170 residents. According to the 2020 Census, the Village population was 35,222, an increase of 6.2% over the 2010 figure.

GOVERNMENT OF THE VILLAGE

The Village is a home rule municipality under the Constitution and laws of the State of Illinois and operates under the managerial form of municipal government as established by article 5 of the Illinois Municipal Code, 65 ILCS 5/5-1-1.

The governing body of the Village is the President and Board of Trustees. The Village President is elected for a four-year term. As the Chief Elected Official of the Village, the President presides over Board meetings and executes official documents. The Village President appoints, with the consent of the Board of Trustees, the members of Committees and Commissions. The Village Board of Trustees consists of six members elected at large for four-year staggered terms.

The Village Manager is the Chief Operating Officer of the Village and is responsible for the management of all Village operations under the direction of the President and Board of Trustees. The Manager is appointed by the President and Board of Trustees and serves at their pleasure. The Village Department Directors, including the Chief Financial Officer, report to the Village Manager.

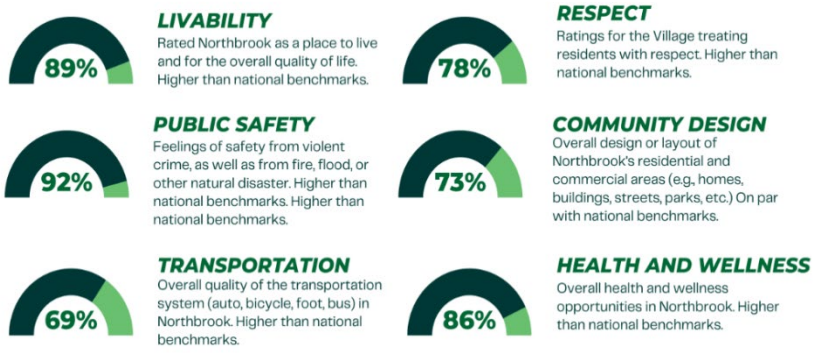
Community Survey

OVERVIEW

The Community Survey completed in FY24 is scheduled to be conducted again in FY27. It is best practice is to have a citizen survey completed every two to three years, in order to benchmark Northbrook against other communities around the United States. The *National Community Survey (NCS)* was developed by experts from the National Research Center at Polco in Partnership with the International City/County Management Association (ICMA). The survey focuses on the livability of Northbrook by categorizing survey questions into ten main "facets" of community livability including economy, mobility, community design, utilities, safety, natural environment, parks and recreation, health and wellness, education arts and culture, and inclusivity and engagement. The first survey in FY24 reported ratings for governance in Northbrook that were positive and tended to be on par or above national averages. 677 Northbrook residents participated by providing opinions on a statistically valid survey sample. These historical survey results are maintained on the Village website and the FY27 results are expected to be available for comparative purposes in February 2027.

KEY FINDINGS FROM FY24

Residents value Northbrook's economy and emphasize its importance. Ratings for economy-related items showed both strengths and potential areas of opportunity for Northbrook. The overall economic health of Northbrook was given positive assessments by approximately 9 in 10 residents, exceeding national averages, while a slightly larger proportion indicated it as the most important general focus area for the coming two years (95% essential or very important). Northbrook residents appreciate many aspects of the Village's leadership and governance. Ratings for governance in Northbrook were positive and tended to be on par with or above national averages. About 9 in 10 residents offered excellent or good reviews for the overall customer service provided by Northbrook employees, while a slightly smaller proportion gave high marks to the public information services and overall quality of services provided by the Village, all scoring higher than national benchmarks.



At least 9 in 10 residents gave excellent or good ratings for Northbrook as a place to live and for the overall quality of life in Northbrook, both higher than national averages. A similar proportion praised the overall image or reputation of the village, and most respondents reported that they were very likely or somewhat likely to recommend living in Northbrook to someone who asked (93%) and to remain in Northbrook for the next five years (90%). Safety and related services also received high praise from residents, indicating that safety is a community strength for the Village. Roughly 9 in 10 provided ratings of excellent or good for the overall feeling of safety in Northbrook, scoring above comparison communities. Top rankings noted for overall quality amongst comparable communities include third of 324 for the quality of drinking water, third of 388 for police services and first of 321 for

fire prevention and education. These strong ratings are likely to contribute to the exceptional quality of life experienced by Northbrook residents.

Strategic Plan

In FY26, the Village Board began a series of meetings and public conversations as part of the development of the Village's first ever Strategic Planning process. At its initial meeting, the Village Board focused on preliminary work including team development, governance review, and protocols.

With professional services being provided by BerryDunn which includes public engagement, the Board is on schedule to have a Strategic Plan approved as part of the FY27 Budget and an Executive Summary will be included here as part of the budget document.

The strategic plan will be a living document that remains applicable, helps to navigate in times of organizational changes, establishes clear and compelling vision, sets measurable objectives, and lays out the desired impact on and value added to entire communities—residents, businesses, Village employees, and other stakeholders. Once established, the strategic plan can set a direction and align resources to accomplish strategic objectives. Further, it can help ensure decisions, policies, plans, programs, and processes are designed through the lenses of stewardship of resources, equity, and collective impact.

Based upon resident and stakeholder input, the Strategic Priorities that are presented for approval in conjunction with the FY27 Budget are:

Connected Community. Deliver proactive and open communication and engagement in Village business and services to advance social wellness and belonging.

Public and Community Safety. Provide public and community safety through education, prevention, and aligning resources with community needs.

Economic Vitality/Thriving Community. Promote Northbrook as an economic leader.

Infrastructure. Maintain a consistent high quality of life through capital investment, continued focus on sustainability, and facilities that meet operational needs

Organizational Excellence. Cultivate a culture driven by excellence, adaptability, and employee wellness supported by data, and clear roles and responsibilities to be an employer of choice and inviting community.

Summary of Accomplishments & Goals

FISCAL YEAR 2026 VILLAGE-WIDE ACCOMPLISHMENTS

- The Village Board selected an experienced consultant to support development of a first ever strategic plan for the Village and a complementary communication audit to enhance the delivery of timely and informative public information to the community. Both activities are underway with final approvals anticipated by the end of the fiscal year.

- The Ad Hoc 125th Anniversary Celebration Commission was established to plan and

implement the celebration of the 125th Anniversary of the Village's founding on November 18, 2026.

- The Village received an independent annual financial audit from Lauterbach and Amen LLP which resulted in an unqualified opinion (i.e. a clean audit) for the Year Ending April 30, 2025, along with the concurrent presentation of the Village's corresponding Comprehensive Annual Financial Report.

- The Village continues to receive AAA/Aaa ratings by S&P and Moody's respectively, the highest rating possible for financial management/municipal creditworthiness.

- Substantive progress was made towards the replacement of critical community safety facilities that were built in 1956-1974 via:
  - Construction began at 3504 Commercial Avenue for the adaptive reuse of an existing building as the new Fleet Maintenance Garage with completion in FY 2027.
  - Construction began on a new Fire Station 11 at 820 Dundee with completion in FY 2027.
  - Continued work related to identification of a future location for a new Police Facility as well as Fire Headquarters with selection anticipated in FY 2027.

- Adopted revisions to the Village Municipal Code, including the adoption of updates to the 2023 and 2024 International Code Commission (ICC) approved codes and the most current 2024 International Fire Code (IFC).

- Newly elected officials were on-boarded following the April 2025 Municipal elections.

- Work continued with Brookfield Properties to implement the provision of the Redevelopment and Economic Incentive Agreement for Northbrook Court.

- A portion of 1657 Shermer Road was sold by the Village to Housing Opportunities Development Corporation (HODC) for an affordable housing project.

- An OSHA Compliance Assessment Visit through IRMA was completed, which is a village-wide preparation and interactive process in accordance with IRMA to verify OSHA standards are being met.

- Three successor collective bargaining agreements were negotiated with labor unions representing employees of the Village.

- Completed Advance Climate Action Plan goals, including:
  - The Planting of 548 trees within the community in public rights-of-way.
  - Distributed over 250 trees to residents through the Village's tree giveaway program.
  - Transitioned an additional 291 of the Village's streetlights to LED fixtures, for a total of 920, in order to meet the 2030 goal of 100% LED streetlights.
  - The Sustainability Commission hosted the first Northbrook Climate Action Day resource fair with over 75 residents attending.
  - Successfully tracked progress and impact on waste reduction of the Single-Use Bag Initiative. Village-wide experienced an 8% decrease in bags distributed year over year.

- The Northbrook affordable housing plan was updated as required by the State of Illinois.

- Continued implementing the Village's Cybersecurity Strategy through the deployment of cybersecurity policies and procedures with the objective of mitigating the risks associated with cyber incidents.

- Continued computer and mobile device upgrades, replacements, and deployments for all Village departments, as scheduled, to remain on current devices, fully supported by the vendors, ensuring the applications and systems in use at the Village continue to run optimally on all devices.

- Purchased a portable vehicle barrier system to support public safety at special events, funded through a State of Illinois grant and in partnership with the Village of Wheeling.

- In compliance with the United States Fire Administration (USFA) mandate, transitioned from the National Fire Incident Reporting System (NFIRS) to the new National Emergency Response Information System (NERIS) which is intended to modernize and transform the United States fire and emergency services data and reporting system.

- Completed the expansion of the Downtown Infrastructure and Streetscape Enhancement Project on Shermer Road from Meadow Road to the railroad tracks, and from Meadow Road north of Shermer, and on Meadow Road from Shermer to Walters Avenue to establish designated outdoor dining areas encouraging more visitors to the area.

- Completed more than 95% implementation of replacement water meters, associated technology and oversight of meter replacement project.

- Presented the completed stormwater utility rate study prepared by New Gen Strategies and Solutions, LLC. to the Village Board and amended the Annual Fee Ordinance to ensure the Stormwater Fund is adequately financially supported. Increased stormwater fees to $2.00 effective December 1, 2025.

- Contracted with Community Partners for Affordable Housing (CPAH) to participate in a Community Land Trust program with the ability for the Village to work towards acquiring homes for qualifying residents.

- Completed transition to a new management company, Housing Opportunity Development Corporation (HODC), at Crestwood Place Apartments.

FISCAL YEAR 2027 VILLAGE-WIDE GOALS

- Support implementation of the approved goals and objectives as part of the Strategic Plan. Evaluate Key Performance Indicators (aka measures) to replace Village Manager goals and priorities.

- Conduct the second statistically valid citizen survey consistent with the 2023 survey to evaluate trends over time.

- Continue the process to identify and work across all Departments to update business processes in advance of the Enterprise Resource Planning (ERP) migration to the cloud to reduce inefficiencies by improved data quality and consistent workflows to ensure effective staff use of the ERP system scheduled for implementation in November 2026.

- Support organizational work to present policy decisions to the Village Board related to municipal facilities including:
  - Complete bidding, acquisition, and implementation of the technologies to support the new Village facilities – Fire Station 11 and Fleet Maintenance Garage.
  - Demolition of the to-be-vacant Fleet Maintenance Garage and the future use of that property which must be retained by the Village given the adjacency to the water tower.
  - Demolition of those portions of the current Fire Station 11 which will be vacated and the future use of that property which must be retained by the Village given its adjacency to the Village water production facility.
  - Use/restoration/demolition of the vacant properties.
  - Present site recommendations for a new Fire Headquarters and Police Station.

- Support organizational work to invest in emergency preparedness in collaboration with NIPSTA.

- Evaluate the current classification and compensation system for staff to ensure it meets the recruitment and retention goals of the organization.

- Investigate the need for a perpetual fund study in FY28 of the Village's cemeteries.

- Participate in the regional Gas-Powered Leaf Blower Feasibility Study through the Leaf Blower Regional Working Group to support future evaluation and potential refinement of the Village's partial ban ordinance.

- Continue to make progress toward complete conversion of all streetlight fixtures to LED fixtures using in-house staff in accordance with Climate Action Plan item BE 5-1.

- Continue to work with partner units of government, ComEd and the Union Pacific Railroad towards construction of the Skokie Valley Trail from Lake Cook Road to Voltz Road.

- Complete the migration for the Enterprise Resource Planning (ERP) migration to the cloud for additional functionality and features, and better integration and address management between the various ERP modules, including centralized address management.
- Continue work on the implementation of the new SCADA (Supervisory Control and Data Acquisition) design project to replace, improve, and better secure the Village's water production technology infrastructure.

- Pilot and roll out MS Teams as the preferred collaboration platform as well as additional MS M365 products to staff.

- Present updates to the Village's Emergency Operations Plan for presentation for Village Board consideration.

- Work creatively and collaboratively with the property owner on the redevelopment of Northbrook Court mall property and other key properties suitable for redevelopment.

- As anticipated in the draft Strategic Plan, hold engagement sessions with the community to identify priorities and contract for the creation of a Downtown Plan including market-based strategies to enhance the economic vitality of the Village Green Overlay District.

To view a more detailed and comprehensive list of achievements and goals, please see each department's individual budget program detail.

VILLAGE ECONOMY

The Village of Northbrook maintains a strong local economy with greater than average personal wealth; strong employment diversification; diversity of industrial, commercial and office development; and natural and economic geographic advantages. As the location for a number of corporate headquarters, it has an additional distinction as a residential community for a number of corporate executives and of high home values. Northbrook offers convenient transportation and proximity to Chicago and beyond. With a broad-based diversification of Village revenues and relatively low tax rates, the Village is able to offer a high level of governmental services to its residents.

The Village's retail sector is evolving with the changing nature of brick-and-mortar retail including the 417,000-square foot Willow Festival shopping center, and the 335,000-square foot Village Square shopping center, both of which have a strong grocery presence that continues to provide stability in the sales tax base. Northbrook's low retail vacancy rate of 3.2% through December 2025 demonstrates the strength of our local economy, despite the many changes in the world of retailing and e-commerce. The Village's varied shopping areas provide area residents with a combination of luxury, convenience, and discount shopping experiences. For decades the Northbrook Court Mall was a retail anchor as well and is now a Tax Increment Financing (TIF) District which was established to support the complete redevelopment of the 100+ acre Northbrook Court property. The property owner, Brookfield Properties, and Village entered into a Redevelopment and Economic Incentive Agreement in late 2023 and updated in 2025 to establish a foundation for the high-quality comprehensive redevelopment of this private property. Despite market driven delays in the private redevelopment and closure of significant retails in the mall property, the redevelopment plan remains relevant for the property as a new residential, retail and dining destination for the North Shore Region.

The community also maintains a strong residential sector, and the number of new homes constructed throughout the Village remains steady year over year in both new subdivisions and infill development, as well as an increase in the number of home remodeling projects.

Redevelopment continues in other sectors of Northbrook and includes the 2025 relocation and re-opening of the Book Bin and the brand new Celebree daycare in downtown Northbrook, Shelle Jewelers (expanded re-opening) and The Great Escape on Skokie Boulevard, as well as Chicago Car Loft, and continued expansion of Bell Flavors in the Sky Harbor Industrial Park, and the relocation and expansion of Glenkirk on Dundee Road. Crate and Barrel additionally committed to maintaining their international corporate headquarters in Northbrook through an extension of the land/facilities lease at their current location.

Redevelopment of existing infill sites continues throughout the community with new homes replacing older homes, as well as an increase in the number of home remodeling projects. The top-notch public school system, library and park system are major draws for new residents and families and in part result in the community's high residential property values and level of desirability.

Significant developments for which zoning entitlements have recently been granted include the redevelopment of 3700 Dundee Road, a former church, with 53 for sale townhomes and a new

Rivian electric vehicle sales and service facility, as well as a new state of the art fire testing laboratory structure on the Underwriters Laboratory campus, and Lifetime Fitness is in the process of developing a racquet club facility on Techny Road.

TAX BASE

The Village's geographic location, east of the Tri-State Tollway, west and south of Interstate 94 and on the Milwaukee Road railroad, approximately 25 miles north of downtown Chicago and approximately 9 miles from O'Hare International Airport, has made it a prime area for high value residential development. A substantial land area has also permitted development of important corporate offices and commercial shopping centers.

The Village is home to corporate headquarters for international and national companies such as Crate & Barrel, Newmedical Technologies, UL Solutions (former Underwriters' Laboratories), Bell Flavors and Fragrance, Barilla America, and Wiss, Janney, Elstner Associates.

PRINCIPAL TAXPAYERS

Principal Village Taxpayers (1)

Taxpayer Name	Business/Service	2023 EAV (2)
Jones Lang LaSalle	Commercial Office Buildings	$ 67,425,864
Brookfield Prop Retail	Northbrook Court Shopping Center	46,788,145
Willow Festival Regency	Shopping Center	35,293,395
UL Solutions	Equipment Testing	28,776,615
TGM Northshore LLC	Real Property	28,704,182
Finger EPCO Northbrook	Real Property	23,339,409
Lake Cook Road & Mid America	Portion of Village Square Shopping Center	20,072,861
Village Square of Northbrook	Shopping Center	18,930,263
Euromarket Designs	Funiture and Home Décor	17,996,124
Korman Lederer and Associates, LLC	Shopping Center	17,703,353
Total		$ 305,030,211
10 Largest Taxpayers as Percent of Total 2023 EAV of $3,206,339,539		9.51%

Notes: (1) Source: Cook County Clerk.

(2) Every effort has been made to seek out and report the largest taxpayers. However, many of the taxpayers listed contain multiple parcels, and it is possible that some parcels and their valuations have been overlooked. The 2023 EAV is the most current available.

RETAIL TRADE

The variety of retail activity encompassed by the Village's commercial sector is highlighted in the table below. With the 2018 adoption of the 1% Village sales tax, tax rates in Northbrook have become comparable to sales tax rates in neighboring communities. The following tables show sales tax receipts by month for the current year and past four fiscal years.

Village of Northbrook
Comparative Sales Tax Collections

FISCAL YEAR 2022 (4/30/22)

Business Liability Month	IDOR Collection Month	Village Receipt Month	Sales Tax(1)
5/21	6/21	8/21	1,572,129
6/21	7/21	9/21	1,611,679
7/21	8/21	10/21	1,415,397
8/21	9/21	11/21	1,460,946
9/21	10/21	12/21	1,460,988
10/21	11/21	1/22	1,562,625
11/21	12/21	2/22	1,556,800
12/21	1/22	3/22	1,884,699
1/22	2/22	4/22	1,218,225
2/22	3/22	5/22	1,180,434
3/22	4/22	6/22	1,456,115
4/22	5/22	7/22	1,410,420
		TOTAL	17,790,457

(net of economic incentive payments of $68,542) (2)

FISCAL YEAR 2023 (4/30/23)

Business Liability Month	IDOR Collection Month	Village Receipt Month	Sales Tax(1)
5/22	6/22	8/22	1,587,465
6/22	7/22	9/22	1,656,200
7/22	8/22	10/22	1,461,419
8/22	9/22	11/22	1,446,447
9/22	10/22	12/22	1,597,458
10/22	11/22	1/23	1,481,184
11/22	12/22	2/23	1,492,621
12/22	1/23	3/23	1,780,600
1/23	2/23	4/23	1,254,773
2/23	3/23	5/23	1,222,703
3/23	4/23	6/23	1,358,780
4/23	5/23	7/23	1,207,297
		TOTAL	17,546,947

(net of economic incentive payments of $80,916) (2)

FISCAL YEAR 2024 (4/30/24)

Business Liability Month	IDOR Collection Month	Village Receipt Month	Sales Tax(1)
5/23	6/23	8/23	1,576,354
6/23	7/23	9/23	1,589,029
7/23	8/23	10/23	1,445,855
8/23	9/23	11/23	1,444,670
9/23	10/23	12/23	1,422,539
10/23	11/23	1/24	1,366,013
11/23	12/23	2/24	1,468,535
12/23	1/24	3/24	1,820,539
1/24	2/24	4/24	1,225,007
2/24	3/24	5/24	1,225,126
3/24	4/24	6/24	1,307,510
4/24	5/24	7/24	1,319,629
		TOTAL	17,210,806

(net of economic incentive payments of $116,066) (2)

FISCAL YEAR 2025 (4/30/25)

Business Liability Month	IDOR Collection Month	Village Receipt Month	Sales Tax(1)
5/24	6/24	8/24	1,515,577
6/24	7/24	9/24	1,510,856
7/24	8/24	10/24	1,371,241
8/24	9/24	11/24	1,574,099
9/24	10/24	12/24	1,815,026
10/24	11/24	1/25	1,574,292
11/24	12/24	2/25	1,671,922
12/24	1/25	3/25	2,045,282
1/25	2/25	4/25	1,462,722
2/25	3/25	5/25	1,715,722
3/25	4/25	6/25	1,909,100
4/25	5/25	7/25	1,714,594
		TOTAL	19,880,433
Economic incentive payments (2)			(145,054)
Net sales tax collected			19,735,379

FISCAL YEAR 2026 (4/30/26)

Business Liability Month	IDOR Collection Month	Village Receipt Month	Sales Tax(1)
5/25	6/25	8/25	1,904,342
6/25	7/25	9/25	1,968,970
7/25	8/25	10/25	1,869,807
8/25	9/25	11/25	1,855,834
9/25	10/25	12/25	1,919,175
10/25	11/25	1/26	1,904,467
11/25	12/25	2/26	1,820,956
12/25	1/26	3/26	2,183,075
1/26	2/26	4/26	***
2/26	3/26	5/26	***
3/26	4/26	6/26	***
4/26	5/26	7/26	***
		TOTAL	15,426,626
Economic incentive payments (2)			(610,410)
Net sales tax collected			14,816,216

AVERAGE FY 2022 - FY 2025

Business Liability Month	IDOR Collection Month	Village Receipt Month	Sales Tax(1)
5/XX	6/XX	8/XX	1,562,881
6/XX	7/XX	9/XX	1,591,941
7/XX	8/XX	10/XX	1,423,478
8/XX	9/XX	11/XX	1,481,540
9/XX	10/XX	12/XX	1,574,003
10/XX	11/XX	1/XX	1,496,029
11/XX	12/XX	2/XX	1,547,470
12/XX	1/XX	3/XX	1,882,780
1/XX	2/XX	4/XX	1,290,182
2/XX	3/XX	5/XX	1,335,996
3/XX	4/XX	6/XX	1,507,876
4/XX	5/XX	7/XX	1,412,985
		TOTAL	18,107,161

(1) Includes 1% Municipal, 1% Home Rule, and 3% Local Cannabis Tax
1% Home Rule is split 75% General Fund/25% Infrastructure CIP Fund

(2)Prior to FY 2025, economic incentive payments were netted against sales tax revenue. Beginning with FY 2025, incentive payments are appropriated in a separate expense account. FY 2026 ecomonic incentive payments are estimated at $1,610,410 (see FY 2027 Budget, Economic Incentive Summary schedule).

**** Not available as of the budget report date.*

TAX COLLECTIONS

The following table illustrates the Village's strong record of property tax collections.

Village Tax Extensions and Collections (1)

Levy Year	Collection Year	Tax Extensions	Taxes Collected	Percent of Collections to Tax Levy
2014	2015	13,213,490	12,869,537	97.40%
2015	2016	14,033,836	13,393,634	95.44%
2016	2017	15,526,527	15,409,633	99.25%
2017	2018	18,512,965	18,512,965	100.00%
2018	2019	19,555,239	19,067,172	97.50%
2019	2020	21,882,760	21,241,263	97.07%
2020	2021	21,865,793	21,738,065	99.42%
2021	2022	22,559,281	22,351,866	99.08%
2022	2023	22,450,998	21,531,174	95.90%
2023	2024	22,709,641	22,597,790	99.51%

Note: (1) Source: The Village and its Audited Financial Statements

VILLAGE INFRASTRUCTURE AND SERVICES

The Village has been supplied with Lake Michigan water for over 50 years with service since 1963 provided by a Village-owned Lake Michigan water intake (and a second intake built in 1993), a three-mile transmission main and a second transmission main constructed in 1993, a 20 million gallon per day (MGD) capacity treatment plant and 205 miles of distribution mains. Average daily pumping is approximately 5 million gallons. The Village of Northbrook Fire Department has an I.S.O. rating of "1". Sewage collection is a Village responsibility with treatment provided by the Metropolitan Water Reclamation District of Greater Chicago.

Expressways surround the Village on three sides. In addition, commuter rail service to downtown Chicago is provided by the Regional Transportation Authority over tracks of the Milwaukee Railroad.

The Northbrook Public Library, constructed in 1967-68 at a cost of approximately $1,050,000 (a $1.1 million addition was constructed in 1973-74), has a 200-seat auditorium and a 150,000-volume collection, which are supplemented by over 15 million volumes through membership in the North Suburban Library System. In December 1997, the Village borrowed $9.7 million to renovate and expand the Library. In July 2013, the Village borrowed an additional $6.5 million to remodel and expand the Library. In November 2019, the Village borrowed $4 million for capital improvements throughout the Library.

SCHOOLS

The Village is served by four elementary school districts and Northfield Township High School District No. 225 has two high schools. One serves primarily Northbrook students (Glenbrook North) and the other serves primarily Glenview students. Glenbrook North (2025-2026 enrollment of 2,077) is situated upon a 72-acre campus and features a 1,500 seat Center for the Performing Arts, four instructional gymnasiums, a fieldhouse, technology and wireless equipped classrooms, and a lighted football field. In 2025, 92% of all graduating students matriculated to institutions of higher learning.

The Village is also home to five private schools as well as numerous public and private childcare and preschools.

WEALTH

The following tables show Illinois' ten wealthiest communities with a population of 25,000 or more as of the 2020-2024 American Community Survey Estimate. The Village ranked third in median household income (note that median household income figures are estimated as of 2020-2024).

Illinois' Ten Wealthiest Communities with 25,000 plus Population (1)

	Population			Change from 2000	Median Household
Municipality	**2020**	**2010**	**2000**	**to 2020**	**Income** *(2)*
Wilmette	28,170	27,087	27,651	1.88%	$ 190,662
Highland Park	30,176	29,763	31,365	-3.79%	168,094
Northbrook	**35,222**	**33,170**	**33,435**	**5.34%**	**157,782**
Naperville	149,540	141,853	128,358	16.50%	155,105
Elmhurst	45,786	44,121	42,762	7.07%	149,644
Plainfield	44,762	39,581	13,038	243.32%	144,000
Glenview	48,705	44,766	43,167	12.83%	143,056
Park Ridge	39,656	37,480	37,804	4.90%	142,986
Glen Ellyn	28,846	27,799	27,237	5.91%	140,938
New Lenox	27,214	24,394	17,771	53.14%	140,865
State of Illinois	12,812,508	12,830,632	12,419,293	3.17%	83,390
United States	331,449,281	308,745,538	281,421,906	17.78%	80,734

Notes: (1) Source: U.S. Bureau of the Census.

(2) Economic data consists of 5-year estimates, 2020-2024, provided by American Community Survey.

The U.S. Census Bureau 5-year estimated values reported that the Village had a median household income of $157,782. This compares to $83,498 for the County and $83,390 for the State. The following table represents the distribution of household incomes for the Village, the County and the State at the time of the 2020-2024 American Community Survey.

Household Income (1)

	The Village		Cook County		State of Illinois	
HOUSEHOLD INCOME	Number	Percent	Number	Percent	Number	Percent
Under $10,000	491	3.7%	128,491	6.1%	271,292	5.4%
$10,000 to $14,999	100	0.8%	77,092	3.7%	163,473	3.2%
$15,000 to $24,999	355	2.7%	126,817	6.0%	299,635	5.9%
$25,000 to $34,999	465	3.5%	131,455	6.3%	318,588	6.3%
$35,000 to $49,999	512	3.8%	198,312	9.4%	487,504	9.7%
$50,000 to $74,999	1,252	9.4%	293,762	14.0%	747,716	14.8%
$75,000 to $99,999	1,145	8.6%	255,847	12.2%	636,158	12.6%
$100,000 to $149,999	2,198	16.5%	362,019	17.2%	905,194	18.0%
$150,000 to $199,999	1,338	10.1%	206,327	9.8%	510,782	10.1%
$200,000 or more	5,446	40.9%	320,108	15.2%	696,107	13.8%
Total	13,302	100.0%	2,100,230	100.0%	5,036,449	100.0%
Median Household Income:	**$ 157,782**		**$ 83,498**		**$ 83,390**	

Note: (1) Source: U.S. Bureau of the Census, American Community Survey 5-year estimates 2020 to 2024.

HOUSING

The U.S. Census Bureau 5-year estimated values reported that the median value of the Village's owner-occupied homes was $652,300. This compares to $324,500 for the County and $263,300 for the State. The following table represents the five-year average market value of specified owner-occupied units for the Village, the County and the State at the time of the 2020-2024 American Community Survey.

Home Values (1)

	The Village		Cook County		State of Illinois	
VALUE	Number	Percent	Number	Percent	Number	Percent
Under $50,000	100	0.9%	43,989	3.6%	182,108	5.4%
$50,000 to $99,999	58	0.5%	36,987	3.1%	281,025	8.3%
$100,000 to $149,999	105	0.9%	70,883	5.8%	327,262	9.7%
$150,000 to $199,999	334	2.9%	112,776	9.3%	397,649	11.8%
$200,000 to $299,999	552	4.8%	280,812	23.2%	754,046	22.3%
$300,000 to $499,999	2,198	18.9%	403,737	33.3%	935,763	27.7%
$500,000 to $999,999	6,381	55.0%	204,495	16.9%	408,207	12.1%
$1,000,000 or more	1,876	16.2%	58,891	4.9%	92,850	2.7%
Total	11,604	100.0%	1,212,570	100.0%	3,378,910	100.0%
Median Home Value	**$ 652,300**		**$ 324,500**		**$ 263,300**	

Note: (1) Source: U.S. Bureau of the Census, American Community Survey, 5-year estimates 2020 to 2024.

BUILDING ACTIVITY

Reflecting population increases and continued industrial and commercial development over the past decade, the Village has experienced substantial and relatively constant building activity.

Village Building Permits (1)
(Excludes the Value of Land)

Village of Northbrook

	Commercial Construction		Residential Construction		
Year	Number of Units	Value	Number of Units	Value	Total Value
2016	100	$ 53,818,624.00	176	$ 41,262,623.00	95,081,247
2017	102	$ 45,611,607.00	211	$ 106,137,191.00	151,748,798
2018	92	$ 32,668,020.00	256	$ 37,687,617.00	70,355,637
2019	94	$ 43,228,059.00	235	$ 36,385,738.00	79,613,797
2020	54	$ 16,385,981.00	256	$ 52,361,299.00	68,747,280
2021	74	$ 27,490,943.00	308	$ 49,507,280.00	76,998,223
2022	87	$ 54,040,702.00	256	$ 42,318,229.00	96,358,931
2023	74	$ 71,716,587.00	198	$ 36,398,365.00	108,114,952
2024	68	$ 43,643,909.00	254	$ 89,106,499.00	132,750,408
2025	116	$ 117,672,520.00	235	$ 65,295,591.00	182,968,111

Note: (1) Source: The Village based on valuations per building permits issued by the Village's Development Department.

MAJOR EMPLOYERS

Major Village Employers (1)

Name	Business/Service	Approximate Employment
UL Solutions	Corporate Headquarters, Product Testing	1,500
Highland Baking Co, Inc.	Commercial Bakeries	615
Euromarket Designs, Inc.	Corporate Headquarters, Crate and Barrel	500
Hilco Global	Company Headquarters; Financial Services	400
F. E. Moran, Inc.	Corporate Headquarters, HVAC, Fire Protection, Plumbing and Piping Contractors	325
Bell Flavors & Fragrances, Inc.	Corporate Headquarters, Natural Flavors and Fragrances	300
M. Holland Company, LLC	Plastic Resins	288
Wiss, Janney, Elstner Associates	Engineering Services	254
Birchwood Lighting, Inc., A Leviton Co.	Lighting Fixtures	200
Blue Chip Marketing	Advertising Agency	200
Chicago Clinical Laboratories	Diagnostic Laboratories	200
Luminex Corp	Medical Laboratories	200
Barilla America, Inc.	Corporate Headquarters, Pasta	150
INDAK Manufacturing Corp.	Corporate Headquarters, Electrical/Electronic Assemblies	150
Sawas Learning Co., LLC	Publishing of Educ. E-Books, Learning Materials & Textbooks	150
The Levy Co.	Drywall Contractors	150

Note: (1) Source: 2026 Illinois Services Directory, 2026 Illinois Manufacturers Directory and selective telephone survey.

UNEMPLOYMENT RATE

Annual Average Unemployment Rates (1)

Calendar Year	The Village	Cook County	State of Illinois
2016	4.60%	6.20%	5.90%
2017	2.90%	4.00%	4.30%
2018	2.50%	3.70%	4.50%
2019	2.80%	3.80%	4.00%
2020	7.80%	10.60%	9.30%
2021	4.40%	7.00%	6.10%
2022	3.60%	5.00%	4.60%
2023	3.60%	4.40%	4.50%
2024	4.30%	5.40%	5.00%
2025	4.00%	5.10%	4.70%

Note: (1) Source: Illinois Department of Employment Security.

OCCUPATIONS

The occupational concentrations of Northbrook's employed workforce parallel the Village's high education and income levels. According to the U.S. Bureau of the Census' American Community Survey 2020-2024 estimates, 68.6% of the Village's employed workforce was engaged in managerial and professional occupations, versus 46.4% in Cook County and 43.3% statewide.

Employment by Industry (1)

	The Village		Cook County		State of Illinois	
Classification:	Number	Percent	Number	Percent	Number	Percent
Agriculture, Forestry, Fishing and Hunting, and Mining	21	0.1%	5,337	0.2%	65,758	1.0%
Construction	689	4.2%	118,779	4.6%	335,593	5.4%
Manufacturing	1,235	7.6%	238,590	9.2%	719,899	11.5%
Wholesale Trade	458	2.8%	61,469	2.4%	163,639	2.6%
Retail Trade	1,567	9.7%	236,763	9.1%	648,265	10.3%
Transportation and Warehousing, and Utilities	342	2.1%	203,506	7.8%	439,507	7.0%
Information	384	2.4%	51,787	2.0%	104,876	1.7%
Finance and Insurance, and Real Estate and Rental and Leasing	2,670	16.5%	219,099	8.4%	465,899	7.4%
Professional, Scientific, and Management, and and Administrative and Waste Management Services	3,509	21.6%	414,170	15.9%	805,057	12.9%
Educational Services and Health Care and Social Assistance	3,698	22.8%	613,349	23.6%	1,475,900	23.6%
Arts, Entertainment and Recreation and Accommodation and Food Services	886	5.5%	219,957	8.5%	512,046	8.2%
Other Services, Except Public Administration	558	3.4%	123,003	4.7%	286,574	4.6%
Public Administration	208	1.3%	91,353	3.5%	240,751	3.8%
Total	16,225	100.0%	2,597,162	100.0%	6,263,764	100.0%

Note: (1) Source: U.S. Bureau of the Census, American Community Survey, 5-year estimates 2020 to 2024.

ADDITIONAL INFORMATION

VILLAGE EMPLOYEES

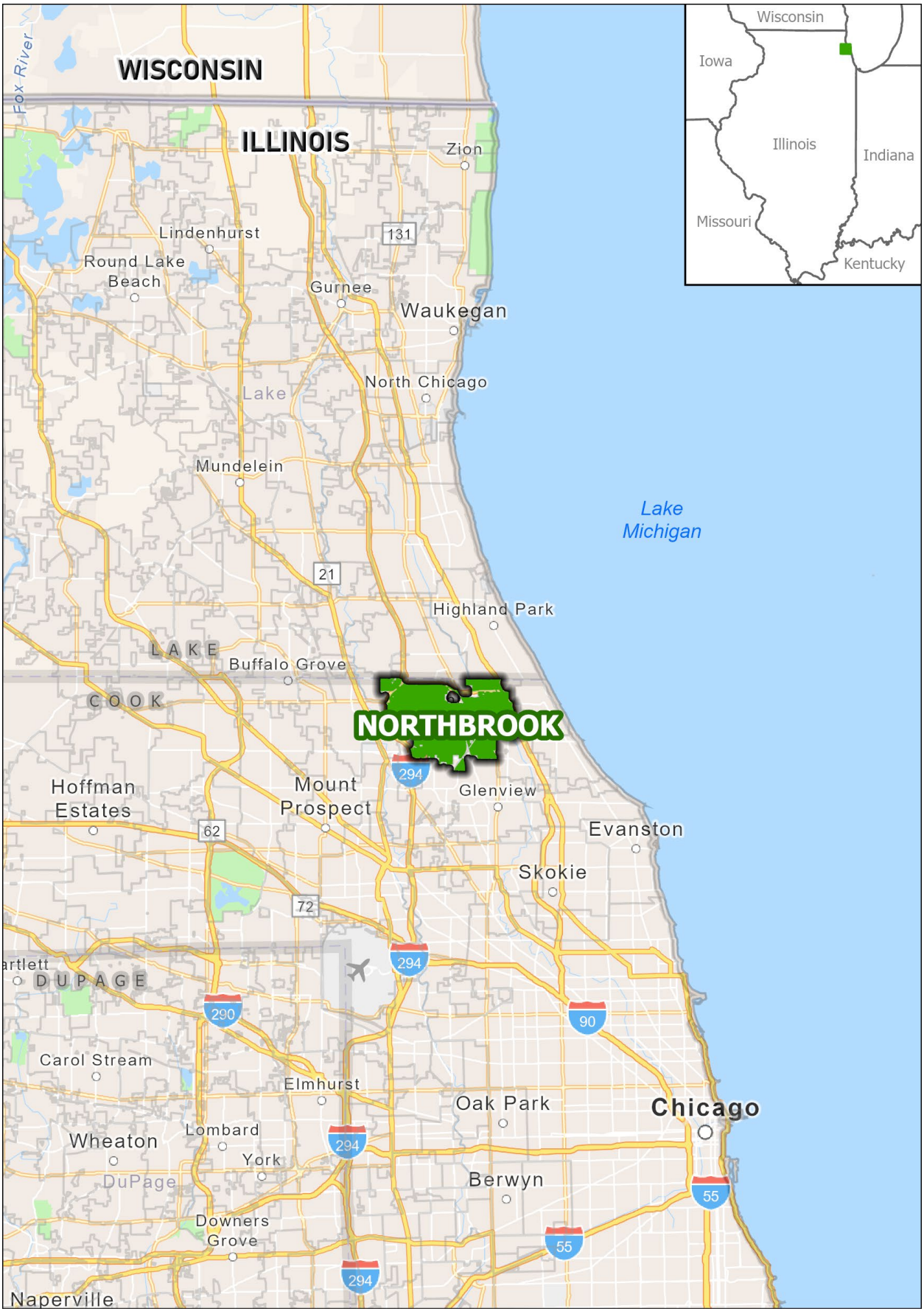
The Village is staffed by 289 full time positions, 3.5 permanent part-time positions and 12.25 seasonal part-time positions. The Village is party to four collective bargaining agreements: an agreement with the Metropolitan Alliance of Police (MAP) covering police sergeants, Metropolitan Alliance of Police (MAP) covering sworn police officers and dispatcher, Local 1894 of the International Association of Professional Fire Fighters, and Local 150 of the International Union of Operating Engineers), covering Public Works employees.

PENSION FUND OBLIGATIONS

The Village participates in three defined benefit pension plans, which cover substantially all full-time employees. Retirement benefits are provided for employees who meet certain age and service requirements. Payments are generally correlated with the employee's length of service and earnings. Legal requirements of the plans (including contributions, vesting, benefit and fund deficit provisions) are governed by Illinois Compiled Statutes. The plans are funded by employee and employer contributions and interest earnings, with all administration costs borne by the Village. The Village's total payroll for all employees was $30,265,496 for the fiscal year ended April 30, 2025.

All employees, other than police officers, fire fighters and those working fewer than 1,000 hours per year, are covered by the Illinois Municipal Retirement Fund (the "IMRF"), which is a statewide multi-employer plan governed by a state board of trustees.

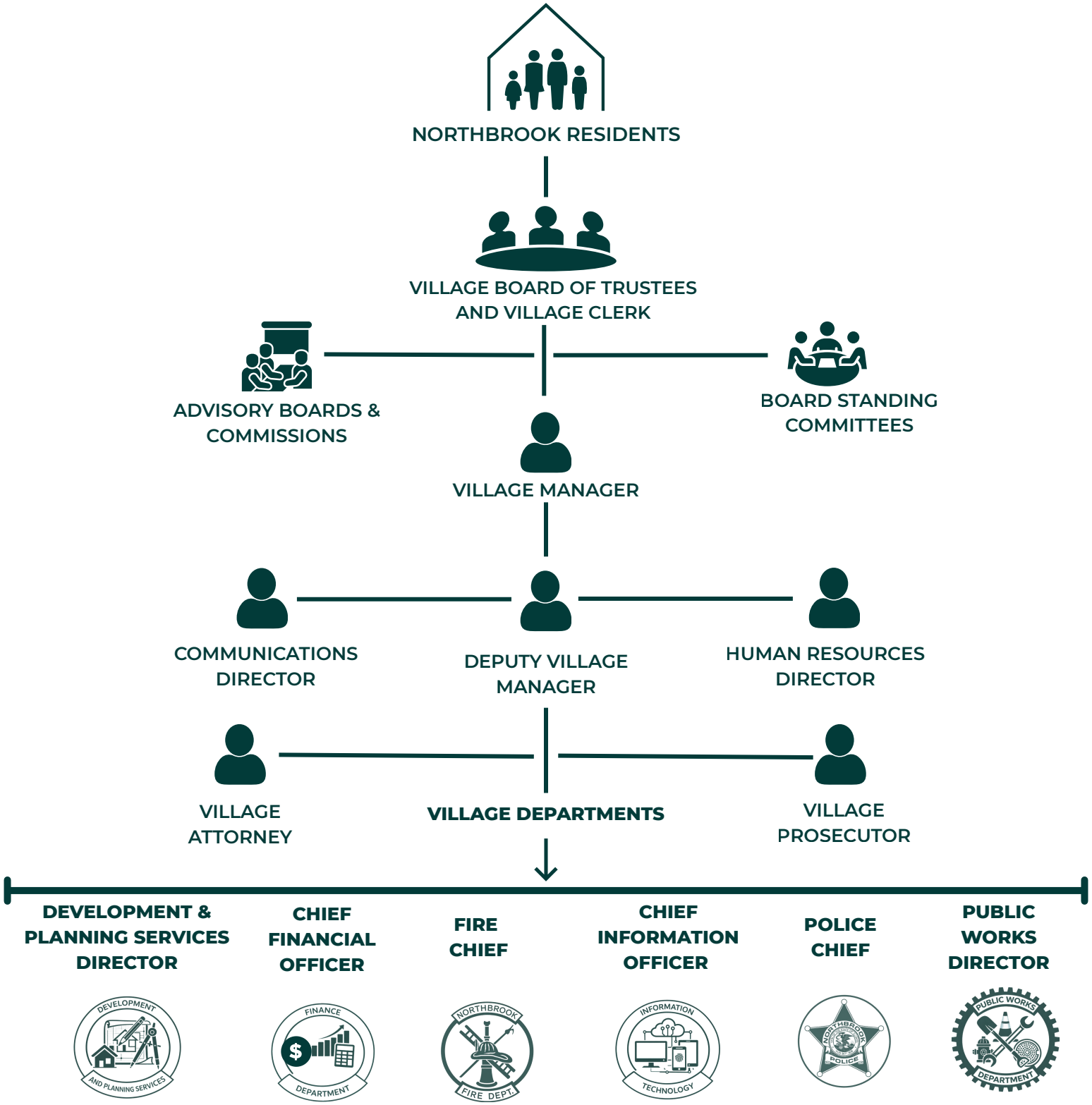
The IMRF determines the contribution rate for the Village to provide for full funding of prior service costs. Participating members contribute 4.50% of their salary; the Village's rate for calendar 2025 was 8.78%. The Village rate for 2026 is 8.75%. The unfunded balance of the future IMRF pension benefits (including the Northbrook Public Library and RED Center) as of April 30th, 2025 was $7,923,476.


WISCONSIN
ILLINOIS
Fox River
Zion
Lindenhurst
Round Lake Beach
Gurnee
Waukegan
North Chicago
Lake
Mundelein
Lake Michigan
Highland Park
LAKE
Buffalo Grove
COOK
NORTHBROOK
Glenview
Hoffman Estates
Mount Prospect
Evanston
Skokie
DUPAGE
Carol Stream
Elmhurst
Oak Park
Chicago
Wheaton
Lombard
York
DuPage
Berwyn
Downers Grove
Naperville
131
21
62
72
294
290
90
55
Wisconsin
Iowa
Illinois
Indiana
Missouri
Kentucky

BUDGET CALENDAR

FISCAL YEAR 2027 BUDGET

DATE	ACTIVITY
August-October	Preparation of draft Capital Improvement Plan (CIP).
November	Draft CIP submitted to Village Board.
November	Committee of the Whole to discuss and review CIP.
November	Committee of the Whole to discuss and review recommended property tax levy for 2025 which is known as the 2024 property tax year levy.
November	Village Board provides policy guidance for CIP and annual budget.
November/December	Operating departments prepare preliminary budget requests.
December 9, 2025	Village Board considers property tax levy.
	Village Board considers ordinance to abate the levy of property taxes for those bond issues where other sources of revenue exist.
December/January	Chief Financial Officer reviews department budget requests and prepares draft budget for Village Manager review.
February	Village Manager meets with each Department Director to review budget request along with Deputy Village Manager, Chief Financial Officer, Deputy Chief Financial Officer, Chief Information Officer and Human Resources Director.
February	Village Manager recommended budget submitted to Village Board.
March 10, 2026	Village Board conducts public budget workshop to discuss recommended budget.
March 26, 2026	Notice of Public Hearing on recommended budget is published in the local newspaper.
April 14, 2026	Public hearing on recommended budget. Budget adopted at regular meeting of Village Board of Trustees.



BOARDS AND COMMISSIONS

Arts Commission
Board of Fire & Police Commissioners
Community Commission
Disability Inclusion Commission
Electrical Commission
Emergency Telephone Systems Board
Firefighters' Pension Fund Board
Pedestrian and Bicycle Commission
Plan Commission
Police Pension Fund Board
Senior Services Commission
Stormwater Management Commission
Sustainability Commission
Zoning Board of Appeals

STANDING COMMITTEES

Administration & Finance Committee
Communications & Outreach Committee
Community & Sustainability Committee
Housing Committee
Labor Relations Committee
Planning & Economic Development Committee
Public Safety Committee
Public Works & Facilities Committee

VILLAGE OF NORTHBROOK
AUTHORIZED POSITIONS (ALL NUMBERS = FTE)

ALL DEPARTMENTS

(EXCLUDES NORTHBROOK PUBLIC LIBRARY)

		Full Time			Part Time *			Seasonal/Other *			Total FTEs		
		FY 2025	FY 2026	FY 2027	FY 2025	FY 2026	FY 2027	FY 2025	FY 2026	FY 2027	FY 2025	FY 2026	FY 2027
General Fund	Village Manager's Office	10.00	11.00	13.00	0.50	0.50	0.50	0.50	0.75	0.75	11.00	12.25	14.25
General Fund	Finance	8.00	8.00	8.00	1.50	1.50	1.50	0.75	0.75	0.25	10.25	10.25	9.75
General Fund	Information Technology	9.00	10.00	10.00	-	-	-	1.50	1.50	1.50	10.50	11.50	11.50
General Fund	Police	95.00	95.00	97.00	1.00	1.00	0.50	6.75	6.75	6.75	102.75	102.75	104.25
General Fund	Fire	76.00	82.00	81.00	-	-	0.50	1.00	1.00	1.00	77.00	83.00	82.50
General Fund	Public Works (General Operations)	38.00	38.00	37.00	-	0.50	0.50	0.75	0.25	0.25	38.75	38.75	37.75
General Fund	Development/Planning	14.00	13.00	14.00	-	-	-	2.00	1.75	1.75	16.00	14.75	15.75
SUBTOTAL GENERAL FUND		250.00	257.00	260.00	3.00	3.50	3.50	13.25	12.75	12.25	266.25	273.25	275.75
Water Fund	Public Works (Production)	9.00	9.00	9.00	-	-	-	-	-	-	9.00	9.00	9.00
Water Fund	Public Works (Distribution)	10.00	10.00	11.00	-	-	-	-	-	-	10.00	10.00	11.00
SUBTOTAL WATER FUND		19.00	19.00	20.00	-	-	-	-	-	-	19.00	19.00	20.00
Sanitary Sewer Fund	Public Works	4.00	4.00	4.00	-	-	-	-	-	-	4.00	4.00	4.00
Stormwater Fund	Public Works	5.00	5.00	5.00	-	-	-	-	-	-	5.00	5.00	5.00
TOTAL FTEs		**278.00**	**285.00**	**289.00**	**3.00**	**3.50**	**3.50**	**13.25**	**12.75**	**12.25**	**294.25**	**301.25**	**304.75**

* Expressed in terms of full-time equivalents (FTEs)

SAMPLE PROPERTY TAX BILL

BREAKDOWN BY JURISDICTION

2.08% Other**

2.95% Oakton Com. College

4.25% Metro. Water Rec. Dist.

8.94% Village of Northbrook

67.21% Elementary & High Schools



4.01% Northbrook Library

5.69% Northbrook Park District

4.87% Cook County

Represents a typical 2024 tax bill (Dependent upon School District and Township boundaries).

** “Other” includes North West Mosquito Abatement District, General Assistance - Northfield, Road and Bridge - Northfield, Town - Northfield, Cook County Forest Preserve District, and Consolidated Elections.

BUDGET SUMMARY



- Economic Incentive Summary
- Debt Service Levy Detail with Abatements
- Property Tax Levy Summary
- Interfund Transfer Summary
- Financial Summary - All Funds
- Budget Summary - All Funds
- Net Revenues - All Funds
- Net Expenses - All Funds
- Major Revenue Sources by Fund
- Guide to Expenditures

Village of Northbrook
Economic Incentive Summary
Fiscal Year 2027

Payee	Incentive Description	Fund	FY26 Budgeted Expense	FY26 Estimated Expense	FY27 Budgeted Expense	FY28 Forecasted Expense	Department Budgeted
Holste Motorsports	Max rebate $1,500,000. Village pays 50% of sales tax to taxpayer. Agreement terminates earlier of paying max rebate or ten years after the 5/1/18 commencement date.	General	$ 120,000	$ 97,861	$ 110,000	$ 110,000	DPS
Foley Cadillac	Max rebate $2,277,570. Village pays 50% of NEW sales tax generated by taxpayer. Incentive terminates earlier of 12/31/42 or when cap is met. New tax equals annual tax generated less 2019 base year.	General	50,000	26,950	30,000	30,000	DPS
1000 Skokie SSD LLC	Max rebate $1,600,000. For every $640,000 received by Village on annual basis, Village will pay rebate developer $320,000. Agreement terminates earlier of when cap is met or 10th anniversary of initial payment to developer (Focus Development).	General	640,000	320,000	640,000	640,000	DPS
Toyota Corporation	Max rebate $9,726,974. Village pays 50% of NEW sales tax generated by taxpayer. Agreement terminates earlier of paying max rebate or 12/31/43. New sales tax is amount exceeding $426,400 per year.	General	40,000	165,599	200,000	210,000	DPS
Hometown Coffee	Reimbursement via a 15 year loan bearing interest at 6% and up to $1,500,000 for the construction and renovation of 1290 Shermer Rd. Hometown shall pay the Village principal and interest from the new municipal sales tax generated from this business location.	General	1,500,000	1,000,000	500,000	-	DPS
Crate & Barrel	Max rebate $1,000,000 over 10 years (for corporate headquarters lease extension). Rebate paid from Village's share of property tax.	General	-	-	100,000	100,000	DPS
Rivian	Max rebate $14,400,000 over 15 years. Village pays 50% of sales tax collected over $200,000 per calendar year.	General	-	-	-	100,000	DPS
		TOTAL	$ 2,350,000	$ 1,610,410	$ 1,580,000	$ 1,190,000	

Village of Northbrook
Debt Service Levy Summary with Abatements
Fiscal Year 2027

Debt Description	Principal Acct#	Interest Acct#	Prior Year (TY24/FY26) Gross Levy Excludes Abatement	TY25/FY27 Automatic County Levy (Revenue)	Less TY25/FY27 Abatements	TY25/FY27 Adjusted County Levy (Revenue)	FY27 Prin Expense	FY27 Int Expense	FY 2027 Total	FY28 Prin Expense	FY28 Int Expense	FY 2028 Total
DEBT SERVICE FUND												
GO 2012B	13-8100-851-32	13-8100-852-32	76,675	75,225	-	75,225	72,280	2,945	75,225	75,060	1,500	76,560
GO 2013A	13-8100-851-33	13-8100-852-33	55,346	54,893	-	54,893	53,037	1,856	54,893	-	-	-
GO 2014A	13-8100-851-35	13-8100-852-35	1,900,535	1,900,115	(1,634,099)	266,016	1,739,500	160,615	1,900,115	1,816,500	91,035	1,907,535
GO 2015A	13-8100-851-36	13-8100-852-36	1,508,168	1,512,673	-	1,512,673	1,105,000	407,673	1,512,673	1,145,000	374,523	1,519,523
GO 2015B	13-8100-851-37	13-8100-852-37	292,829	290,630	-	290,630	210,320	80,310	290,630	217,490	71,897	289,387
GO 2016	13-8100-851-38	13-8100-852-38	383,500	385,550	-	385,550	275,000	110,550	385,550	285,000	102,300	387,300
GO 2018A	13-8100-851-39	13-8100-852-39	504,500	500,900	-	500,900	350,000	150,900	500,900	360,000	140,400	500,400
GO 2018B	13-8100-851-40	13-8100-852-40	669,473	671,423	-	671,423	450,000	221,423	671,423	460,000	207,698	667,698
GO 2019	13-8100-851-41	13-8100-852-41	301,700	305,700	-	305,700	235,000	70,700	305,700	240,000	58,950	298,950
GO 2020	13-8100-851-42	13-8100-852-42	181,846	182,646	-	182,646	166,000	16,646	182,646	173,000	14,405	187,405
GO 2021	13-8100-851-43	13-8100-852-43	147,550	147,550	-	147,550	-	147,550	147,550	-	147,550	147,550
GO 2024	13-8100-851-44	13-8100-852-44	30,615	30,615	-	30,615	-	30,615	30,615	48,750	30,615	79,365
GO 2025	13-8100-851-46	13-8100-852-46	-	648,000	-	648,000	255,000	393,000	648,000	270,000	380,250	650,250
SUBTOTAL			6,052,737	6,705,919	(1,634,099)	5,071,820	4,911,137	1,794,782	6,705,919	5,090,800	1,621,122	6,711,922
WATER												
GO 2012B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2013A	21-8100-851-32	21-8100-852-32	57,767	57,295	(57,295)	-	55,357	1,938	57,295	-	-	-
GO 2014A	21-8100-851-34	21-8100-852-34	488,709	488,601	(488,601)	-	447,300	41,301	488,601	467,100	23,409	490,509
GO 2015A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2015B	21-8100-851-37	21-8100-852-37	574,631	570,316	(570,316)	-	412,720	157,596	570,316	426,790	141,087	567,877
GO 2016	21-8100-851-38	21-8100-852-38	36,925	41,175	(41,175)	-	30,000	11,175	41,175	30,000	10,275	40,275
GO 2018A	21-8100-851-39	21-8100-852-39	542,444	542,844	(542,844)	-	380,000	162,844	542,844	390,000	151,444	541,444
GO 2018B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2019	21-8100-851-41	21-8100-852-41	337,400	340,150	(340,150)	-	260,000	80,150	340,150	275,000	67,150	342,150
GO 2020	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2021	21-8100-851-43	21-8100-852-43	181,900	181,400	(181,400)	-	115,000	66,400	181,400	120,000	60,650	180,650
GO 2024	21-8100-851-44	21-8100-852-44	31,793	31,793	(31,793)	-	-	31,793	31,793	50,625	31,793	82,418
GO 2025	21-8100-851-46	21-8100-852-46	-	1,315,000	(1,315,000)	-	520,000	795,000	1,315,000	545,000	769,000	1,314,000
SUBTOTAL			2,251,569	3,568,572	(3,568,572)	-	2,220,377	1,348,196	3,568,573	2,304,515	1,254,807	3,559,322
SANITARY SEWER												
GO 2012B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2013A	14-8100-851-12	14-8100-852-12	27,508	27,283	(27,283)	-	26,360	923	27,283	-	-	-
GO 2014A	14-8100-851-13	14-8100-852-13	217,204	217,156	(217,156)	-	198,800	18,356	217,156	207,600	10,404	218,004
GO 2015A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2015B	14-8100-851-37	14-8100-852-37	82,090	81,474	(81,474)	-	58,960	22,514	81,474	60,970	20,155	81,125
GO 2016	14-8100-851-38	14-8100-852-38	6,225	6,225	(6,225)	-	-	6,225	6,225	-	6,225	6,225
GO 2018A	14-8100-851-39	14-8100-852-39	22,406	22,406	(22,406)	-	-	22,406	22,406	-	22,406	22,406
GO 2018B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2019	14-8100-851-41	14-8100-852-41	8,750	8,500	(8,500)	-	5,000	3,500	8,500	5,000	3,250	8,250
GO 2020	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2021	14-8100-851-43	14-8100-852-43	23,500	22,750	(22,750)	-	15,000	7,750	22,750	15,000	7,000	22,000
GO 2024	14-8100-851-44	14-8100-852-44	15,072	15,072	(15,072)	-	-	15,072	15,072	24,000	15,072	39,072
GO 2025	NONE	NONE	-	-	-	-	-	-	-	-	-	-
SUBTOTAL			402,755	400,866	(400,866)	-	304,120	96,745	400,865	312,570	84,513	397,083
STORMWATER												
GO 2012B	16-8100-851-01	16-8100-852-01	61,225	60,075	(60,075)	-	57,720	2,355	60,075	59,940	1,200	61,140
GO 2013A	16-8100-851-02	16-8100-852-02	44,242	43,880	(43,880)	-	42,396	1,484	43,880	-	-	-
GO 2014A	16-8100-851-03	16-8100-852-03	108,602	108,578	(108,578)	-	99,400	9,178	108,578	103,800	5,202	109,002
GO 2015A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2015B	16-8100-851-37	16-8100-852-37	275,676	273,606	(273,606)	-	198,000	75,606	273,606	204,750	67,686	272,436
GO 2016	16-8100-851-38	16-8100-852-38	755,313	765,463	(765,463)	-	520,000	245,463	765,463	535,000	229,863	764,863
GO 2018A	16-8100-851-39	16-8100-852-39	187,375	187,775	(187,775)	-	120,000	67,775	187,775	125,000	64,175	189,175
GO 2018B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2019	16-8100-851-41	16-8100-852-41	152,300	152,550	(152,550)	-	100,000	52,550	152,550	105,000	47,550	152,550
GO 2020	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2021	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2024	16-8100-851-44	16-8100-852-44	24,257	24,257	(24,257)	-	-	24,256	24,256	38,625	24,257	62,882
GO 2025	NONE	NONE	-	-	-	-	-	-	-	-	-	-
SUBTOTAL			1,608,990	1,616,182	(1,616,182)	-	1,137,516	478,666	1,616,182	1,172,115	439,932	1,612,047

Village of Northbrook
Debt Service Levy Summary with Abatements
Fiscal Year 2027

Debt Description	Principal Acct#	Interest Acct#	Prior Year (TY24/FY26) Gross Levy Excludes Abatement	TY25/FY27 Automatic County Levy (Revenue)	Less TY25/FY27 Abatements	TY25/FY27 Adjusted County Levy (Revenue)	FY27 Prin Expense	FY27 Int Expense	FY 2027 Total	FY28 Prin Expense	FY28 Int Expense	FY 2028 Total
SENIOR HOUSING												
GO 2012B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2013A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2014A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2015A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2015B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2016	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2018A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2018B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2019	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2020	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2021	15-8100-851-43	15-8100-852-43	90,850	93,100	(93,100)	-	60,000	33,100	93,100	60,000	30,100	90,100
GO 2024	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2025	NONE	NONE	-	-	-	-	-	-	-	-	-	-
SUBTOTAL			90,850	93,100	(93,100)	-	60,000	33,100	93,100	60,000	30,100	90,100
MFT (Included in Debt Service Fund Budget)												
GO 2012B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2013A	13-8100-851-34	13-8100-852-34	242,987	241,000	(241,000)	-	232,850	8,150	241,000	-	-	-
GO 2014A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2015A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2015B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2016	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2018A	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2018B	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2019	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2020	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2021	NONE	NONE	-	-	-	-	-	-	-	-	-	-
GO 2024	13-8100-851-45	13-8100-852-45	133,764	133,764	(133,764)	-	-	133,764	133,764	213,000	133,764	346,764
GO 2025	NONE	NONE	-	-	-	-	-	-	-	-	-	-
SUBTOTAL			376,751	374,764	(374,764)	-	232,850	141,914	374,764	213,000	133,764	346,764
TOTAL												
GO 2012B	N/A	N/A	137,900	135,300	(60,075)	75,225	130,000	5,300	135,300	135,000	2,700	137,700
GO 2013A	N/A	N/A	427,850	424,350	(369,457)	54,893	410,000	14,350	424,350	-	-	-
GO 2014A	N/A	N/A	2,715,050	2,714,450	(2,448,434)	266,016	2,485,000	229,450	2,714,450	2,595,000	130,050	2,725,050
GO 2015A	N/A	N/A	1,508,168	1,512,673	-	1,512,673	1,105,000	407,673	1,512,673	1,145,000	374,523	1,519,523
GO 2015B	N/A	N/A	1,225,226	1,216,025	(925,395)	290,630	880,000	336,025	1,216,025	910,000	300,825	1,210,825
GO 2016	N/A	N/A	1,181,963	1,198,413	(812,863)	385,550	825,000	373,413	1,198,413	850,000	348,663	1,198,663
GO 2018A	N/A	N/A	1,256,725	1,253,925	(753,025)	500,900	850,000	403,925	1,253,925	875,000	378,425	1,253,425
GO 2018B	N/A	N/A	669,473	671,423	-	671,423	450,000	221,423	671,423	460,000	207,698	667,698
GO 2019	N/A	N/A	800,150	806,900	(501,200)	305,700	600,000	206,900	806,900	625,000	176,900	801,900
GO 2020	N/A	N/A	181,846	182,646	-	182,646	166,000	16,646	182,646	173,000	14,405	187,405
GO 2021	N/A	N/A	443,800	444,800	(297,250)	147,550	190,000	254,800	444,800	195,000	245,300	440,300
GO 2024	N/A	N/A	235,501	235,500	(204,885)	30,615	-	235,500	235,500	375,000	235,500	610,500
GO 2025	N/A	N/A	-	1,963,000	(1,315,000)	648,000	775,000	1,188,000	1,963,000	815,000	1,149,250	1,964,250
TOTAL			10,783,652	12,759,403	(7,687,583)	5,071,820	8,866,000	3,893,403	12,759,403	9,153,000	3,564,237	12,717,237

Note: Library debt from Series 2013B, 2019, and 2024 excluded from above schedule

Village of Northbrook
Property Tax Levy Comparison
FY26 (Tax Year 2024) to FY27 (Tax Year 2025)

		FISCAL YEAR 2026 ADOPTED BUDGET				*FISCAL YEAR 2027 ADOPTED BUDGET*			
	Agency #	Tax Year 2024 Levy	Tax Year 2024 Loss	Tax Year 2024 Total Levy		Tax Year 2025 Levy	Tax Year 2025 Loss	Tax Year 2025 Total Levy	Variance
Corporate	03-0870-000	6,672,101	-	6,672,101		8,422,362	-	8,422,362	1,750,261
Debt Service	03-0870-000	4,418,277	-	4,418,277		5,071,819	-	5,071,819	653,542
IMRF	03-0870-000	1,207,950	-	1,207,950		1,290,375	-	1,290,375	82,425
Police Pension	03-0870-000	5,119,395	-	5,119,395		5,078,907	-	5,078,907	(40,488)
Fire Pension	03-0870-000	5,645,294	-	5,645,294		6,043,900	-	6,043,900	398,606
SUBTOTAL		23,063,017	-	23,063,017		25,907,363	-	25,907,363	2,844,346
Year to Year Increase (Decrease)						12.3%		12.3%	
Public Library		10,344,000		10,344,000		10,823,650		10,823,650	479,650
Year to Year Increase (Decrease)						4.6%		4.6%	
TOTAL Including Library		33,407,017		33,407,017		36,731,013		36,731,013	3,323,996
Year to Year Increase (Decrease)						9.95%		9.95%	

Village of Northbrook
Inter-Fund Transfer Schedule
FY 2027 Budget

INTERFUND TRANSFERS IN (REVENUE)					Transfer In (Rev)	INTERFUND TRANSFERS OUT (EXPENSE)					Transfer Out (Exp)
Admin Services - General Fund	11	0000	475	14	$ 627,000	Admin Services - Sanitary Sewer	14	4160	534	00	$ (627,000)
Admin Services - General Fund	11	0000	475	15	105,000	Admin Services - Senior Housing	15	7100	534	00	(105,000)
Admin Services - General Fund	11	0000	475	16	102,000	Admin Services - Stormwater	16	4190	534	00	(102,000)
Admin Services - General Fund	11	0000	475	20	2,000	Admin Services - Cemetery	20	1000	534	00	(2,000)
Admin Services - General Fund	11	0000	475	21	717,000	Admin Services - Water	21	4170	534	00	(717,000)
Admin Services - General Fund	11	0000	475	21	1,325,000	Admin Services - Water	21	4180	534	00	(1,325,000)
Admin Services - General Fund	11	0000	475	22	50,000	Admin Services - Parking	22	7200	534	00	(50,000)
General Fund	11	0000	475	34	1,000,000	Health Insurance (Reserves Drawdown)	34	7700	975	11	(1,000,000)
Debt Service	13	0000	475	40	1,634,099	Infrastructure Sales Tax (For Debt Service)	40	7400	975	13	(1,634,099)
Debt Service	13	0000	475	24	374,764	Motor Fuel Tax (For Debt Service)	24	7300	975	13	(374,764)
Self Insurance	28	0000	475	11	486,000	Self Insurance - General Fund	11	various	536	00	(486,000)
Self Insurance	28	0000	475	14	12,000	Self Insurance - Sanitary Sewer	14	4160	536	00	(12,000)
Self Insurance	28	0000	475	15	23,000	Self Insurance - Senior Housing	15	7100	536	00	(23,000)
Self Insurance	28	0000	475	16	16,000	Self Insurance - Stormwater	16	4190	536	00	(16,000)
Self Insurance	28	0000	475	20	100	Self Insurance - Cemetery	20	1000	536	00	(100)
Self Insurance	28	0000	475	21	35,000	Self Insurance - Water	21	4170	536	00	(35,000)
Self Insurance	28	0000	475	21	42,000	Self Insurance - Water	21	4180	536	00	(42,000)
Self Insurance	28	0000	475	22	1,300	Self Insurance - Parking	22	7200	536	00	(1,300)
Workers' Compensation	28	0000	475	11	295,000	Workers' Compensation - General Fund	11	various	515	00	(295,000)
Workers' Compensation	28	0000	475	14	5,500	Workers' Compensation - Sanitary Sewer	14	4160	515	00	(5,500)
Workers' Compensation	28	0000	475	16	5,000	Workers' Compensation - Stormwater	16	4190	515	00	(5,000)
Workers' Compensation	28	0000	475	21	14,000	Workers' Compensation - Water	21	4170	515	00	(14,000)
Workers' Compensation	28	0000	475	21	16,000	Workers' Compensation - Water	21	4180	515	00	(16,000)
Police Pension (Conditional)	41	0000	475	11	400,000	General Fund (Conditional)	11	1300	975	41	(400,000)
Firefighters Pension (Conditional)	42	0000	475	11	400,000	General Fund (Conditional)	11	1300	975	42	(400,000)
					$ 7,687,763						**$ (7,687,763)**

TOTAL INTERFUND TRANSFERS EXCLUDE HEALTH INS. CONTRIBUTIONS

Village of Northbrook
All Funds Summary
Fiscal Year 2025 Actual, 2026 Budget, 2027 Budget

Fund Name	Fund Type	Actual FY25 Revenues	Actual FY25 Expenses	Actual FY25 Net	Original FY26 Budget Revenues	Original FY26 Budget Expenses	Original FY26 Budget Net	Amended FY26 Budget Revenues	Amended FY26 Budget Expenses	Amended FY26 Budget Net	Proposed FY27 Budget Revenues	Proposed FY27 Budget Expenses	Proposed FY27 Budget Net	Projected Unrestricted Fund Balance 4/30/2026	Projected Unrestricted Fund Balance 4/30/2027
General Fund	General	66,964,295	67,264,145	(299,850)	70,409,540	72,831,331	(2,421,791)	70,409,540	76,707,496	(6,297,956)	73,359,345	74,303,068	(943,723)	27,326,099	26,382,376
Facility Capital Projects Fund	Capital	4,521,610	4,493,623	27,987	24,120,000	31,965,510	(7,845,510)	24,120,000	32,031,203	(7,911,203)	38,550,000	44,547,972	(5,997,972)	6,834,613	836,641
Infrastructure Capital Projects Fund	Capital	2,167,231	5,961,944	(3,794,713)	5,954,200	11,661,831	(5,707,631)	5,954,200	12,254,463	(6,300,263)	7,055,000	8,103,299	(1,048,299)	1,153,807	105,508
Debt Service Fund	Debt Service	10,053,917	10,067,436	(13,519)	6,469,486	6,434,988	34,498	6,469,486	6,612,930	(143,444)	7,150,683	7,086,484	64,199	(63,630)	569
Water Fund	Enterprise	9,989,933	9,300,839	689,094	27,408,000	15,188,113	12,219,887	27,408,000	18,201,715	9,206,285	10,993,000	15,981,632	(4,988,632)	6,121,503	1,132,871
Sanitary Sewer Fund	Enterprise	2,073,865	2,086,368	(12,503)	2,354,000	2,339,581	14,419	2,354,000	2,347,666	6,334	2,754,000	2,445,920	308,080	(223,749)	84,331
Stormwater Fund	Enterprise	2,594,830	2,523,992	70,838	3,786,000	3,081,097	704,903	3,786,000	3,122,461	663,539	3,435,000	3,085,668	349,332	(346,765)	2,567
Senior Housing Fund	Enterprise	1,010,944	998,477	12,467	1,035,710	1,122,025	(86,315)	1,035,710	1,472,025	(436,315)	995,200	2,052,875	(1,057,675)	1,783,287	725,612
Parking Fund	Enterprise	225,702	169,177	56,525	217,800	142,765	75,035	217,800	151,768	66,032	246,800	152,793	94,007	225,500	319,507
Self-Insurance Fund	Internal Service	1,575,066	1,667,637	(92,571)	1,060,900	1,597,000	(536,100)	1,060,900	1,597,000	(536,100)	1,115,900	2,030,000	(914,100)	2,018,453	1,104,353
Health Insurance Fund	Internal Service	9,220,569	10,107,401	(886,832)	11,017,715	11,050,000	(32,285)	11,017,715	11,050,000	(32,285)	10,206,260	10,196,000	10,260	1,734,314	1,744,574
Police Pension Fund	Fiduciary	12,812,714	7,064,739	5,747,975	10,845,395	7,058,000	3,787,395	10,845,395	7,058,000	3,787,395	10,915,907	7,445,800	3,470,107	84,957,666	88,427,773
Fire Pension Fund	Fiduciary	13,774,015	6,975,925	6,798,090	10,903,294	6,927,000	3,976,294	10,903,294	6,927,000	3,976,294	12,391,900	7,689,200	4,702,700	89,689,164	94,391,864
Cemetery Fund	Permanent	45,943	29,025	16,918	36,000	39,158	(3,158)	36,000	39,158	(3,158)	35,000	40,550	(5,550)	393,155	387,605
Motor Fuel Tax Fund	Special Revenue	2,019,868	2,763,974	(744,106)	1,700,000	862,619	837,381	1,700,000	862,619	837,381	1,900,000	2,214,224	(314,224)	2,188,008	1,873,784
Affordable Housing Fund	Special Revenue	401,330	8,138	393,192	780,000	525,000	255,000	780,000	665,534	114,466	120,000	393,192	(273,192)	1,223,192	950,000
Traffic Impact Fee Fund	Special Revenue	15,619	55,500	(39,881)	9,000	76,541	(67,541)	9,000	76,541	(67,541)	6,000	28,119	(22,119)	22,119	-
TIF Northbrook Court OLD	Special Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TIF Northbrook Court NEW	Special Revenue	-	-	-	-	-	-	-	-	-	-	125,000	(125,000)	148,000	23,000
TIF Dundee/Skokie Blvd	Special Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pension Contribution Fund	Special Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Business District	Special Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		139,467,451	131,538,340	7,929,111	178,107,040	172,902,559	5,204,481	178,107,040	181,177,579	(3,070,539)	181,229,995	187,921,796	(6,691,801)		

Village of Northbrook
Budget Summary
Fiscal Year 2027

	CAPITAL PROJECTS FUNDS			ENTERPRISE FUNDS					INTERNAL SERVICE FUNDS		TRUST FUNDS		PERMANENT FUND	SPECIAL REVENUE FUNDS				
	General	Facility Capital Projects	Infrastructure Capital Projects	Debt Service	Water	Sanitary Sewer	Stormwater	Senior Housing	Parking	Self-Insurance	Health Insurance	Police Pension	Firefighters' Pension	Cemetery	Motor Fuel Tax	Affordable Housing	Traffic Impact Fee	Northbrook Court (NEW) TIF	TOTAL PROPOSED BUDGET
REVENUES																			
Property Taxes	21,520,545			5,071,820								5,078,907	6,043,900						37,715,172
Sales Taxes	23,750,000		2,280,000																26,030,000
Other Taxes	11,594,000																		11,594,000
Licenses	293,000																		293,000
Permits/Reviews	2,106,000				60,000														2,166,000
Fees	1,740,300				75,000	2,000	40,000		240,000							100,000			2,197,300
Charges for Services	6,812,500				10,750,000	2,250,000	3,380,000												23,192,500
Fines	195,000																		195,000
Rental Income		50,000						945,000	3,300										998,300
Intergov't Transfer															1,850,000				1,850,000
Employee Contributions											1,948,000	897,000	828,000						3,673,000
Village Contributions (Int. Transfers)											7,256,260								7,256,260
Grants	115,000		125,000																240,000
Investment Income	810,000	500,000	150,000	70,000	100,000	2,000	15,000	40,000	3,500	30,000	2,000	4,540,000	5,100,000	10,000	50,000	20,000	6,000		11,448,500
Miscellaneous/Other	495,000				8,000			10,200		135,000	1,000,000		20,000	25,000					1,693,200
Bond Proceeds		38,000,000	4,500,000			500,000													43,000,000
Interfund Transfers	3,928,000			2,008,863						950,900		400,000	400,000						7,687,763
TOTAL REVENUES	**73,359,345**	**38,550,000**	**7,055,000**	**7,150,683**	**10,993,000**	**2,754,000**	**3,435,000**	**995,200**	**246,800**	**1,115,900**	**10,206,260**	**10,915,907**	**12,391,900**	**35,000**	**1,900,000**	**120,000**	**6,000**	**-**	**181,229,995**
EXPENDITURES/EXPENSES																			
Personal Services	34,837,520				2,154,950	421,080	554,460												37,968,010
Fringe Benefits	20,121,077				852,150	176,610	248,390												21,398,227
Contractual Services	10,720,802		45,000		1,780,335	225,815	293,920	777,535	99,443			96,800	201,200	38,450		393,192	28,119	125,000	14,825,611
Pension Benefits												7,349,000	7,488,000						14,837,000
Commodities	2,141,589				512,720	43,600	39,600	47,200	2,050										2,786,759
Capital Outlay	4,901,080	44,547,972	6,424,200		4,963,903	533,450	210,115	1,007,040							1,839,460				64,427,220
Other (Insurance)										2,030,000	9,196,000								11,226,000
Debt Service				7,086,484	3,568,574	400,865	1,616,183	93,100											12,765,206
Interfund Transfers	1,581,000		1,634,099		2,149,000	644,500	123,000	128,000	51,300		1,000,000			2,100	374,764				7,687,763
TOTAL EXPENDITURES/EXPENSES	**74,303,068**	**44,547,972**	**8,103,299**	**7,086,484**	**15,981,632**	**2,445,920**	**3,085,668**	**2,052,875**	**152,793**	**2,030,000**	**10,196,000**	**7,445,800**	**7,689,200**	**40,550**	**2,214,224**	**393,192**	**28,119**	**125,000**	**187,921,796**
NET SURPLUS (DEFICIT)	**(943,723)**	**(5,997,972)**	**(1,048,299)**	**64,199**	**(4,988,632)**	**308,080**	**349,332**	**(1,057,675)**	**94,007**	**(914,100)**	**10,260**	**3,470,107**	**4,702,700**	**(5,550)**	**(314,224)**	**(273,192)**	**(22,119)**	**(125,000)**	**(6,691,801)**

Fund Types:

Governmental Funds
Proprietary Funds
Fiduciary Funds

Village of Northbrook
Net Revenues - All Funds
Excludes Interfund Transfers-In

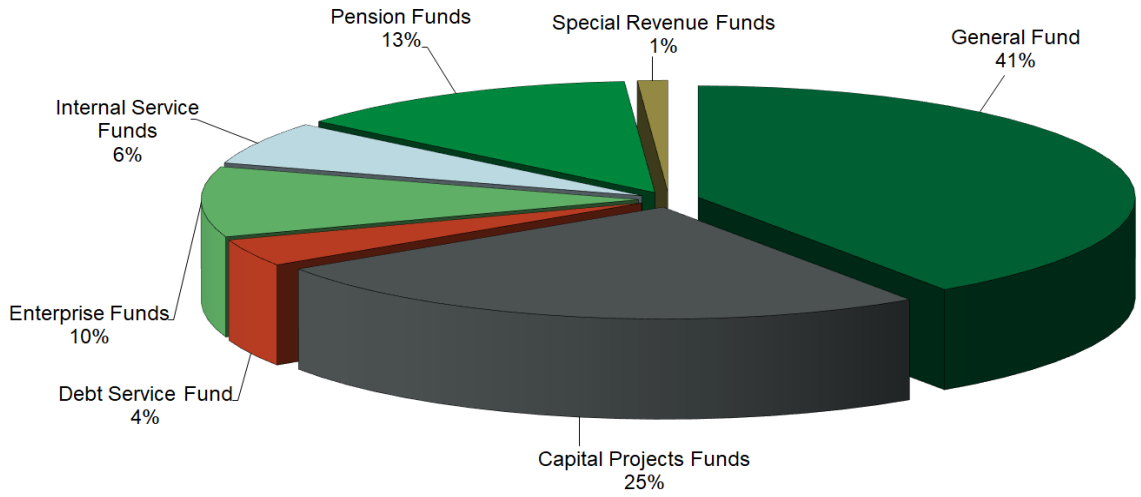
Fund Name	Fund Type	Fund #	Fiscal Year 2027 Revenues Gross	Less Interfund Transfers-In	Fiscal Year 2027 Revenues Net
General Fund	General	11	$ 73,359,345	$ (3,928,000)	$ 69,431,345
Facility Capital Projects Fund	Capital	38	38,550,000	-	38,550,000
Infrastructure Capital Projects Fund	Capital	40	7,055,000	-	7,055,000
Debt Service Fund	Debt Service	13	7,150,683	(2,008,863)	5,141,820
Water Fund	Enterprise	21	10,993,000	-	10,993,000
Sanitary Sewer Fund	Enterprise	14	2,754,000	-	2,754,000
Stormwater Fund	Enterprise	16	3,435,000	-	3,435,000
Senior Housing Fund	Enterprise	15	995,200	-	995,200
Parking Fund	Enterprise	22	246,800	-	246,800
Self Insurance Fund	Internal Service	28	1,115,900	(950,900)	165,000
Health Insurance Fund	Internal Service	34	10,206,260	-	10,206,260
Police Pension Fund	Fiduciary	41	10,915,907	(400,000)	10,515,907
Fire Pension Fund	Fiduciary	42	12,391,900	(400,000)	11,991,900
Cemetery Fund	Permanent	20	35,000	-	35,000
Motor Fuel Tax Fund	Special Revenue	24	1,900,000	-	1,900,000
Affordable Housing Fund	Special Revenue	33	120,000	-	120,000
Traffic Impact Fee Fund	Special Revenue	25	6,000	-	6,000
TIF Northbrook Court OLD	Special Revenue	32	-	-	-
TIF Northbrook Court NEW	Special Revenue	36	-	-	-
TIF Dundee/Skokie Blvd	Special Revenue	37	-	-	-
Business District	Special Revenue	46	-		-
			$ 181,229,995	$ (7,687,763)	$ 173,542,232

Village of Northbrook
Net Expenditures/Expenses - All Funds
Excludes Interfund Transfers-Out

Fund Name	Fund Type	Fund #	Fiscal Year 2027 Expenditures Gross	Less Interfund Transfers-Out	Fiscal Year 2027 Expenditures Net
General Fund	General	11	$ 74,303,068	$ (1,581,000)	$ 72,722,068
Facility Capital Projects Fund	Capital	38	$ 44,547,972	-	44,547,972
Infrastructure Capital Projects Fund	Capital	40	$ 8,103,299	(1,634,099)	6,469,200
Debt Service Fund	Debt Service	13	$ 7,086,484	-	7,086,484
Water Fund	Enterprise	21	$ 15,981,632	(2,149,000)	13,832,632
Sanitary Sewer Fund	Enterprise	14	$ 2,445,920	(644,500)	1,801,420
Stormwater Fund	Enterprise	16	$ 3,085,668	(123,000)	2,962,668
Senior Housing Fund	Enterprise	15	$ 2,052,875	(128,000)	1,924,875
Parking Fund	Enterprise	22	$ 152,793	(51,300)	101,493
Self Insurance Fund	Internal Service	28	$ 2,030,000	-	2,030,000
Health Insurance Fund	Internal Service	34	$ 10,196,000	(1,000,000)	9,196,000
Police Pension Fund	Fiduciary	41	$ 7,445,800	-	7,445,800
Fire Pension Fund	Fiduciary	42	$ 7,689,200	-	7,689,200
Cemetery Fund	Permanent	20	$ 40,550	(2,100)	38,450
Motor Fuel Tax Fund	Special Revenue	24	$ 2,214,224	(374,764)	1,839,460
Affordable Housing Fund	Special Revenue	33	$ 393,192	-	393,192
Traffic Impact Fee Fund	Special Revenue	25	$ 28,119	-	28,119
TIF Northbrook Court OLD	Special Revenue	32	$ -	-	-
TIF Northbrook Court NEW	Special Revenue	36	$ 125,000	-	125,000
TIF Dundee/Skokie Blvd	Special Revenue	37	$ -	-	-
Business District	Special Revenue	46	$ -	-	-
			$ 187,921,796	$ (7,687,763)	$ 180,234,033

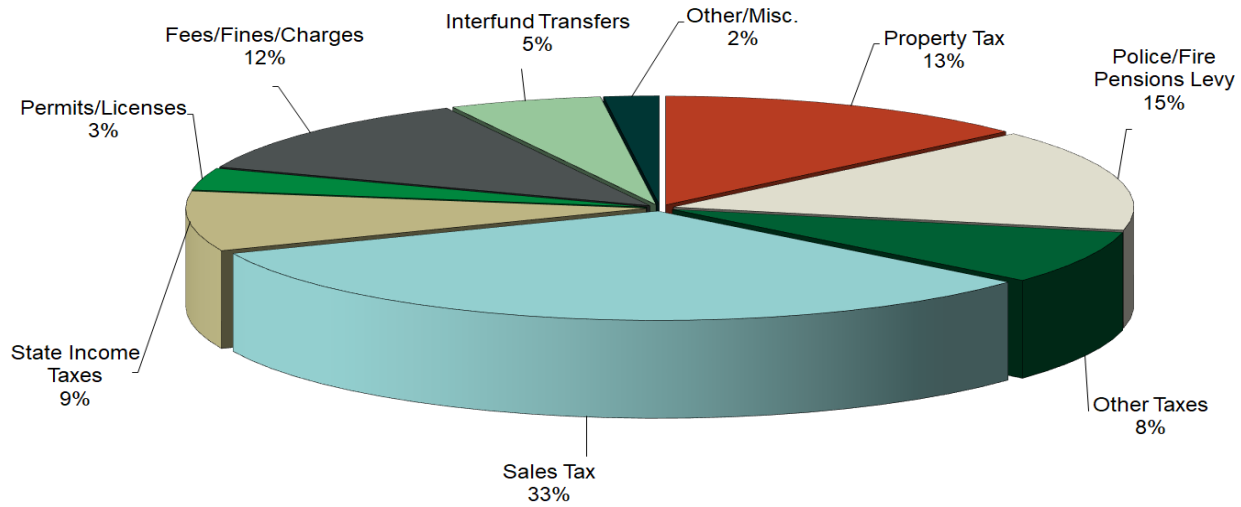
MAJOR REVENUE SOURCES BY FUND

All Funds Revenues
(include interfund transfers)
Total - $181,229,995



The principal revenue sources for Fiscal Year 2027 for the Village of Northbrook General Fund continue to be the sales tax on retail sales within the Village, property taxes on real property located within the Village, and the Village's (local) share of the State income tax. The principal revenue sources for the Proprietary Funds are water sales and sewer user fees associated with those sales. This section details the major revenue sources for each fund and discusses the trends and significant events, if any, affecting these sources.

General Fund Revenues By Source
(include interfund transfers)
Total - $73,359,345

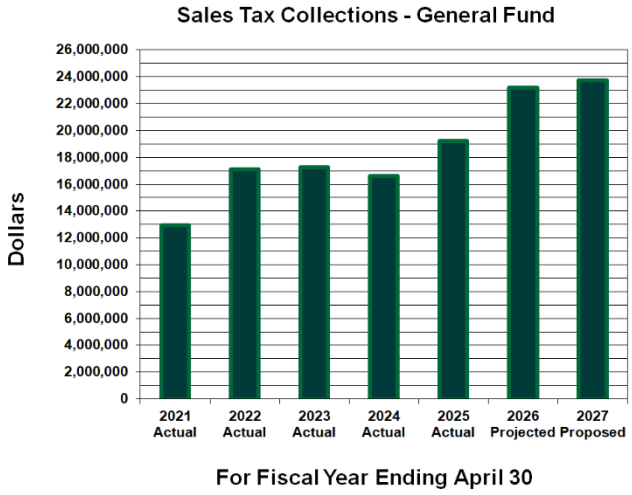


The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. This fund has the most diverse sources of revenue. The primary sources of revenue are sales tax, property tax, and income tax.

Sales Tax - $23,750,000 (33%)

- Retail Sales Tax ($23,450,000). General purchases of goods in the Village generate a total sales tax of 10.0%. Of these revenues, 6.25% goes to the State. The State distributes 1% to the Village as our local share. In addition to the 6.25% sales tax which goes to the State, the Village imposes a 1% home rule sales tax, the RTA imposes a 1% tax, and Cook County imposes a 1.75% sales tax for all general purchases of goods in the Village. The Village also imposes a 3% home rule tax on cannabis sales. The Village's first recreational cannabis facility opened its doors in October of 2020. The State of Illinois allows local communities to impose a tax of up to 3% beginning July 1, 2020.

The accompanying chart illustrates actual collection experience for the past five (5) fiscal years combined with a projection of FY 2026 revenue and estimated budget for FY 2027. In January 2007, the Village increased the home rules sales tax from 0.50% to 0.75%. This ¼ percent increase has been dedicated to the debt service requirements of a $21 million infrastructure improvement initiative. That portion of the sales tax is recorded directly in the Infrastructure Capital Projects Fund and is accordingly budgeted there. In July 2018, the Village increased the home rule sales tax to 1%.



Sales tax in FY 2027 budget to exceed with the FY 2026 projection. This is due to the addition of new businesses in Northbrook. For historical information purposes, it is noted that in FY 2022 the Village began to receive the new annual remote seller sales tax. This online sales tax is destination-sourced, meaning that when an online purchase is delivered within Northbrook's corporate limits, the remote seller is required to collect and remit sales taxes based on the Northbrook tax rate.

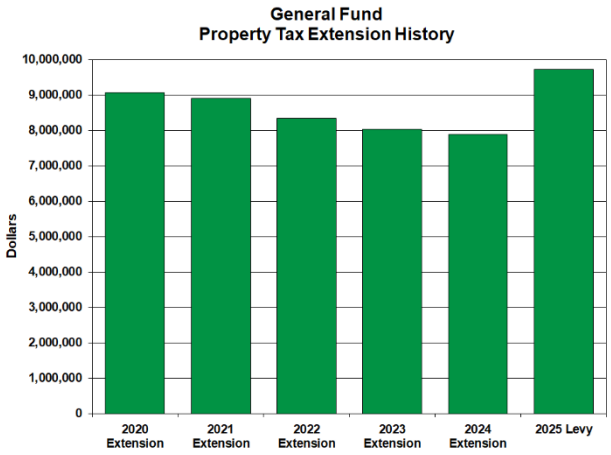
The law was further amended effective January 1, 2025 by requiring retailers previously obligated to collect and remit Illinois Use Tax on retail sales sourced outside Illinois made to Illinois customers to collect destination-based sales tax. In essence, a significant portion of the Use Tax has transitioned to Sales Tax.

- Use Tax ($300,000). Represents the Village's share of Use tax which is primarily the result of online purchases by Northbrook residents that cannot be classified as a sales tax if the retailer has any physical presence within Illinois.

Property Taxes (Corporate & IMRF) - $9,712,738 (13%)

The General Fund portion of the 2025 property tax levy increased about 23% from the tax year 2024 levy due to an additional amount recommended to balance the budget. However, due to the public safety pension levies remaining fairly consistent compared to the prior year, the total aggregate levy adopted by the village only increased 12.3%.

As a home rule community, the Village does not have a statutory limit on its property tax rate, and the levy is determined based on expectations of the levels of alternate sources of revenue to the fund.



State Income Tax - $6,500,000 (9%)

Income taxes are collected by the Illinois Department of Revenue. Prior to January 2011, 10% of net income tax dollars collected were distributed monthly to municipalities on a per capita using certified populations from the U.S. Census Bureau. In January 2012, the State Legislature increased the personal income tax rate from 3% to 5% and the corporate tax rate from 4.8% to 7%. This legislation also reduced the allocation to municipalities from 10% to 6%.

The reduced municipal allocation was intended to keep municipal receipts at previous levels, and for the benefit of the higher tax rates to go to the State. In January 2015, the state income tax rates were reduced to 3.75% for individuals and 5.25% for corporations. At that time, the allocation to municipalities was increased to 8% with the goal of keeping municipal receipts at previous levels.

In July 2017, the income tax rates were increased to 4.95% for individuals and 7% for corporations. Beginning August 1, 2017, local governments received 6.06% of the net collections of all income tax received from individuals, trusts, and estates, and 6.845% of the net collections of all income tax received from corporations. The State Legislature increased the local government share to 6.16% of individual income tax collections for State Fiscal Year (SFY) 2023, beginning August 1, 2022, and to 6.47% for SFY 2024, while the corporate portion remained unchanged.

State income tax in FY 2027 is projected to be about 4.8% above the FY 2026 original budget which is a signal that Illinois individual and corporate taxpayer income has steadily been increasing.

Fees / Fines / Charges - $8,747,800 (12%)

Fees and Charges for Services:

- Northbrook Rural Fire Protection District Fees ($3,500,000). The Village provides contractual fire and paramedic services to areas outside the corporate limits within the Northbrook Rural Fire Protection District. Reimbursement is made pursuant to a formula based on a ratio of calls responded to in the District to the total calls for service by the Northbrook Fire Department. Other various administrative costs are included in the calculation as well, pursuant to the intergovernmental agreement.

- Ambulance Service Fees ($3,000,000). Fees related to providing ambulance and paramedic service, net of any amount paid to the State under the Ground Emergency Medical Transportation Program (GEMT).

- Franchise Fees ($750,000). Franchise fees received by the Village from the cable television providers.

- E-911 Surcharge Fees ($625,000). Fees imposed on telephone services that fund emergency services. The fees are distributed monthly by the State.

Fines:

- Fines ($195,000). Fine income received by the Village for local ordinance violations and traffic court fines.

Interfund Transfers - $3,928,000 (5%)

Fund transfers from the non-general operating funds to offset administrative costs incurred by the General Corporate Fund departments to service these funds (Water, Sanitary Sewer, Stormwater, Senior Housing, Parking and Cemetery). Services provided include payroll, personnel, accounting, legal, purchasing, engineering, grounds maintenance and data processing.

Also included in the General Fund interfund revenue for FY 2027 is a special one-time transfer of $1,000,000 from the Village's Health Insurance Fund which has been reduced from $2,500,000 in FY 2026. This is made possible from remaining surplus in the custody of the Intergovernmental Personnel Benefit Cooperative which the Village may draw down at its discretion.

Permit / Licenses - $2,399,000 (3%)

- Permits: ($2,106,000). The Village is permitted by law to charge permit fees for certain activities and/or privileges. Examples include building permit and alarm permit fees.

- Licenses: ($293,000). Includes license fee revenue received from animal licenses, business licenses, and liquor licenses. Effective May 1st, 2026, the Village Board has repealed the vehicle sticker license requirement.

Other Taxes - $5,779,000 (8%)

Other taxes include hotel/motel occupancy tax, personal property replacement taxes, township road and bridge tax, admissions / entertainment tax, telecommunications tax and utility tax.

- Hotel/Motel Occupancy Tax: ($900,000). State statute permits municipalities to impose a tax on the gross rental receipts of hotel operators. The Village tax is currently 5½%. Approximately 10% of the hotel/motel occupancy tax is returned to the Northbrook Chamber of Commerce and Industry for "local tourism" functions.

- Personal Property Replacement Tax: ($625,000). In accordance with 30 ILCS 115/12, Personal Replacement Taxes are paid by the state to all local taxing units that previously levied a tax on personal property. Taxation on personal property by local taxing units has been abolished by State law.

- Township Road and Bridge Tax: ($685,000). The portion of the Road and Bridge Tax imposed by Northfield Township that is returned to the Village.

- Admissions / Entertainment Tax: ($70,000). A tax is imposed upon attendance at all entertainment events that are carried on for gain within the Village at the rate of $0.25 per ticket of admission. The Village began receiving this revenue in November 1996 when the theaters at Northbrook Court opened.

- Telecommunications Tax ($1,200,000). A tax imposed on telephone and electronic communication services. The Village's current tax rate is 6%.

- Natural Gas Utility Tax: ($800,000). The Village previously imposed a 2% tax on the sale and distribution of natural gas and various rates on kilowatts used for electricity. This has since been increased to 5% effective February 1, 2025.

- Electric Utility Tax: ($1,350,000). The Village imposes a tax on electricity kilowatt usage based on ranges of usage. Effective February 1, 2025, the Village increased the tax to the statutory maximum on only the first tier of usage (up to 2,000 kilowatts per month), primarily affecting residential customers.

- Single-Use Bag Tax: ($140,000). As of January 1, 2024, the Village imposed a tax of ten cents ($0.10) on the sale of each carryout single-use bag at certain retail sales establishments over 3,000 square feet. Each covered business that collects the tax may retain five cents ($0.05), or half the tax, to cover the administrative expenses of collecting and remitting the tax to the Village. The purpose of this tax is to encourage the use of reusable bags and help protect the environment. Revenue generated to the village from this tax will be used for sustainability purposes.

Miscellaneous – Varies year-to-year

Miscellaneous sources of revenue include, but are not limited to, interest income, State and Federal grants, drug forfeited funds, and miscellaneous reimbursements.

FACILITY CAPITAL PROJECTS FUND
$38,550,000

The Facility Capital Projects Fund accounts and provides for financial resources for the renovation/ replacement of Fire Station 11, Police Station and Public Works Fleet Maintenance Garage. Revenue in this fund consists of General Fund equity transfer of 70% of the fund balance above 40% target policy and interest income. Any transfer amount for FY27 will be determined upon the completion of the audit for the year ending April 30, 2026.

Bond Issuance Proceeds - $38,000,000 (99%)

In order to prevent a cumulative negative cash balance, bond proceeds will be required to fund the Facility Capital projects taking place in FY 2027.

Other - $550,000 (1%)

Includes miscellaneous revenue sources, such as interest income and rental income.

INFRASTRUCTURE CAPITAL PROJECTS FUND
$7,055,000

The Infrastructure Capital Projects Fund is used to account for financial resources to be used for the construction of infrastructure improvement projects throughout the community.

Bond Proceeds - $4,500,000 (64%)

The amount necessary to fund budgeted capital projects. This may be adjusted if needed based on any price adjustments and the timing of projects.

Grants - $125,000 (2%)

The Cook County Department of Transportation and Highways “Invest in Cook” grant was awarded to the Village in the amount of $250,000 in FY26. The remainder will be received in FY27.

Sales Tax - $2,280,000 (32%)

In January 2007, the home rule sales tax was increased from ½ % to ¾ %. The Village Board has allocated the entire amount of this increase to abate the debt service requirements of the 2011 and 2014 infrastructure improvement bonds.

Other - $150,000 (2%)

Includes miscellaneous revenue sources, such as interest income.

DEBT SERVICE FUND
$7,150,683

This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

Property Taxes - $5,071,820 (71%)

Reflects net amount of property taxes (after abatements) necessary to pay general long-term debt service. Several other Enterprise Funds (primarily Water) also pay a portion of the long term debt but that expense is budgeted in those respective Funds and the levy is usually abated since user fees pay for that debt service. As a result, the Village's direct and overall debt burden is extremely reasonable as reflected in its relatively low municipal property tax rate compared to other Chicago area communities.

Transfers From Other Funds/Interest Income - $2,078,863 (29%)

All non-enterprise debt is budgeted in the Debt Service Fund (DSF). It was previously discussed and decided that the allocation of home rule sales tax to the Capital Projects Funds Infrastructure Fund would then be transferred each year into the DSF to allow an additional abatement and keep property tax bills to a minimum. The DSF also pays the annual debt service for a Motor Fuel Tax Fund capital project and thus, the MFT Fund transfers in the necessary amount to the DSF to cover that expense.

WATER FUND
$10,993,000

The Water Fund is an enterprise fund of the Village and is used to account for the operations of the water production and distribution systems. The fund is financed and operated in a manner similar to private business enterprises where the intent of the Village is that the costs (including depreciation) of providing water to the general public on a continuing basis be financed primarily through user charges.

The Village remains the only off-shore community in the Chicago area to draw water directly from Lake Michigan through its own facility. In 1991, the Village Board approved plans to increase the size and capabilities of the water intake, pumping and filtration facilities. The estimated cost for the entire improvement project was $22,000,000. In order to fund the project, General Obligation Bonds were issued in 1991, 1992, 1993, and 1994 (all of these issues have since been refunded or retired). In 2010 the Village issued $2.8 million in additional bonds for the construction of a new water tower on the west side of town. This new tower has provided better water pressure to our residents and also gives us the capacity for increased sales to the Village of Riverwoods. In FY 2026, a $16.7 million bond issue took place to be used towards the water meter replacement project and future water main extension improvements. All general obligation debt associated with Water Fund projects is abated and paid for by Water Fund revenues.

Sale of Water - $10,750,000 (98%)

Fees are derived from water sales and projected based upon average conditions. This revenue source is particularly impacted by summer weather conditions. During FY 2015, the Village conducted a comprehensive analysis of water and sewer rates. The report recommended a 20% rate increase effective May 1, 2016. In FY 2016 the Village Board transferred $2.4 million from the General Fund excess reserves in order to delay the planned rate increase until FY 2019. The scheduled rate increase

to $5.88 per 1,000 gallons was implemented May 1, 2018. The report also recommended a 20% rate increase on May 1, 2020. Due to the pandemic, the Village Board decided to delay this increase.

During FY 2023, the Village conducted a comprehensive water and sanitary sewer rate study to develop a fair, equitable and sustainable rate structure for the long-term fiscal health and maintenance of the Village's water and sanitary sewer utilities. The study recommended a moderate rate increase tied to the amount of water and sanitary sewer use, which was necessary to support the overall water system and addressing capital repairs that are required annually to both the water and sanitary sewer systems. On May 1st, 2025, the water rate increased from $6.27 to $6.40 per 1,000 gallons with a minimum quarterly charge of $44.80.

Other - $243,000 (2%)

Other revenues include water utility permits, hydrant/meter usage fees, special annexation fees, recapture fees, construction water use, and interest income.

SANITARY SEWER FUND
$2,754,000

User Fees - $2,250,000 (81.70%)

In order to maintain the scheduled capital replacement program, a rate increase to $1.26 per thousand gallons was implemented effective May 1, 2018. This represented the first rate increase since 2014. The report also recommended a 20% rate increase on May 1, 2020. Due to the pandemic, the Village Board decided to delay this increase. During FY 2022/23, the Village conducted a comprehensive water and sanitary sewer rate study to develop a fair, equitable and sustainable rate structure for the long-term fiscal health and maintenance of the Village's water and sanitary sewer utilities. Effective May 1, 2023, sanitary sewer rate increased to $1.70 per 1,000 gallons with a minimum quarterly charge of $11.90.

Bond Proceeds - $500,000 (18.15%)

In order to prevent a cumulative negative cash balance, bond proceeds will be required to fund the capital improvement projects budgeted for FY 2027.

Other - $4,000 (0.15%)

Includes interest income and recapture fees.

STORMWATER FUND
$3,435,000

The Stormwater Fund is an enterprise fund of the Village and is used to account for the construction, improvement, maintenance and operation of the Stormwater Drainage System. This fund was first established in FY 2013 and is to be financed by implementation of a storm water user fee of $1.00 per 1,000 gallons of metered water consumption. The fee was increased to $2.00 per 1,000 gallons effective December 1, 2025. The fund is operated in a manner similar to private business enterprises where the intent of the Village is that the costs (including depreciation and debt service) to the general public on a continuing basis be financed primarily through user charges.

User Fees - $3,380,000 (98%)

The current rate for this service is $2.00 per thousand gallons, however, this rate does not generate sufficient revenue to fund normal operating expenses and prior debt service payments.

Other - $55,000 (2%)

Includes impervious surface fees, storm annexation fees, and interest income.

SENIOR HOUSING FUND
$995,200

Crestwood Place Rents - $945,000 (95%)

Rents charged to Crestwood Place residents. Crestwood Place is a Village-owned senior independent living facility. The Senior Housing Fund, an enterprise fund, is used to account for the operation of Crestwood Place. The Fund is operated in a manner similar to private business enterprises where the intent of the Village is that the costs of providing services to the public on a continuing basis be financed primarily through user charges (rents).

Other - $50,200 (5%)

Includes miscellaneous revenue sources, such as interest income.

PARKING FUND
$246,800

Parking Fees - $240,000 (97%)

Fees received from the various commuter parking lots located at or near the Metra commuter station. The daily fee for parking in any Village lot had been $1.00 since 1990. Effective June 1, 2024, the daily parking fee increased to $2.00.

Other - $6,800 (3%)

Includes miscellaneous revenue sources such as interest income.

SELF-INSURANCE FUND
$1,115,900

The Self-Insurance Fund is an internal service fund used to account for the financing of Village-wide insurance expenses, including premiums, third-party administration and claim costs. The Village is a member of the Intergovernmental Risk Management Agency which a pool of municipalities gathering resources for insurance purposes to lower costs using economies of scale. This service is provided to all Village departments and funds on a cost-reimbursement basis via interfund transfers. The fund also maintains adequate reserves to provide a cushion for potential extraordinary insurance claims, thus reducing the potential impact on the General Corporate Fund.

Transfers From Other Funds - $950,900 (85%)

Annual amount of interfund transfers received from the various operating departments.

Other - $165,000 (15%)

Includes miscellaneous revenue sources, including interest income, subrogation proceeds, and claim reimbursements.

HEALTH INSURANCE FUND
$10,206,260

The Health Insurance Fund is an internal service fund used to account for the funding and payment of medical, dental, and life insurance for employees, retirees, and cobra eligible participants. This is a new standalone Fund that was part of the Self Insurance Fund in prior year budgets. The Village participates in the Intergovernmental Personnel Benefit Cooperative which pools together municipal members for economies of scale and helps minimize costs.

Premium Contributions - $9,204,260 (90%)

Annual amount of health and dental insurance contributions received from employer and employees for dependent health/dental care coverage. Employees contribute 10% - 12% of the cost for dependent health care coverage, depending on their collective bargaining agreement.

Other - $1,002,000 (10%)

Includes miscellaneous revenue sources such as interest income and a one-time draw down from IPBC reserves (external holding account).

POLICE PENSION FUND
$10,915,907

This trust fund is used to account for Police Pension Fund assets held by the Village in a trustee capacity. The Police Pension Fund Board is established by Illinois State statute to provide benefits to sworn police personnel of the Village and to manage the affairs of the Fund. The major sources of revenue to the Fund include employee contributions, investment income and the Village contribution. The Village contribution is determined by an independent actuarial analysis of the Fund. The Village funds its required contribution via property taxes. The benefits are set by the state legislature and are subject to the political process at this level. On April 1, 2022, Police Pension Fund assets were transferred to Illinois Police Officers' Pension Investment Fund (IPOPIF).

Property Taxes - $5,078,907 (47%)

Represents actuarially required Village contribution (see Police Pension Fund expenditure section for the condition of the Fund).

Other Village Contributions – $400,000 (4%)

Contribution from General Fund in order to accelerate retirement of unfunded liability.

Employee Contributions - $897,000 (8%)

Members currently contribute 9.91% of their salary to the Fund.

Other- $4,540,000 (41%)

Investment revenue estimated to be earned.

FIREFIGHTERS' PENSION FUND
$12,391,900

This trust fund is used to account for Firefighters' Pension Fund assets held by the Village in a trustee capacity. The Firefighters' Pension Fund Board is established by Illinois State statute to provide benefits to sworn fire personnel of the Village. The major sources of revenue to the fund include employee contributions, investment income and the Village contribution. The Village contribution is determined by an independent actuarial analysis of the fund. The Village funds its contribution via property taxes. The benefits are set by the state legislature and are subject to the political process at this level. On November 1, 2021, Firefighters' Pension Fund assets were transferred to the State's Firefighters' Pension Investment Fund (FPIF).

Property Taxes - $6,043,900 (49%)

Represents actuarially required Village contribution (see Firefighters' Pension Fund expenditure section for the condition of the Fund).

Other Village Contributions – $400,000 (3%)

Contribution from General Fund in order to accelerate retirement of unfunded liability.

Employee Contributions - $828,000 (7%)

Members currently contribute 9.45% of their salary to the Fund.

Other - $5,120,000 (41%)

Investment revenue estimated to be earned.

MOTOR FUEL TAX FUND
$1,900,000

MFT Allotments - $1,850,000 (97%)

Illinois Motor Fuel Tax funds are derived from a tax based on the consumption of motor fuel, on the operation of motor vehicles upon public highways and on the operation of recreational water craft upon the waters of the State. Receipts from the State tax collected on motor fuel and 1.7% of 80.0% of the total State Retailers Occupation Tax, Service Occupation Tax, Service Use Tax and Use Tax collected are deposited into the State's Motor Fuel Tax Fund for distribution. The Illinois Department of Transportation (IDOT) allocates these monies according to the appropriate statutes and initiates the process for distribution of motor fuel tax to municipalities.

Each month, a warrant is issued to the municipal treasurer in the amount of the municipality's share of motor fuel tax funds deposited for the preceding month.

Included in the consumer's price of a gallon of motor fuel tax are certain federal, state and local taxes. These taxes are comprised of:

1. Federal Motor Fuel Tax (18.4 cents per gallon on gasoline and 24.40 cents per gallon on diesel fuel);
2. State Motor Fuel Tax (48.3 cents per gallon on gasoline and 55.8 cents per gallon on diesel fuel); and
3. State Retailers Occupation Tax (Sales Tax) (6.25%).

On June 2, 2019, the Illinois General Assembly passed legislation to form Transportation Renewal Fund (TRF), increasing the state's MFT by 19 cents per gallon on gasoline. A portion of the 19-cent increase in gasoline MFT is being shared with units of local governments.

Other - $50,000 (3%)

Includes interest income of $50,000.

AFFORDABLE HOUSING FUND
$120,000

Affordable Housing Demolition Fee / In Lieu Of - $100,000 (83%)

The Fund accounts for payments received in-lieu of providing affordable housing units and demolition tax to be used towards inclusionary housing measures in the Village.

Other - $20,000 (17%)

Includes miscellaneous revenue sources, such as interest income.

EXPENDITURES EXPLAINED

The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance (reserves), revenues and expenditures (or expenses), as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Budgeted expenditures are organized and presented by fund, each of which is considered a separate accounting entity. The General Fund is broken down into the specific departments and divisions which make up the Fund. The various funds are organized by type in the Expenditure Section. The fund types listed below are used by the Village.

GOVERNMENTAL FUND TYPES

Governmental Funds are those in which most governmental functions of the Village are financed. The Village's expendable financial resources (except those accounted for in Proprietary Funds) are accounted for through governmental funds. The measurement focus is based upon a determination of changes in financial position, rather than income or loss terminology as used in the corporate world. The following are the Village's governmental fund types:

- **General Fund** - The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund.

- **Special Revenue Funds** - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes and includes the Affordable Housing, Motor Fuel Tax, Traffic Impact Fee, TIF and Business District Funds.

- **Debt Service Fund** - The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

- **Capital Projects Funds** - Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital assets (other than those financed by Proprietary and Trust Funds) and include Facility Capital Projects Fund and Infrastructure Capital Projects Fund.

- **Permanent Funds** – Permanent Funds are used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the program and includes the Cemetery Fund.

PROPRIETARY FUND TYPES

Proprietary funds are used to account for the Village's on-going organizations and activities which are similar to those often found in the private sector. The measurement focus is upon determination of net income.

- **Enterprise Funds** - The Enterprise Funds (Water, Sanitary Sewer, Stormwater, Senior Housing and Parking Funds) are used to account for operations: a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

- **Internal Service Funds** – The Internal Service Funds (Self-Insurance and Health Insurance Funds) are used to account for the financing of goods or services provided by one department to other departments of the governmental unit on a cost reimbursement basis.

FIDUCIARY FUND TYPES

Fiduciary funds are used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governmental units or other funds.

- **Trust Funds** – Trust funds include the Police and Firefighters' Pension Funds. These funds are used to account for the accumulation of resources to pay pension costs.

At the beginning of each department and/or fund is a narrative section which includes a mission statement, accomplishments for the previous fiscal year and the goals for the upcoming fiscal year. Organizational Chart, Summary of Authorized Personnel and performance measures are included in the Narrative Section for all departments/divisions where personnel costs are allocated.

The next section details budgeted expenditures by GL line item for each account group. These are compared with budgeted and projected (estimated) expenditures for the prior fiscal year and actual amounts for the previous two fiscal years. The adopted appropriations are included in the fiscal year "FY27" column.

Expenditures are divided into the following sections:

- **Personal (Personnel) Services:** Services rendered by full-time and part-time employees to support the functions of Village departments. Costs include salaries, overtime and other direct payments to employees.

- **Fringe Benefits:** Contributions made by the Village to meet commitments or obligations for employee fringe benefits. Included are the Village's share of costs for social security and the various pension, medical and life insurance plans.

- **Contractual Services:** Services required for a department's/fund's work program which are provided by other entities--either outside vendors and contractors or other Village departments. Examples include repair and maintenance services, rentals, utilities and other professional services.

- **Commodities:** Expendable materials and supplies necessary to carry out a department's/fund's work program for the fiscal year. Examples include repair and maintenance of materials, office supplies, chemicals, tools and uniforms.

- **Capital Outlay:** The purchase, acquisition or construction of any item having a unit cost of $50,000 or more, or a useful life of one or more years. Capital outlay items include vehicles, construction equipment, computers and office equipment.

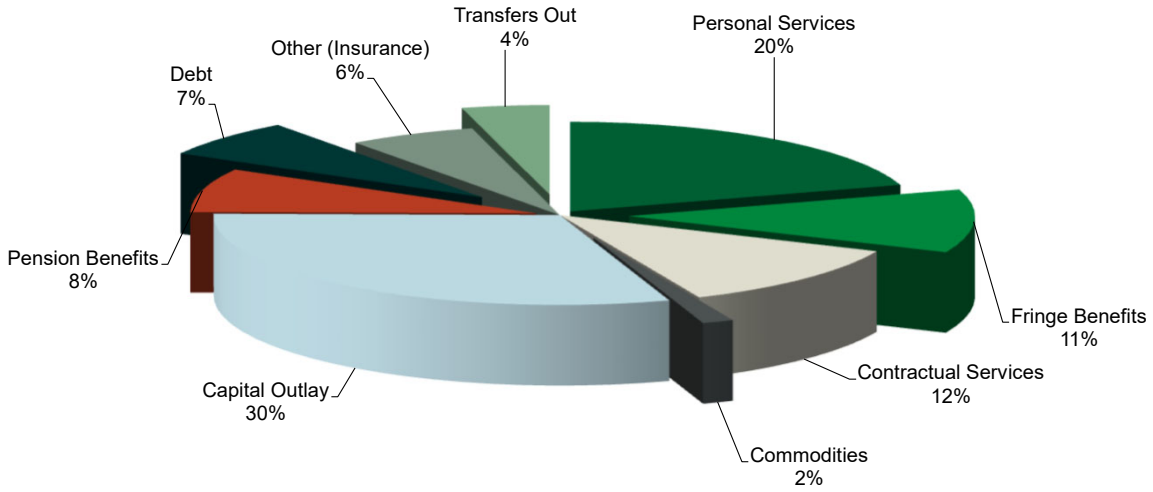
- **Other:** Costs which are not included in the above categories. For example, contingency accounts.

- **Debt Service**: Costs associated with the payment of long-term debt principal and interest.

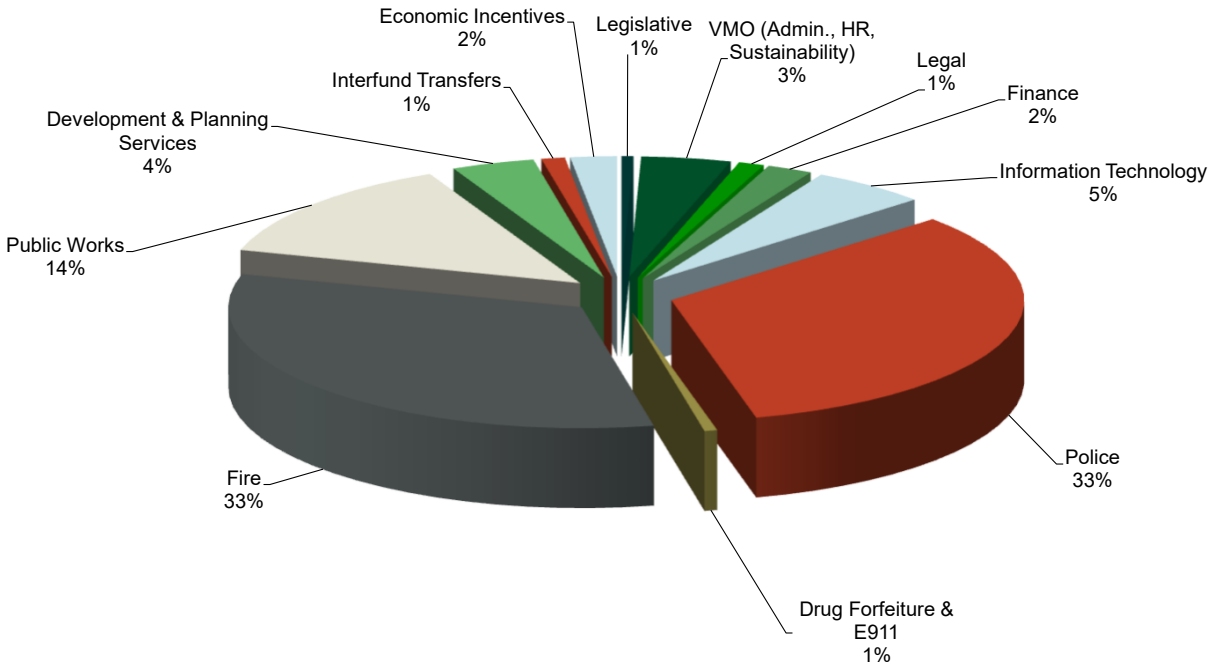
- **Interfund Transfers Out**: Include transfers between the funds. These transfers are excluded from total Village's expenditures since they are also shown as revenues in corresponding funds as interfund transfers-in.

The last section for each department, division and/or fund (Budget Detail), provides explanation/justification for all expenditures listed by account number. Any unusual activity is typically explained in sufficient detail to justify the expense.

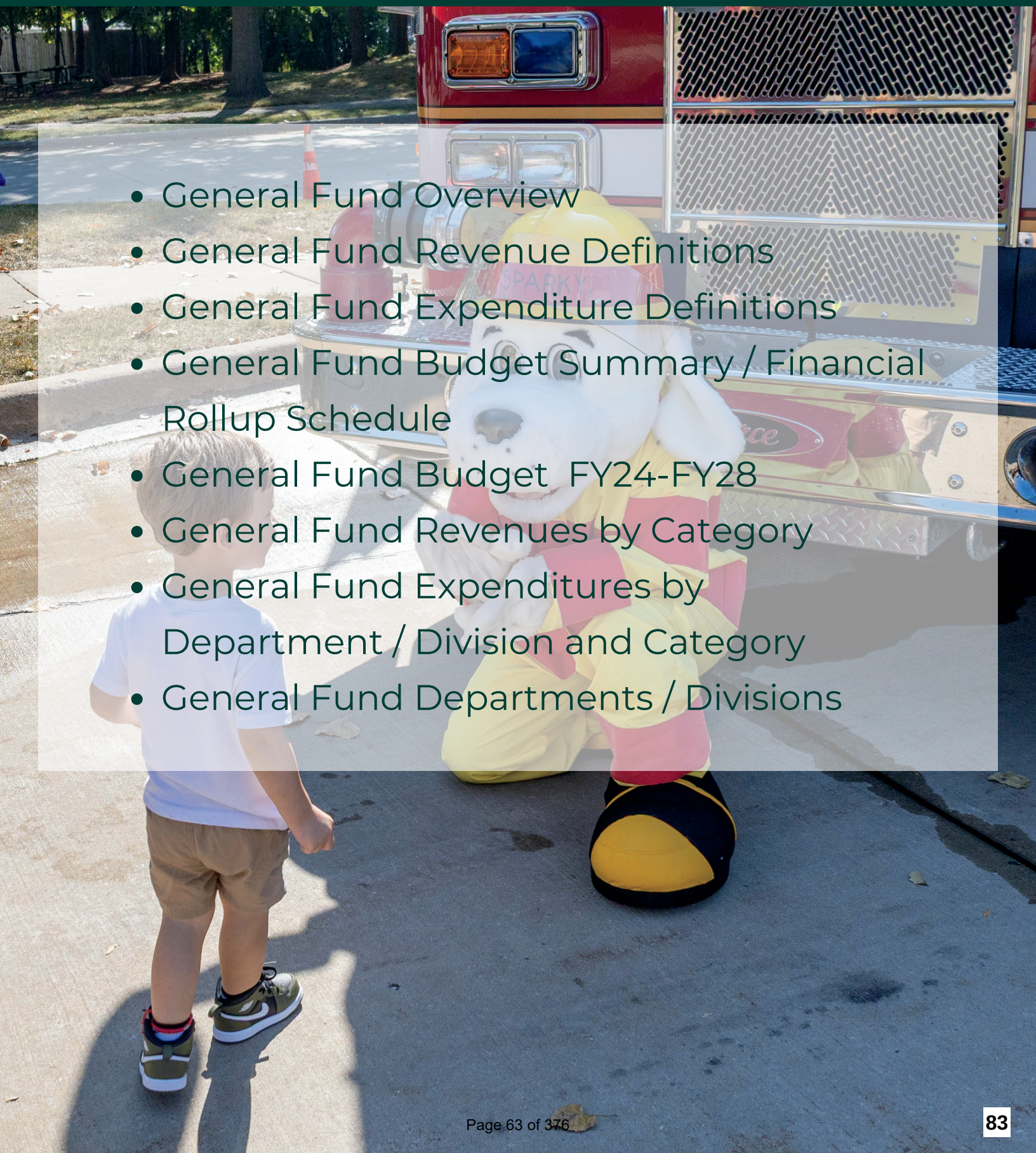
All Funds Expenditures By Class
(include interfund transfers)
Total - $187,921,796



General Fund Expenditures By Department/Function
(include interfund transfers)
Total - $74,303,068



GENERAL FUND



- General Fund Overview
- General Fund Revenue Definitions
- General Fund Expenditure Definitions
- General Fund Budget Summary / Financial Rollup Schedule
- General Fund Budget FY24-FY28
- General Fund Revenues by Category
- General Fund Expenditures by Department / Division and Category
- General Fund Departments / Divisions

GENERAL FUND

Overview

The Village's General Fund includes all the operating departments and revenues not classified elsewhere. The following operating departments are budgeted in this Fund:

- Village Manager's Office (Legislative, Administrative, Human Resources, Sustainability, Legal separate divisions)
- Finance (Interfund Transfers separate division)
- Information Technology
- Police (Drug Forfeiture & E911 separate divisions)
- Fire
- Public Works
- Development & Planning Services (Economic Incentives separate division)

Examples of the types of revenue categories classified in the General Fund are:

- Taxes (Municipal sales, Use tax, Income tax, Property tax, etc.)
- Licenses & Permits
- Charges for Services
- Grants
- Fines
- Interfund Transfers-In
- Financing & Investment
- Other/Miscellaneous

GENERAL FUND REVENUES

General Fund Revenues are the taxes, fees, and charges that the Village assesses to provide services to its citizens. Such revenues are comprised of the following broad revenue categories:

- Tax revenues (e.g.- property taxes)
- Licenses, permits, and fees (e.g.- business licenses)
- Charges for services (e.g.- ambulance service)
- Grants
- Fines (e.g.- parking tickets)
- Other financing sources (transfer of resources from other funds)

The following table presents a summary of the Village's major General Fund taxes and revenues:

General Fund Revenues	Description
Property Taxes	Property tax revenues are the proceeds that the Village receives from assessing taxes on residential and commercial properties within the Village. Each year, the Village Board adopts a fixed levy that is used to fund operations, debt service, and Village contributions into the Police and Fire Pension funds. The Village does not have the County assess a loss allowance.
Sales Taxes	In the State of Illinois, there is a base 6.25% Sales Tax on general merchandise. It is administered and collected by the Illinois Department of Revenue. One percent (1%) of this Sales Tax is distributed to the municipality where the sale occurred. This tax, officially referred to as the Retailer's Occupation Tax (ROT) is captured in the Village's General Fund and is used to support general Village operations. The Village also imposes a 1% Home Rule Occupation Tax (HROT). While approved locally, this tax is also administered and collected at the state level. A quarter percent of this tax is dedicated to the Capital Improvement Project (CIP) Fund. Pursuant to State law, the HROT tax is not assessed on qualifying food, drugs, or registered property purchases (vehicles).

Utility Taxes

The Electricity Tax and the Natural Gas Tax. Both taxes are assessed based upon user consumption within the Village. The taxes assessed are per local ordinance but may not exceed the allowable amount pursuant to State statute.

Licenses and Permits

The Village charges fees to individuals, businesses and other entities to acquire authorization and permission to conduct certain activities within the Village. These authorizations and permissions are extended in the form of licenses and permits. For example, the Village charges business licensing fees for entities that wish to conduct business within the Village.

Intergovernmental Revenues

Intergovernmental revenues are revenues that the Village receives from other government entities. Apart from other grants, the revenues that the Village receives from this revenue stream are primarily from the State of Illinois. Intergovernmental revenues typically take the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Charges for Services

The Village provides a number of services for which it charges fees directly to the service recipient.

Fines

The Village charges fines and penalties to individuals and businesses when they become non-compliant with Village rules and regulations. Parking citations is an example of such a fine for which the Village charges a fee directly to the offender.

GENERAL FUND EXPENDITURES

General Fund Expenditures are the expenditures related to the performance of direct Village services, such as police, fire, public works, and development and planning services. General fund expenditures also relate to the performance of administrative services such as finance, human resources, and information technology. General Fund Expenditures are managed within the Village's General Fund, and are comprised of the following expenditure types:

- Personal Services (e.g.- salaries and overtime)
- Fringe Benefits (e.g.- health insurance and pension contributions)
- Contractual Services (e.g.- vendor service contracts, Telecommunications)
- Commodities (e.g.- printing and office supplies, parts, fuel)
- Capital Outlay (e.g.- infrastructure, Fleet Management)
- Transfers (e.g.- transfer of resources to other Village funds)

The following table presents a summary of the Village's major General Fund Expenditures:

General Fund Expenditure Types	Description
Personal Services	Personal Service expenditures include the compensation of Village staff to perform Village services and activities. Given the labor-intensive nature of Village services, personnel and benefits expenditures typically make up the largest proportion of general fund expenditures.
Fringe Benefits	Fringe Benefits expenditures are the expenditures for the insurance and pension support for which the Village provides its employees. Similar to Personal Services, Fringe Benefits typically make up a large portion of general fund expenditures.
Contractual Services	Contractual Services are for specialized services that are provided to the Village by independent contractors/ consultants. These expenditures are tracked separately from the Village's salary and benefit resources.
Commodities	Commodities are expenditures related to maintaining administrative operations within Village departments. These expenditures include costs such as printing costs, general maintenance and upkeep, parts and supplies, and fuel cost.

Capital Outlay

Capital Outlay expenditures are for the maintenance of Village physical and technical infrastructure.

Transfers

Transfer expenditures are the expenditures that are transferred from the General Fund to support service activities or other types of reimbursements.

VILLAGE OF NORTHBROOK
General Fund Budget Summary
Comparative Years FY26 - FY28

GF Department		FY26 Adopted Budget	FY26 Amended Budget	FY26 Year-End Estimate	FY27 Proposed Budget	FY28 Forecast Budget	FY27 Budget to FY26 YE Est % Inc (Dec)
Revenues- All	Dept	$ 70,409,540	$ 70,409,540	$ 73,999,213	$ 73,359,345	$ 73,150,183	-0.9%
Legislative	1110	772,660	1,132,660	1,178,332	400,100	382,100	-66.0%
Administrative	1120	1,495,315	1,722,091	1,645,126	2,032,685	2,054,140	23.6%
Human Resources	1121	644,375	644,375	619,165	719,355	709,810	16.2%
Sustainability	1122	296,230	296,230	284,095	303,180	320,945	6.7%
Legal	1200	814,000	814,000	804,000	868,500	872,500	8.0%
Finance	1300	5,417,384	8,168,702	7,378,652	1,550,004	1,594,144	-79.0%
Interfund Transfers	1310	-	-	-	800,000	800,000	
Information Technology	1400	4,198,290	4,198,290	3,910,415	3,999,910	4,027,375	2.3%
Police	2100	23,742,645	23,949,205	24,000,335	24,412,084	25,561,117	1.7%
Drug Forfeiture	2200	15,000	15,000	-	-	20,000	
E911	2300	409,125	409,125	402,461	438,655	475,690	9.0%
Fire	3100	22,458,465	22,557,125	21,399,927	24,292,285	23,332,429	13.5%
Foreign Fire	3200	-	-	-	-	-	
Public Works	4100	10,136,845	10,321,052	9,526,066	10,078,590	9,869,611	5.8%
Development & Planning	6300	2,430,997	2,479,641	2,320,402	2,827,720	2,862,070	21.9%
Economic Incentives	6310	-	-	-	1,580,000	1,190,000	
Subtotal Expenses		72,831,331	76,707,496	73,468,976	74,303,068	74,071,931	1.1%
Surplus/(Deficit)		$ (2,421,791)	$ (6,297,956)	$ 530,237	$ (943,723)	$ (921,748)	
Interfund Transfer Out Surplus - Facility Fund				2,539,814	-		
Interfund Transfer Out Surplus - Stormwater Fund				700,000	-		
Interfund Transfer Out Other - Police Pension Fund				497,656	400,000		
Interfund Transfer Out Other - Firefighters' Pension Fund				497,656	400,000		
Net Surplus (Deficit) Excluding ALL Interfund Transfers				4,765,363	(143,723)		
Beginning Fund Balance				$ 26,795,862	$ 27,326,099		
Ending Fund Balance				$ 27,326,099	$ 26,382,376		

VILLAGE OF NORTHBROOK
General Fund Budget
Comparative Years FY24 - FY28

	FY24 Actual	FY25 Actual	FY26 Adopted Budget	FY26 Year-End Estimate	FY27 Proposed Budget	FY28 Forecast Budget
REVENUES						
Taxes Property	$ 8,853,960	$ 18,510,058	$ 19,329,740	$ 19,329,740	$ 21,520,545	$ 22,049,383
Taxes Sales	16,598,388	19,203,150	19,500,000	23,265,000	23,750,000	23,765,000
Taxes Other	9,884,662	10,456,521	11,229,000	11,594,000	11,594,000	11,804,000
Licenses	678,293	722,479	798,000	763,523	293,000	308,000
Permits/Reviews	2,041,701	1,835,950	1,906,000	2,511,000	2,106,000	2,108,000
Fees	1,932,089	1,711,571	1,710,300	1,710,300	1,740,300	1,755,300
Charges for Services	6,229,971	6,795,002	6,302,500	6,657,500	6,812,500	6,812,500
Fines	188,934	133,067	195,000	195,000	195,000	200,000
Grants	93,000	229,061	356,000	356,000	115,000	140,000
Interfund Transfers In	2,861,950	4,928,495	5,428,000	4,037,172	3,928,000	2,928,000
Investment Returns	1,658,245	1,546,528	1,010,000	910,000	810,000	785,000
Miscellaneous	397,538	892,413	445,000	445,000	495,000	495,000
Bond Proceeds	-	-	2,200,000	2,224,978	-	-
Total Revenues	51,418,731	66,964,295	70,409,540	73,999,213	73,359,345	73,150,183
EXPENSES BY DEPARTMENT						
Legislative	593,790	1,000,172	772,660	1,178,332	400,100	382,100
Administrative	1,715,752	1,906,142	1,495,315	1,645,126	2,032,685	2,054,140
Human Resources	-	-	644,375	619,165	719,355	709,810
Sustainability	-	-	296,230	284,095	303,180	320,945
Legal	755,019	952,094	814,000	804,000	868,500	872,500
Finance	7,192,122	7,300,663	5,417,384	7,378,652	1,550,004	1,594,144
Interfund Transfers	-	-	-	-	800,000	800,000
Information Technology	2,765,773	2,921,465	4,198,290	3,910,415	3,999,910	4,027,375
Police	17,588,092	22,331,066	23,742,645	24,000,335	24,412,084	25,561,117
Drug Forfeiture	16,000	15,000	15,000	-	-	20,000
E911	208,877	543,674	409,125	402,461	438,655	475,690
Fire	13,739,416	19,404,326	22,458,465	21,399,927	24,292,285	23,332,429
Foreign Fire	186,262	-	-	-	-	-
Public Works	8,873,733	8,494,679	10,136,845	9,526,066	10,078,590	9,869,611
Development & Planning	2,249,374	2,394,864	2,430,997	2,320,402	2,827,720	2,862,070
Economic Incentives	-	-	-	-	1,580,000	1,190,000
Total Expenditures	55,884,210	67,264,145	72,831,331	73,468,976	74,303,068	74,071,931
Net Surplus (Deficit)	$ (4,465,479)	$ (299,850)	$ (2,421,791)	$ 530,237	$ (943,723)	$ (921,748)
Net Surplus (Deficit) Excluding GF Surplus Transfers	3,434,648	4,710,815		3,770,051		
Net Surplus (Deficit) Excluding GF & Ambulance Fee Surplus Transfers	4,231,638	5,424,815		4,765,363		

VILLAGE OF NORTHBROOK
General Fund Budget
Comparative Years FY24 - FY28

	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Year-End Estimate
Beginning Fund Balance	$ 25,862,845	$ 31,776,315	$ 27,095,712	$ 26,795,862
Auditor ACFR Adjustments	(1,252)	(215,124)	-	-
Adjusted Beginning Fund Balance	25,861,593	31,561,191	27,095,712	26,795,862
Net Surplus (Deficit)	5,914,722	(4,465,479)	(299,850)	530,237
Ending Fund Balance	**31,776,315**	**27,095,712**	**26,795,862**	**27,326,099**
Ending Fund Balance - Restricted	1,850,086	798,697	367,885	367,885
Ending Fund Balance - Unrestricted/Unassigned	29,926,229	26,297,015	26,427,977	26,958,214
Total Revenue	53,743,693	51,418,731	66,964,295	73,999,213
Exclude Police and Firefighters' Pension Property Tax	-	-	(9,965,118)	(10,764,689)
Adjusted Revenue	53,743,693	51,418,731	56,999,177	63,234,524
40% of Adjusted Revenue	21,497,477	20,567,492	22,799,671	25,293,810
Excess Surplus	**8,428,752**	**5,729,522**	**3,628,306**	**1,664,405**
Surplus Expenditure Uses Approved by Board				
Facility Capital Projects Fund	5,900,127	4,010,665	2,539,814	1,165,083
Police and Fire Pensions	2,000,000	-	-	-
Stormwater Fund	-	1,000,000	700,000	-
Total Surplus Transfers (completed after year-end, in next FY)	7,900,127	5,010,665	3,239,814	1,165,083
General Fund Facilities (designated)	528,625	718,857	388,492	499,321
TOTAL USES	8,428,752	5,729,522	3,628,306	1,664,405

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - REVENUES

GL Number	Category	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET
11-0000-401-00	Property tax	CORPORATE PROPERTY TAX	6,959,153	6,661,257	6,672,101	6,672,101	6,672,101	8,422,363	8,675,034
11-0000-401-06	Property tax	TOWNSHIP ROAD & BRIDGE TAX	658,946	681,497	685,000	685,000	685,000	685,000	700,000
11-0000-401-10	Property tax	IMRF PROPERTY TAX REVENUE	1,195,473	1,155,607	1,207,950	1,207,950	1,207,950	1,290,375	1,329,086
11-0000-401-11	Property tax	CORPORATE PROPERTY TAX - PRIOR LEVY COLL	37,439	42,920	-	-	-	-	-
11-0000-401-16	Property tax	TOWNSHIP ROAD & BRIDGE TAX - PRIOR LEVY	2,949	3,659	-	-	-	-	-
11-0000-401-17	Property tax	POLICE PENSION PROPERTY TAX	-	4,697,233	5,119,395	5,119,395	5,119,395	5,078,907	5,180,485
11-0000-401-19	Property tax	FIRE PENSION PROPERTY TAX	-	5,267,885	5,645,294	5,645,294	5,645,294	6,043,900	6,164,778
		SUBTOTAL	8,853,960	18,510,058	19,329,740	19,329,740	19,329,740	21,520,545	22,049,383
11-0000-421-00	Taxes Sales	SALES TAX	9,922,201	12,235,781	12,750,000	12,750,000	16,000,000	16,500,000	16,500,000
11-0000-421-03	Taxes Sales	STATE USE TAX	1,400,062	1,233,880	1,050,000	1,050,000	365,000	300,000	315,000
11-0000-421-04	Taxes Sales	HOME RULE SALES TAX	5,276,125	5,733,489	5,700,000	5,700,000	6,900,000	6,950,000	6,950,000
		SUBTOTAL	16,598,388	19,203,150	19,500,000	19,500,000	23,265,000	23,750,000	23,765,000
11-0000-405-01	Taxes Other	REPLACEMENT TAX - VILLAGE	996,003	611,533	650,000	650,000	600,000	600,000	600,000
11-0000-405-03	Taxes Other	REPLACEMENT TAX - TOWNSHIP ROAD & BRIDGE	34,113	19,982	25,000	25,000	25,000	25,000	30,000
11-0000-407-01	Taxes Other	HOTEL/MOTEL TAX	738,301	812,088	775,000	775,000	900,000	900,000	900,000
11-0000-407-02	Taxes Other	ADMISSIONS AND ENTERTAINMENT TAX	71,429	65,567	70,000	70,000	70,000	70,000	75,000
11-0000-407-03	Taxes Other	UTILITY TAX	997,924	1,427,061	-	-	-	-	-
11-0000-407-05	Taxes Other	ELECTRIC UTILITY TAX	-	-	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
11-0000-407-06	Taxes Other	NATURAL GAS UTILITY TAX	-	-	800,000	800,000	800,000	800,000	800,000
11-0000-407-04	Taxes Other	SINGLE USE BAG TAX	26,192	168,636	150,000	150,000	140,000	140,000	140,000
11-0000-421-01	Taxes Other	MUNICIPAL AUTO RENTAL TAX	8,978	8,512	9,000	9,000	9,000	9,000	9,000
11-0000-421-02	Taxes Other	GAS & DIESEL FUEL TAX COUNTY REFUND	-	-	-	-	-	-	-
11-0000-422-00	Taxes Other	STATE INCOME TAX	5,766,354	6,121,738	6,200,000	6,200,000	6,500,000	6,500,000	6,700,000
11-0000-478-06	Taxes Other	TELECOMMUNICATION TAX	1,245,368	1,221,404	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
		SUBTOTAL	9,884,662	10,456,521	11,229,000	11,229,000	11,594,000	11,594,000	11,804,000
11-0000-435-01	Licenses	LICENSES - ANIMAL	26,628	25,476	28,000	28,000	28,000	28,000	28,000
11-0000-435-02	Licenses	LICENSES - BUSINESS	77,850	119,613	55,000	55,000	55,000	55,000	60,000
11-0000-435-03	Licenses	LICENSES - CONTRACTORS	-	-	70,000	70,000	60,000	60,000	70,000
11-0000-435-04	Licenses	LICENSES - LIQUOR	135,777	150,358	150,000	150,000	140,523	150,000	150,000
11-0000-435-05	Licenses	LICENSES - VEHICLE	438,038	427,032	495,000	495,000	480,000	-	-
		SUBTOTAL	678,293	722,479	798,000	798,000	763,523	293,000	308,000
11-0000-452-00	Permits/Reviews	BUILDING PERMITS	1,940,521	1,701,558	1,800,000	1,800,000	2,410,000	2,000,000	2,000,000
11-0000-452-02	Permits/Reviews	FIRE PROTECTION PERMITS	27,259	52,657	30,000	30,000	30,000	30,000	30,000
11-0000-452-03	Permits/Reviews	FIRE PROTECTION PERMITS - RFPD/UNINC.	7,596	16,363	8,000	8,000	8,000	8,000	10,000
11-0000-452-05	Permits/Reviews	TEMP. CERTIFICATE OF OCCUPANCY FEES	-	-	-	-	-	-	-
11-0000-452-07	Permits/Reviews	TEMPORARY FOOD SERVICE	113	50	-	-	-	-	-
11-0000-454-02	Permits/Reviews	POLICE ALARM PERMIT (RENEWAL)	64,892	63,772	65,000	65,000	60,000	65,000	65,000
11-0000-454-03	Permits/Reviews	POLICE ALARM PERMIT (NEW)	1,150	1,100	2,500	2,500	2,500	2,500	2,500
11-0000-454-05	Permits/Reviews	POLICE ALARM PERMIT REINSTATEMENT	20	-	-	-	-	-	-
11-0000-473-06	Permits/Reviews	RETAIL SALES PERMITS	150	450	500	500	500	500	500
		SUBTOTAL	2,041,701	1,835,950	1,906,000	1,906,000	2,511,000	2,106,000	2,108,000

GL Number	Category	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET
11-0000-454-00	Fees	POLICE FALSE ALARM FEE	40,575	44,145	50,000	50,000	50,000	50,000	50,000
11-0000-455-01	Fees	VACANT BUILDING INSPECTION FEES	3,200	800	500	500	500	500	500
11-0000-457-00	Fees	PLAN COMMISSION FEES	26,626	51,711	35,000	35,000	35,000	35,000	35,000
11-0000-459-00	Fees	FIRE FALSE ALARM RESPONSE FEE	-	-	-	-	-	-	-
11-0000-459-01	Fees	FIRE QUARTERLY ALARM MONITORING FEE	51,157	88,568	55,000	55,000	85,000	85,000	85,000
11-0000-473-10	Fees	RAFFLE FEES	210	360	-	-	-	-	-
11-0000-473-12	Fees	CHARITABLE GAMES LICENSE FEES	128	-	200	200	200	200	200
11-0000-476-01	Fees	ANTENNA LEASE FEE	221,781	209,684	170,000	170,000	190,000	170,000	185,000
11-0000-477-07	Fees	REFORESTATION PROGRAM RECEIVABLES	2,325	1,750	2,000	2,000	2,000	2,000	2,000
11-0000-477-08	Fees	IMPOUND FEES	60	120	300	300	300	300	300
11-0000-477-31	Fees	TOLL ROAD RESPONSES - FIRE	24,330	28,460	20,000	20,000	20,000	20,000	20,000
11-0000-478-01	Fees	COMCAST CABLE FRANCHISE FEES	749,483	622,786	750,000	750,000	750,000	750,000	750,000
11-0000-480-19	Fees	ANNEXATION FEES	750	3,000	2,000	2,000	2,000	2,000	2,000
11-0000-482-07	Fees	E-911 SURCHARGE FEES	624,922	568,378	625,000	625,000	575,000	625,000	625,000
11-0000-482-08	Fees	FOREIGN FIRE INSURANCE FEES	186,262	91,754	-	-	-	-	-
11-0000-482-16	Fees	WARRANT FEES	210	-	200	200	200	200	200
11-0000-482-18	Fees	SUBPOENA FEES	70	55	100	100	100	100	100
		SUBTOTAL	1,932,089	1,711,571	1,710,300	1,710,300	1,710,300	1,740,300	1,755,300
11-0000-451-00	Charges for Service	RFPD FEES	3,198,731	3,490,413	3,300,000	3,300,000	3,400,000	3,500,000	3,500,000
11-0000-451-01	Charges for Service	RED CENTER ADMINISTRATION FEES	20,000	-	-	-	23,000	10,000	10,000
11-0000-452-01	Charges for Service	ELEVATOR INSPECTIONS	34,800	52,950	45,000	45,000	45,000	45,000	45,000
11-0000-473-13	Charges for Service	OVERTIME REIMB. - POLICE	37,058	39,763	40,000	40,000	40,000	40,000	40,000
11-0000-473-14	Charges for Service	OVERTIME REIMB. - FIRE	23,799	16,037	35,000	35,000	67,000	35,000	35,000
11-0000-473-17	Charges for Service	OVERTIME REIMB. - PUBLIC WORKS	406	-	-	-	-	-	-
11-0000-475-04	Charges for Service	STATE ROUTE MAINTENANCE REIMBURSEMENT	54,459	25,364	35,000	35,000	35,000	35,000	35,000
11-0000-480-01	Charges for Service	AMBULANCE TRANSPORTATION MEDICAID FEE	267,483	364,036	300,000	300,000	400,000	400,000	400,000
11-0000-480-02	Charges for Service	AMBULANCE TRANSPORTATION FEE	2,447,110	2,631,276	2,400,000	2,400,000	2,500,000	2,600,000	2,600,000
11-0000-480-03	Charges for Service	GLENBROOK NORTH POLICE SERVICE	132,395	146,061	130,000	130,000	130,000	130,000	130,000
11-0000-480-06	Charges for Service	FINGERPRINTING SERVICES	2,621	2,900	2,500	2,500	2,500	2,500	2,500
11-0000-480-31	Charges for Service	FIRE TRAINING ACT REIMBURSEMENT	11,109	26,202	15,000	15,000	15,000	15,000	15,000
		SUBTOTAL	6,229,971	6,795,002	6,302,500	6,302,500	6,657,500	6,812,500	6,812,500
11-0000-458-01	Fines	FINES - ORDINANCE VIOLATIONS	140,215	86,600	140,000	140,000	140,000	140,000	145,000
11-0000-458-02	Fines	FINES - TRAFFIC COURT	48,719	46,467	55,000	55,000	55,000	55,000	55,000
		SUBTOTAL	188,934	133,067	195,000	195,000	195,000	195,000	200,000
11-0000-481-26	Grants	ENERGY EFFICIENCY GRANTS	-	55,231	-	-	-	-	-
11-0000-481-32	Grants	OTHER GRANTS	3,000	83,830	296,000	296,000	296,000	25,000	50,000
11-0000-481-36	Grants	CIVIC GRANT/SUSTAINABILITY PROGRAM	90,000	90,000	60,000	60,000	60,000	90,000	90,000
		SUBTOTAL	93,000	229,061	356,000	356,000	356,000	115,000	140,000

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - REVENUES

GL Number	Category	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET
11-0000-475-14	Interfund Transfer	INTERFUND TRANSFER - SANITARY SEWER FUND	626,975	626,975	627,000	627,000	627,000	627,000	627,000
11-0000-475-15	Interfund Transfer	INTERFUND TRANSFER - SENIOR HOUSING FUND	102,660	105,230	105,000	105,000	105,000	105,000	105,000
11-0000-475-16	Interfund Transfer	INTERFUND TRANSFER - STORMWATER FUND	98,825	101,790	102,000	102,000	102,000	102,000	102,000
11-0000-475-20	Interfund Transfer	INTERFUND TRANSFER - CEMETERY FUND	1,930	1,990	2,000	2,000	2,000	2,000	2,000
11-0000-475-21	Interfund Transfer	INTERFUND TRANSFER - WATER FUND	1,983,055	2,042,550	2,042,000	2,042,000	2,042,000	2,042,000	2,042,000
11-0000-475-22	Interfund Transfer	INTERFUND TRANSFER - PARKING FUND	48,505	49,960	50,000	50,000	50,000	50,000	50,000
11-0000-475-34	Interfund Transfer	INTERFUND TRANSFER - HEALTH INSURANCE FUND	-	2,000,000	2,500,000	2,500,000	1,109,172	1,000,000	-
11-0000-475-46	Interfund Transfer	INTERFUND TRANSFER - BUSINESS DISTRICT	-	-	-	-	-	-	-
		SUBTOTAL	2,861,950	4,928,495	5,428,000	5,428,000	4,037,172	3,928,000	2,928,000
11-0000-426-01	Investment Income	INTEREST INCOME - GENERAL CORPORATE FUND	1,341,371	1,190,373	1,000,000	1,000,000	900,000	800,000	775,000
11-0000-426-02	Investment Income	INTEREST INCOME - ESCROW FUND	276,131	252,242	-	-	-	-	-
11-0000-426-19	Investment Income	INTEREST INCOME - PROPERTY TAX	2,114	-	-	-	-	-	-
11-0000-482-03	Investment Income	DRUG FORFEITURE INTEREST	14,934	16,044	5,000	5,000	5,000	5,000	5,000
11-0000-482-04	Investment Income	E-911 INTEREST	23,695	87,869	5,000	5,000	5,000	5,000	5,000
11-0000-482-09	Investment Income	FOREIGN FIRE INTEREST	-	-	-	-	-	-	-
		SUBTOTAL	1,658,245	1,546,528	1,010,000	1,010,000	910,000	810,000	785,000
11-0000-473-03	Miscellaneous	SURPLUS EQUIPMENT SALES	71,138	93,583	95,000	95,000	95,000	95,000	95,000
11-0000-473-07	Miscellaneous	MISCELLANEOUS INCOME [NON-RECURRING]	(17,322)	437,977	-	-	-	-	-
11-0000-473-09	Miscellaneous	MISCELLANEOUS INCOME	318,882	339,356	325,000	325,000	325,000	375,000	375,000
11-0000-473-22	Miscellaneous	NSF CHECK FEE	1,275	1,600	-	-	-	-	-
11-0000-473-25	Miscellaneous	SCRAP METAL PROCEEDS	44	-	-	-	-	-	-
11-0000-473-29	Miscellaneous	OVER/SHORT	(92)	(32)	-	-	-	-	-
11-0000-473-30	Miscellaneous	DONATIONS	572	145	-	-	-	-	-
11-0000-477-02	Miscellaneous	WEED CUTTING	152	-	-	-	-	-	-
11-0000-477-09	Miscellaneous	MISCELLANEOUS REIMBURSEMENTS	1,925	11,306	15,000	15,000	15,000	15,000	15,000
11-0000-482-00	Miscellaneous	DRUG FORFEITURE - DUI FINES	-	-	5,000	5,000	5,000	5,000	5,000
11-0000-482-01	Miscellaneous	DRUG FORFEITURE FUNDS - STATE	721	8,478	5,000	5,000	5,000	5,000	5,000
11-0000-482-02	Miscellaneous	DRUG FORFEITURE FUNDS - FEDERAL	19,700	-	-	-	-	-	-
11-0000-482-15	Miscellaneous	DRUG FORFEITURE FUNDS - MONEY LAUN STATE	543	-	-	-	-	-	-
		SUBTOTAL	397,538	892,413	445,000	445,000	445,000	495,000	495,000
11-0000-406-02	Bond Issue Proceeds	BOND ISSUE PROCEEDS	-	-	2,200,000	2,200,000	2,083,373	-	-
11-0000-406-03	Bond Issue Proceeds	PREMIUM ON DEBT ISSUE	-	-	-	-	141,605	-	-
		SUBTOTAL	-	-	2,200,000	2,200,000	2,224,978	-	-
		TOTAL REVENUES	51,418,731	66,964,295	70,409,540	70,409,540	73,999,213	73,359,345	73,150,183

VILLAGE OF NORTHBROOK
General Fund Budget Summary
Expenses By Department/Division and Category
Fiscal Year 2027

Department/Division	Department/ Division Number	Personal Services	Fringe Benefits	Contractual Services	Commodities	Capital Outlay	Transfers Out	TOTAL
Legislative	1110	$ 47,300	$ 3,600	$ 349,200	$ -	$ -	$ -	$ 400,100
Administrative	1120	1,231,450	384,600	406,635	10,000	-	-	2,032,685
Human Resources	1121	421,445	154,815	143,095	-	-	-	719,355
Sustainability	1122	90,075	50,775	162,330	-	-	-	303,180
Legal	1200	-	-	868,500	-	-	-	868,500
Finance	1300	1,006,495	237,340	289,169	17,000	-	-	1,550,004
Interfund Transfers	1310	-	-	-	-	-	800,000	800,000
Information Technology	1400	1,120,665	366,155	1,895,390	500	617,200	-	3,999,910
Police	2100	13,992,025	8,198,910	1,029,554	549,610	641,985	-	24,412,084
Drug Forfeiture	2200	-	-	-	-	-	-	-
E911	2300	-	-	407,640	-	31,015	-	438,655
Fire	3100	11,365,995	8,632,902	1,615,476	597,129	2,080,783	-	24,292,285
Public Works	4100	4,003,705	1,727,205	1,859,133	958,450	1,530,097	-	10,078,590
Development & Planning	6300	1,558,365	659,775	600,680	8,900	-	-	2,827,720
Economic Incentives	6310	-	-	1,580,000	-	-	-	1,580,000
TOTAL		$ 34,837,520	$ 20,416,077	$ 11,206,802	$ 2,141,589	$ 4,901,080	$ 800,000	$ 74,303,068

LEGISLATIVE DIVISION

PROGRAM DETAIL
FISCAL YEAR 2027

DIVISION RESPONSIBILITIES

Pursuant to Article II of the Municipal Code, the Village Board of Trustees consists of the Village President and six Village Trustees, each elected by the residents of Northbrook for a four-year term of office to establish the policies for operation of the Village Government. The Village Clerk is elected by the residents of Northbrook for a four-year term and attends all meetings of the Board of Trustees and keeps the record of the Board's proceedings along with additional records and files of their office. The Village policies as established by the Board of Trustees are an exercise of the home rule powers granted by article VII, section 6 of the Illinois Constitution of 1970 and the legislative authority established under state law. The Board of Trustees selects, employs and supervises one employee, the Village Manager. The Board's policy direction is to the Village Manager, who in turn directs Village staff to implement these policies.

The policy direction of Village Board is documented by the annual approval of the budget and capital improvement plan; approval of expenditures and disbursements (the Village Manager is authorized to approve expenditures up to $20,000); approval of all ordinances and resolutions; the review and final decisions made related to all land use matters; representation of the Village in numerous venues; and establishment of the mission of citizen advisory commission which provide input to the Village Board in policy decisions.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Reviewed and adopted the FY26 Municipal Budget following a Public Hearing and reviewed quarterly budget reports to stay informed and closely monitor responsible fiscal operations.

2. Conducted an annual performance review of the Village Manager.

3. Received and reviewed the Annual Audit and Comprehensive Annual Financial Report for the Year Ending April 30, 2025.

4. Selected an experienced consultant to support development of a first ever strategic plan for the Village and a complementary communication audit to enhance the delivery of timely and informative public information to the community. Both activities are underway with final approvals anticipated by the end of the fiscal year.

5. Established a standing Labor Relations Committee of the Village Board.

6. Established the Ad Hoc 125th Anniversary Celebration Commission to plan and implement celebration activities for the 125th Anniversary of the Village's founding on November 18, 2026.

7. Monitored legislative action in Springfield through the Northwest Municipal Conference and Illinois Municipal League and contribution support/opposition to proposed legislation that would positively/negatively impact the Village and municipalities across the state.

8. Repealed Chapter 15, Article XIX of the Municipal Code entitled "Vehicle Licenses" effective May 1, 2026 to eliminate the sale of Vehicle Stickers and alternatively levied a like amount of net revenue as part of the property tax levy as the Vehicle Sticker sales have a high administrative burden required to generate a relatively small amount of revenue associated with a customer impact of license purchase and low compliance.

9. Authorized the Village Manager to restructure the process of considering annual contributions to community organizations as an Annual Grant Program with limited annual funding for competitive grants to eligible non-profits which provide residents with social service resources and cultural programs. Designated Northbrook Partner Agencies and Services providers will be considered for a multi-year contract for service subject to annual budget appropriations and would not be eligible for grant funding.

GOALS FOR FISCAL YEAR 2027

1. Support implementation of the approved goals and objectives as part of the Strategic Plan. Evaluate Key Performance Indicators (aka measures) to replace Village Manager goals and priorities.

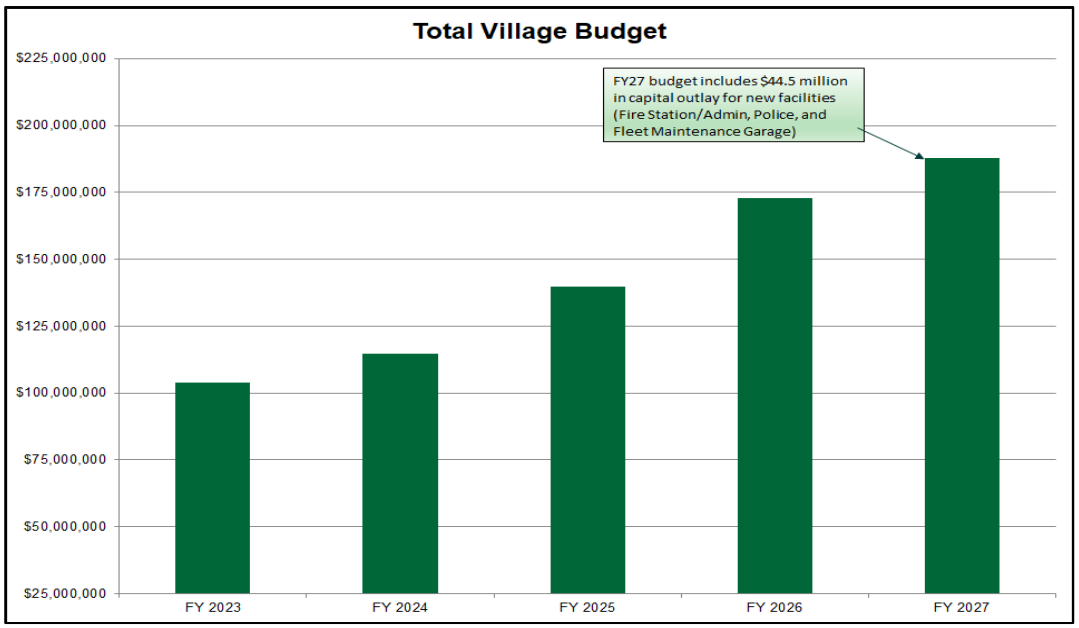
2. Monitor legislative action in Springfield and work with Legislators and Councils of Government to ensure Northbrook's interests are kept at the forefront.

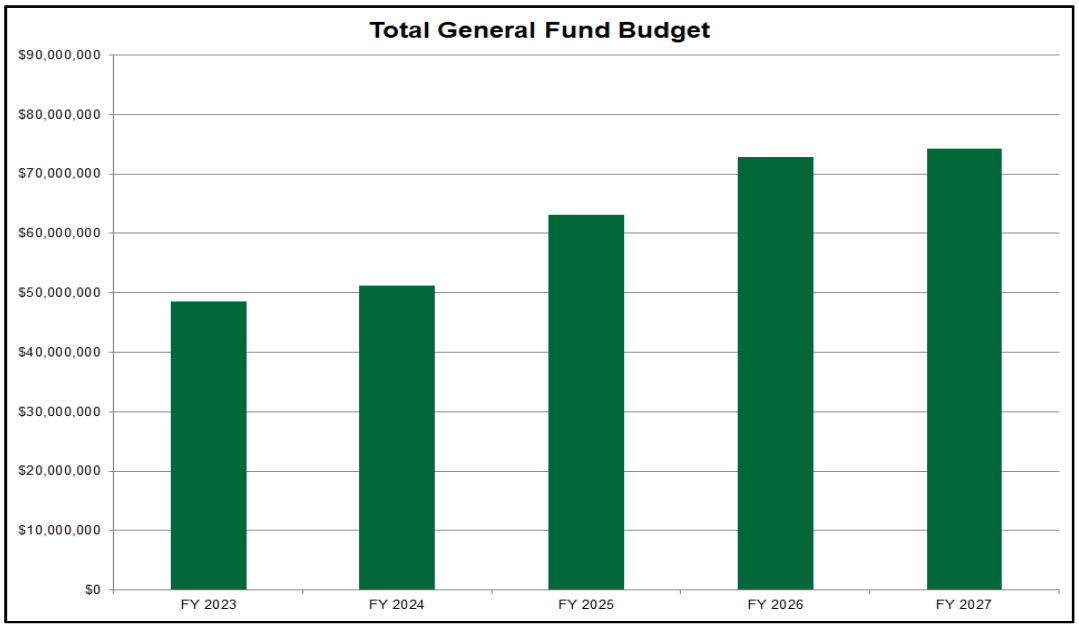
3. Represent Northbrook in the Northwest Municipal Conference (NWMC) and Illinois Municipal League (IML).

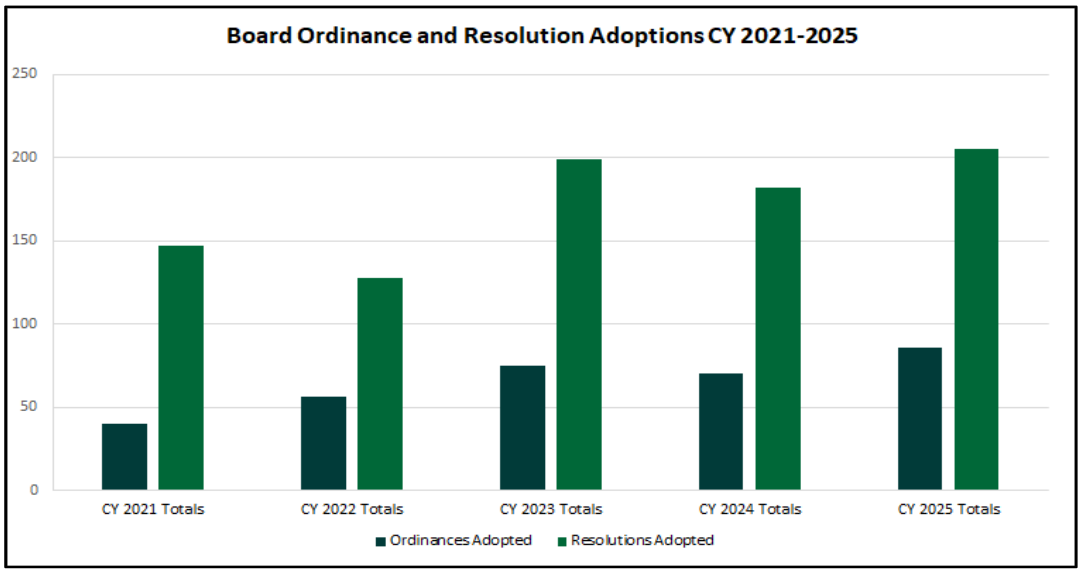
4. Focus on increased intergovernmental cooperation and partnership with surrounding communities and with other units of government within Northbrook.

5. Conduct an annual performance review of the Village Manager consistent with the provision of the Manager's Employment Agreement.

6. Review cost and allocation of Village services through the quarterly budget review process as part of an ongoing commitment to responsible fiscal operations


Total Village Budget
$225,000,000
$200,000,000
$175,000,000
$150,000,000
$125,000,000
$100,000,000
$75,000,000
$50,000,000
$25,000,000
FY27 budget includes $44.5 million in capital outlay for new facilities (Fire Station/Admin, Police, and Fleet Maintenance Garage)
FY 2023
FY 2024
FY 2025
FY 2026
FY 2027


Total General Fund Budget
$90,000,000
$80,000,000
$70,000,000
$60,000,000
$50,000,000
$40,000,000
$30,000,000
$20,000,000
$10,000,000
$0
FY 2023
FY 2024
FY 2025
FY 2026
FY 2027


Board Ordinance and Resolution Adoptions CY 2021-2025
250
200
150
100
50
0
CY 2021 Totals
CY 2022 Totals
CY 2023 Totals
CY 2024 Totals
CY 2025 Totals
Ordinances Adopted
Resolutions Adopted

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - LEGISLATIVE DIVISION WITHIN THE VILLAGE MANAGER'S OFFICE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1110-505-07	MEETINGS PAY	41,243	40,754	47,000	47,000	47,170	47,300	47,300	0.6%	0.3%
	TOTAL PERSONAL SERVICES	41,243	40,754	47,000	47,000	47,170	47,300	47,300	0.3%	0.3%
11-1110-512-00	FICA EMPLOYER CONTRIBUTIONS	3,155	3,118	3,595	3,595	3,600	3,600	3,600	0.0%	0.0%
	TOTAL FRINGE BENEFITS	3,155	3,118	3,595	3,595	3,600	3,600	3,600	0.0%	0.0%
11-1110-540-00	CONFERENCES	584	-	4,000	4,000	-	2,000	4,000	-50.0%	
11-1110-542-00	MEMBERSHIPS	25,015	25,083	27,500	27,500	27,500	27,500	27,500	0.0%	0.0%
11-1110-554-00	OTHER PROFESSIONAL SERVICES	25,053	242,575	60,000	325,000	390,000	30,000	30,000	-90.8%	-92.3%
11-1110-554-01	YOUTH COMMISSION	-	-	-	-	-	-	-		
11-1110-554-04	SENIOR TAXI PROGRAM	5,431	5,844	5,000	5,000	5,000	5,000	5,000	0.0%	0.0%
11-1110-554-06	COMMUNITY COMMISSION	-	-	-	-	-	-	-		
11-1110-554-09	STRATEGIC PLANNING	-	-	-	95,000	95,000	-	-	-100.0%	-100.0%
11-1110-575-00	RECEPTIONS & EVENTS	111,971	119,593	146,000	146,000	135,500	174,500	154,500	19.5%	28.8%
11-1110-584-00	CONTRIBUTIONS	365,375	386,362	446,365	446,365	445,362	76,000	76,000	-83.0%	-82.9%
11-1110-599-00	MISCELLANEOUS	8,612	6,491	15,000	15,000	12,500	15,000	15,000	0.0%	20.0%
11-1110-599-05	ARTS COMMISSION	-	3,955	10,000	10,000	8,500	10,000	10,000	0.0%	17.6%
11-1110-599-06	COMMUNITY COMMISSION	6,356	5,761	7,000	7,000	7,000	8,000	8,000	14.3%	14.3%
11-1110-599-07	SPECIAL NEEDS INCLUSION COMMISSION	995	-	1,200	1,200	1,200	1,200	1,200	0.0%	0.0%
	TOTAL CONTRACTUAL SERVICES	549,392	795,664	722,065	1,082,065	1,127,562	349,200	331,200	-67.7%	-69.0%
11-1110-705-00	FURNITURE, FIXTURES AND EQUIPMENT	-	160,636	-	-	-	-	-		
	TOTAL CAPITAL OUTLAY	-	160,636	-	-	-	-	-		
	TOTAL	593,790	1,000,172	772,660	1,132,660	1,178,332	400,100	382,100	-64.7%	-66.0%

***FY25 Actual and FY26 Year-End Estimate reflect higher expenditure levels resulting from payments to Lakeshore Recycling Systems (LRS) to reduce user fees charged to residents for refuse/recycling/yard waste services.**

Fund: General (11) Division: Legislative (1110)			Account Total
	PERSONAL SERVICES		
11-1110-505-07 OTHER COMPENSATION			
	Meetings Pay Village President, 6 Trustees & Village Clerk, per Municipal Code	47,300	
	TOTAL		**47,300**
	TOTAL PERSONAL SERVICES		**47,300**
	FRINGE BENEFITS		
11-1110-512-00 FICA EMPLOYER CONTRIBUTIONS			**3,600**
	TOTAL FRINGE BENEFITS		**3,600**
	CONTRACTUAL SERVICES		
11-1110-540-00 CONFERENCES			
	IML		**2,000**
11-1110-542-00 MEMBERSHIPS			
	Metropolitan Mayor's Caucus	1,700	
	Illinois Municipal League	2,500	
	Northwest Municipal Conference	18,600	
	CMAP	1,600	
	Rotary	2,000	
	Midwest Climate Cooperative	1,000	
	Municipal Clerks of North/Northwest Suburbs	25	
	Municipal Clerks - IML	75	
	TOTAL		**27,500**
11-1110-554-XX OTHER PROFESSIONAL SERVICES			
11-1110-554-00	Public Beautification	30,000	
11-1110-554-04	Senior Taxi Program	5,000	
	TOTAL		**35,000**

Fund: General (11) **Division: Legislative (1110)**			**Account Total**
	CONTRACTUAL SERVICES (CONT'D)		
11-1110-575-00 RECEPTIONS AND EVENTS			
	Fourth of July Fireworks	65,000	
	Village Events	74,500	
	Banners, Advertising & Sponsorships	15,000	
	125th Anniversary Planning	20,000	
	TOTAL		**174,500**
11-1110-584-00 CONTRIBUTIONS			**76,000**
11-1110-599-XX MISCELLANEOUS			
11-1110-599-00	Miscellaneous, ceremonies, awards, recognitions	15,000	
11-1110-599-05	Arts Commission	10,000	
11-1110-599-06	Community Commission	8,000	
11-1110-599-07	Special Needs Inclusion Commission	1,200	
			34,200
	TOTAL CONTRACTUAL SERVICES		**349,200**
TOTAL FOR DIVISION			**400,100**

ADMINISTRATIVE DIVISION

PROGRAM DETAIL
FISCAL YEAR 2027

DIVISION RESPONSIBILITIES

The Village Manager's Office oversees the day-to-day operations of the Village in accordance with the managerial form of municipal government as established by article 5 of the Illinois Municipal Code, 65 ILCS 5/5-1-1. It is the responsibility of the Village Manager to provide the overall direction for the Village organization in accordance with policies established by the Village Board of Trustees. Other responsibilities are to assure Village operations are conducted economically, efficiently, and effectively in accordance with the Municipal Code and related policy direction of the Village Board of Trustees. The Office of the Village Manager also develops recommendations to the Board of Trustees for changes in programs, operations, and policies. In addition, the Village Manager attends all meetings of the Village Board of Trustees, and prepares the recommended annual budget for consideration by the Village Board of Trustees with highly responsible support of the CFO pursuant to Chapter 2, Article III Sec. 2-118 of the Municipal Code.

The Village Manager appoints and oversees the following staff: Deputy Village Manager, Chief Financial Officer, Chief Information Officer, Director of Development and Planning Services, Director of Human Resources, Fire Chief, Police Chief, Public Works Director, as well as legal counsel which includes the Village Attorney and Village Prosecutor. With this leadership team, the Village Manager assists the Board of Trustees in the development and formulation of policies, goals and objectives, and keeps them informed of important community issues and addresses matters raised by residents.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Supported the on-boarding of newly elected officials.

2. Prepared all necessary materials for meetings of the Village Board and its committees.

3. Supported the Village Board in transitioning the Ad Hoc Labor Relations Committee to a standing Labor Relations Committee of the Village Board.

4. Undertook in collaboration with IT and all Village Departments, the elevation of business process changes in anticipation of ERP transition to BS&A cloud to include permit and business license processes.

5. Identified future sites for the construction of a new Fire Station 11 and Fleet Maintenance Garage and completed permitting applications for construction. Continued work related to identification of a future location for a new Police Facility as well as Fire Headquarters.

6. Continued to work with Brookfield Properties to implement the provision of the Redevelopment and Economic Incentive Agreement for Northbrook Court.

7. Presented the necessary actions to the Board for the sale of a portion of 1657 Shermer Road to Housing Opportunities Development Corporation (HODC) for an affordable housing project.

8. Presented recommendations to the Board for the restructuring of the financial contributions to community organizations.

9. Updated standard process to track and fulfill Freedom of Information Act (FOIA) requests from the public and implemented a new FOIA management system to improve tracking and coordination as well as streamline receipt and fulfillment of information requests.

10. Continued implementing new brand to ensure consistent use across all departments and to improve overall image of the Village including the installation of new gateway signage.

11. Managed external village communications via social media accounts on Facebook, Instagram, LinkedIn, YouTube, and X, to increase exposure and enhance engagement and continue to produce the Village Board meeting summary, Northbrook News articles, weekly e-newsletter, Village Manager's Weekly Report, and print newsletter (six each year).

12. Managed the emergency notification system.

13. Presented an evaluation to the Village Board regarding direct and indirect Village expenses for private special events and Village sponsored specials events to inform policy considerations.

14. Planned and/or supported across departments, Village-wide events based on event schedule including the Northbrook Grand Prix, Brewfest, Grapes on the Green, Illuminate Northbrook (see Supplemental Section) and scheduled the placement of approved downtown streetlight banners for Village and Village sponsored events (see Supplemental Section).

15. Coordinated Special Events within the organization including Family Dinner and Student Government Day.

16. Administered the local adjudication program with monthly hearings to prosecute local ordinance and non-moving violations and coordinated across departments to improve process.

17. Supported the Ad Hoc 125th Anniversary Celebration Commission to celebrate the Village's 125th Anniversary on November 18, 2026.

GOALS FOR FISCAL YEAR 2027

1. Prepare all necessary materials for meetings of the Village Board and its committees.

2. Support the Village Board implementing its strategic plan and align the annual budget process with the adopted priorities, goals, and objectives of the Strategic Plan.

3. Collaborate with the Finance Department on the process for developing a five-year Capital Improvement Plan (CIP) to align with the proposed Strategic Plan.

4. Continue the process to identify and work across all Departments to update business processes in advance of the Enterprise Resource Planning (ERP) migration to the cloud to reduce inefficiencies by improved data quality and consistent workflows to ensure effective staff use of the ERP system scheduled for implementation in November 2026.

5. Implement and align communications with the public related to public information, activities, and news in the Village in accordance with the policies of the Village Board to be informed by the communications audit performed by a5.

6. Conduct the second statistically valid citizen survey consistent with the 2023 survey to evaluate trends over time.

7. Plan and/or support Village-wide events based on event schedule (see Supplemental Section) and schedule the placement of approved downtown streetlight banners for Village and Village sponsored events (see Supplemental Section).

8. Evaluate the impact of use of the Commuter Parking lot for Northbrook Days in conjunction with the Civic Association and Village Departments.

9. Continue work with Brookfield Properties to implement the approved redevelopment plan and related public financial incentives.

10. In conjunction with the new zoning code, work with staff to facilitate development of policy recommendations that result in efficiencies in processes residents and businesses follow internally when they choose to invest, build, and grow in Northbrook.

11. Evaluate and establish organization education related to records retention and streamline processes related to archiving hard copy and digital records.

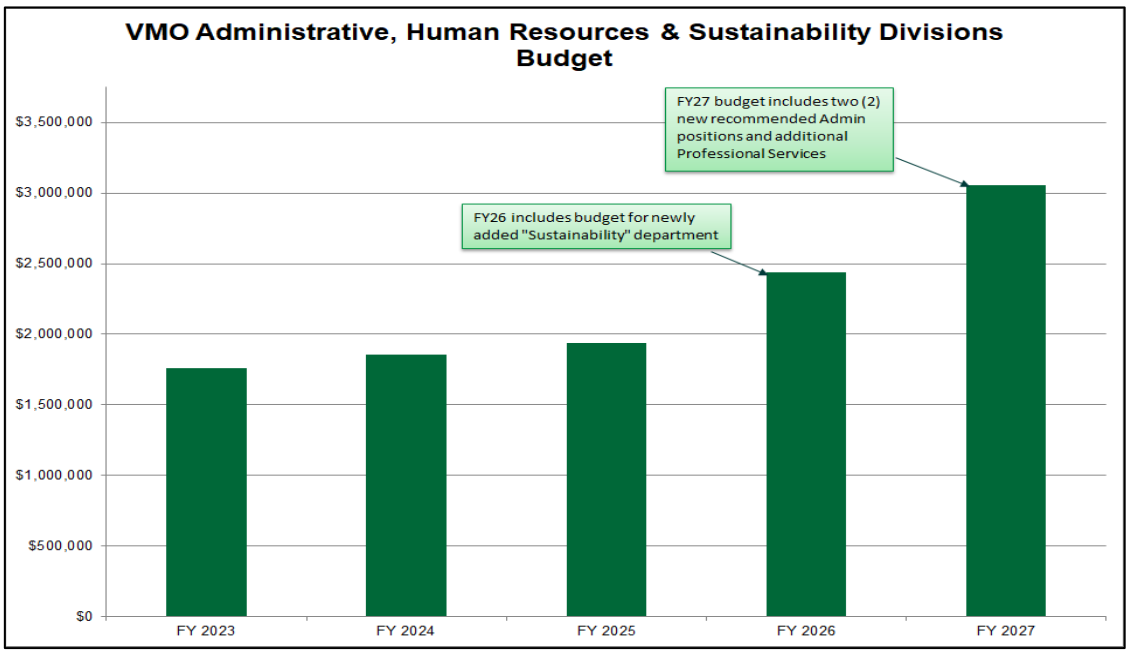
12. Support organizational work to present policy decisions to the Village Board related to the new Fire Station 11 and Fleet Maintenance Garage as well as the future use/restoration/demolition of the vacated properties.

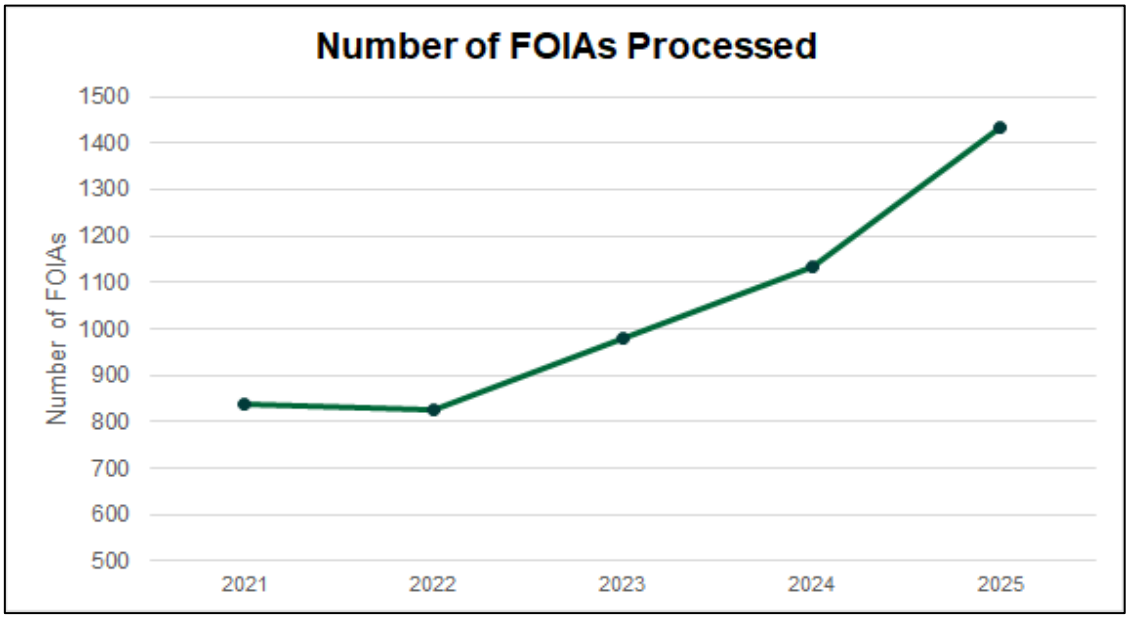
13. Present site recommendations for a new Fire Headquarters and Police Station.

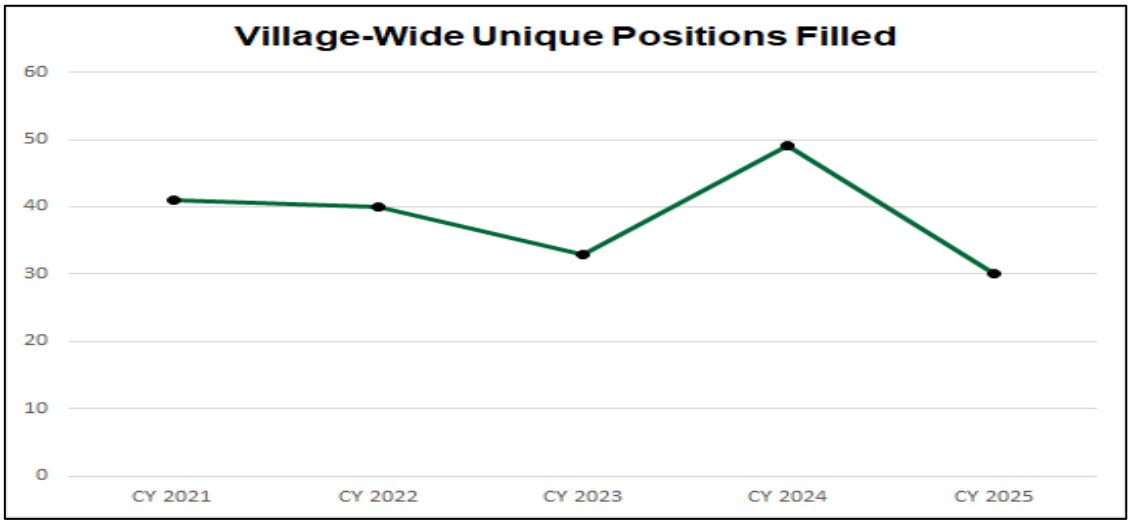
14. Support organizational work to invest in emergency preparedness in collaboration with NIPSTA.

BOARDS/COMMISSION SUPPORT

1. Village Board of Trustees and Work Committees of the Village Board
2. Community Commission
3. Arts Commission
4. Disability Inclusion Commission
5. Ad Hoc 125th Anniversary Celebration Commission


VMO Administrative, Human Resources & Sustainability Divisions Budget
FY27 budget includes two (2) new recommended Admin positions and additional Professional Services
FY26 includes budget for newly added "Sustainability" department
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
FY 2023
FY 2024
FY 2025
FY 2026
FY 2027


Number of FOIAs Processed
Number of FOIAs
1500
1400
1300
1200
1100
1000
900
800
700
600
500
2021
2022
2023
2024
2025

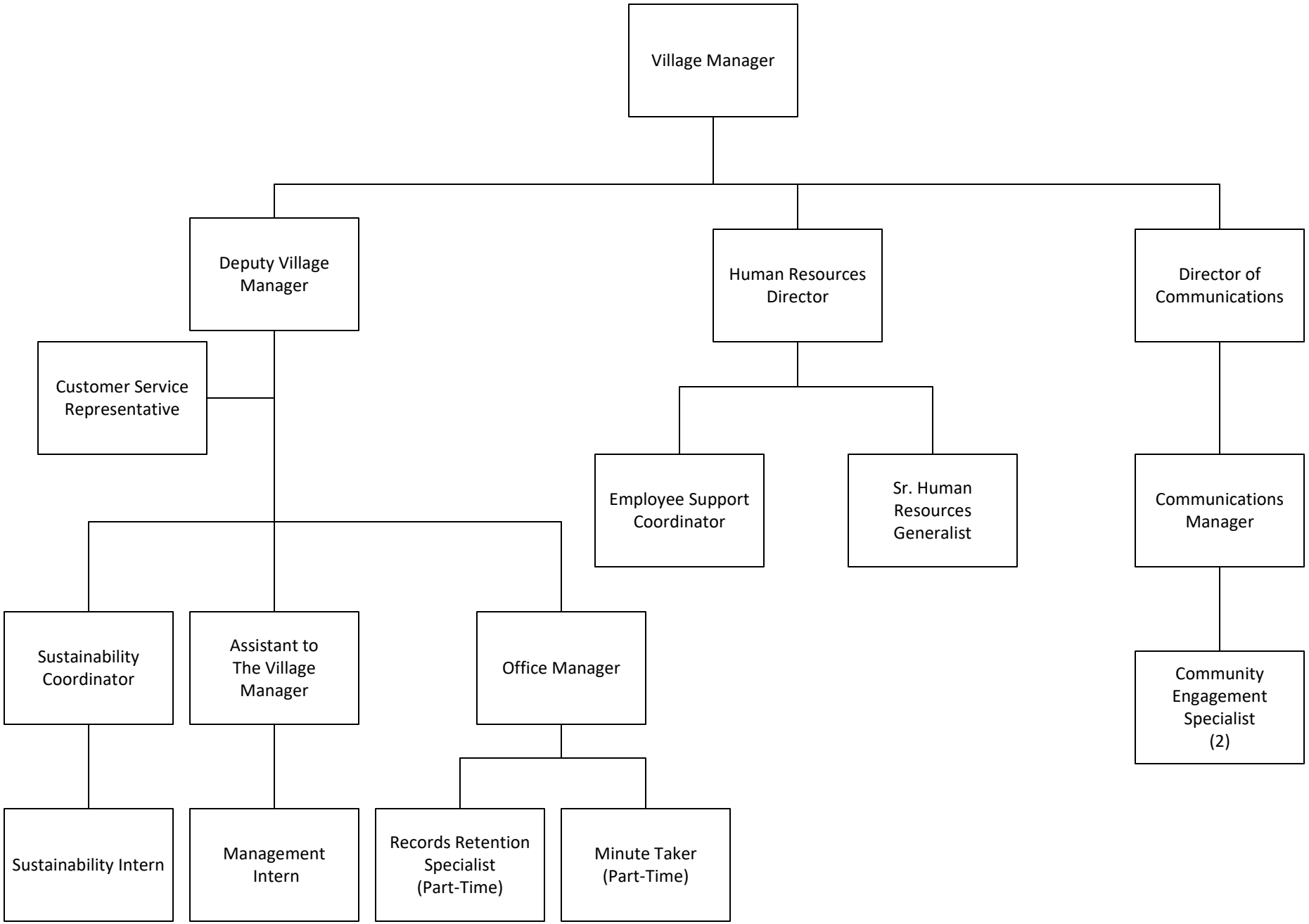

Village-Wide Unique Positions Filled
60
50
40
30
20
10
0
CY 2021
CY 2022
CY 2023
CY 2024
CY 2025

Village of Northbrook
Prior Year Performance Measurers
2025 Data for Fiscal Year 2027 Budget

LEGISLATIVE DIVISION AND VILLAGE MANAGER'S OFFICE (ADMINISTRATIVE, HUMAN RESOURCES, SUSTAINABILITY AND LEGAL DIVISIONS)

Category	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	2025 TOTAL	2024 TOTAL
Village Board & Committee Agendas Prepared	4	4	2	4	2	7	4	4	3	5	2	2	43	56
Commission Agendas Prepared (Community, Sustainability, Disability Inclusion, Arts, & BFPC)	4	4	4	6	4	3	4	6	5	4	2	3	49	49
Ordinances Adopted	4	4	9	13	7	3	6	4	5	17	4	10	86	70
Resolutions Adopted	16	8	5	38	20	20	13	15	10	30	14	16	205	182
Proclamations Issued	0	1	2	16	5	1	2	2	7	3	0	1	40	36
Special Event Permits Issued	0	1	2	1	4	3	1	2	2	0	2	0	18	22
Special Events Supported	1	1	0	2	4	6	4	4	3	2	4	0	31	36
Administrative Hearing Docket Items	49	0	54	44	81	79	50	63	45	71	45	0	581	885
Refuse, Recycling Compost Collected (tons)	978	823	904	1,061	1,268	1,274	1,303	1,177	1,180	1,156	1,085	1168	13,376	10,714
FOIAs Processed (Police & non-police)	76	89	119	113	110	139	114	133	116	155	142	128	1,434	1,135
Unique Positions Filled	1	0	2	1	3	1	1	1	2	10	0	8	30	49
Village Website Page Views	47,034	49,001	83,434	64,326	52,442	73,004	68,331	66,541	77,844	65,654	59,997	40,224	747,832	738,437
Village Website Unique Users	12,344	11,789	21,909	11,189	8,565	15,780	19,150	21,020	13,890	13,788	8,343	3,321	161,088	159,918
Village Facebook Followers	8,002	8,013	8,055	8,096	8,140	8,186	8,240	8,251	8,304	8,329	8,360	8,365	8,365	7,771
Village LinkedIn Followers	1,265	1,272	1,282	1,298	1,323	1,333	1,353	1,366	1,382	1,407	1,423	1,437	1,437	1,242
Village Instagram Followers	2,871	2,944	3,019	3,061	3,135	3,202	3,297	3,415	3,497	3,593	3,653	3,682	3,682	2,834
Police Facebook Followers	3,600	3,643	3,666	3,723	3,806	3,857	3,931	4,064	4,207	4,340	4,472	4,512	4,512	3,552
Notify Northbrook Total Subscribers	7,136	7,133	7,128	7,130	7,115	7,110	7,108	7,101	7,091	7,087	7,080	7,076	7,076	7,148

Village Manager's Office



VILLAGE MANAGER'S OFFICE
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Village Manager		1	1.00	1	1.00
Deputy Village Manager		1	1.00	1	1.00
Communications Director	1	0	0.00	1	1.00
Assistant to the Village Manager		1	1.00	1	1.00
Director of Human Resources		1	1.00	1	1.00
Sr. Human Resources Generalist		1	1.00	1	1.00
Employee Support Coordinator		1	1.00	1	1.00
Office Manager		1	1.00	1	1.00
Communications Manager		1	1.00	1	1.00
Community Engagement Specialist	2	1	1.00	2	2.00
Sustainability Coordinator		1	1.00	1	1.00
Customer Services Representative		1	1.00	1	1.00
TOTAL		**11**	**11.00**	**13**	**13.00**
Regular Part-Time					
Record Retention Specialist		1	0.50	1	0.50
TOTAL		**1**	**0.50**	**1**	**0.50**
Temporary/Seasonal Part-Time					
Minute Takers		2	0.25	1	0.25
Management Intern		1	0.25	1	0.25
Sustainability Intern		1	0.25	1	0.25
TOTAL		**4**	**0.75**	**3**	**0.75**
TOTAL POSITIONS FOR DEPARTMENT		**16**	**12.25**	**17**	**14.25**

* FTE - Full-Time Equivalents

1 Adding position to enhance community outreach

2 Adding position to enhance community outreach

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - ADMINISTRATIVE DIVISION WITHIN THE VILLAGE MANAGER'S OFFICE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1120-501-01	REGULAR SALARIES	1,036,297	1,214,674	928,580	928,580	944,950	1,154,330	1,250,400	24.3%	22.2%
11-1120-502-01	REGULAR PART-TIME SALARIES	38,143	-	40,715	40,715	30,130	38,595	39,755	-5.2%	
11-1120-502-02	SEASONAL PERSONNEL	10,523	7,426	20,695	20,695	12,045	20,525	20,710	-0.8%	70.4%
11-1120-503-00	OVERTIME	4,440	128	4,000	4,000	4,000	4,000	4,000	0.0%	0.0%
11-1120-504-00	GOOD HEALTH BENEFIT	3,855	-	-	-	-	-	-		
11-1120-505-05	RELOCATION LOAN AMORTIZATION	14,000	14,000	-	-	14,000	14,000	14,000		0.0%
	TOTAL PERSONAL SERVICES	1,107,258	1,236,228	993,990	993,990	1,005,125	1,231,450	1,328,865	23.9%	22.5%
11-1120-511-00	IMRF EMPLOYER CONTRIBUTIONS	119,063	101,212	75,310	75,310	75,310	97,405	100,330	29.3%	29.3%
11-1120-512-00	FICA EMPLOYER CONTRIBUTIONS	71,356	83,042	68,705	68,705	68,705	84,205	86,730	22.6%	22.6%
11-1120-513-00	EMPLOYEE LIFE INSURANCE	1,556	1,401	1,510	1,510	1,510	1,510	1,510	0.0%	0.0%
11-1120-514-00	EMPLOYEE HEALTH INSURANCE	131,550	245,210	145,260	145,260	145,260	195,400	214,940	34.5%	34.5%
11-1120-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	-	-	6,000	6,000	6,000	6,000	6,000	0.0%	0.0%
11-1120-515-00	WORKERS' COMPENSATION	115	115	80	80	80	80	80	0.0%	0.0%
	TOTAL FRINGE BENEFITS	323,640	430,980	296,865	296,865	296,865	384,600	409,590	29.6%	29.6%
11-1120-533-00	POSTAGE	12,216	6,121	21,000	21,000	21,000	23,000	23,500	9.5%	9.5%
11-1120-536-00	TRANSFER TO SELF INSURANCE	31,750	12,095	7,895	7,895	7,895	7,895	7,895	0.0%	0.0%
11-1120-537-05	CELLULAR PHONE SERVICE	3,090	1,909	1,560	1,560	1,560	1,560	1,560	0.0%	0.0%
11-1120-540-00	CONFERENCES	5,026	9,000	11,000	11,000	10,000	10,000	11,000	-9.1%	0.0%
11-1120-541-00	GENERAL TRAINING/LOCAL SEMINARS	11,463	4,556	5,500	5,500	5,000	5,500	5,000	0.0%	10.0%
11-1120-542-00	MEMBERSHIPS	2,525	2,402	7,300	7,300	6,700	6,700	6,700	-8.2%	0.0%
11-1120-543-00	SUBSCRIPTIONS	624	742	455	455	455	780	780	71.4%	71.4%
11-1120-543-01	SOFTWARE AS A SERVICE	-	-	-	-	-	14,000	14,000		
11-1120-545-00	PRINTING	50,404	64,029	66,000	66,000	66,000	68,000	70,500	3.0%	3.0%
11-1120-554-00	OTHER PROFESSIONAL SERVICES	124,733	102,824	35,000	206,776	122,776	238,000	133,000	15.1%	93.8%
11-1120-554-05	COMMUNICATIONS	36,534	10,024	25,750	80,750	80,750	17,000	17,550	-78.9%	-78.9%
11-1120-573-00	ADVERTISING	795	2,728	-	-	-	-	-		
11-1120-599-00	OFFICE OF THE VILLAGE MANAGER	2,219	14,038	10,000	10,000	10,000	10,000	10,000	0.0%	0.0%
11-1120-599-02	CANTEEN SERVICE	-	3,723	3,000	3,000	3,000	4,200	4,200	40.0%	40.0%
	TOTAL CONTRACTUAL SERVICES	281,379	234,191	194,460	421,236	335,136	406,635	305,685	-3.5%	21.3%
11-1120-601-00	OFFICE SUPPLIES	3,475	4,743	10,000	10,000	8,000	10,000	10,000	0.0%	25.0%
	TOTAL COMMODITIES	3,475	4,743	10,000	10,000	8,000	10,000	10,000	0.0%	25.0%
	TOTAL	1,715,752	1,906,142	1,495,315	1,722,091	1,645,126	2,032,685	2,054,140	18.0%	23.6%

Fund: General (11) Division: Administrative (1120)			Account Total
	PERSONAL SERVICES		
11-1120-501-01 FULL-TIME SALARIES			
	Regular Salaries - Full Time Employees		**1,154,330**
11-1120-502-XX PART-TIME SALARIES			
11-1120-502-01	Regular Part-Time Salaries	38,595	
11-1120-502-02	Seasonal Personnel	20,525	
	TOTAL		**59,120**
11-1120-503-00 OVERTIME			**4,000**
11-1120-505-05 OTHER COMPENSATION			
	Relocation Loan Amortization		**14,000**
	TOTAL PERSONAL SERVICES		**1,231,450**
	FRINGE BENEFITS		
11-1120-505-511-00 IMRF EMPLOYER CONTRIBUTIONS			**97,405**
11-1120-512-00 FICA EMPLOYER CONTRIBUTIONS			**84,205**
11-1120-513-00 EMPLOYEE LIFE INSURANCE			**1,510**
11-1120-514-XX EMPLOYEE HEALTH / DENTAL INSURANCE			**201,400**
11-1120-515-00 WORKERS' COMPENSATION			**80**
	TOTAL FRINGE BENEFITS		**384,600**
	CONTRACTUAL SERVICES		
11-1120-533-00 POSTAGE			**23,000**
11-1120-536-00 INSURANCE			
	Transfer to Self Insurance Fund for Property, Casualty and Liability Insurance		**7,895**
11-1120-537-05 TELEPHONE SERVICE			
	Cellular Phone Service		**1,560**

Fund: General (11) Division: Administrative (1120)			Account Total
CONTRACTUAL SERVICES (CONT'D)			
11-1120-540-00 CONFERENCES			
	ILCMA	4,000	
	ICMA	3,000	
	ICSC	2,000	
	3CMA	1,000	
	TOTAL		**10,000**
11-1120-541-00 GENERAL TRAINING/LOCAL SEMINARS			
	Management Professional Development	3,000	
	Other	2,500	
	TOTAL		**5,500**
11-1120-542-00 MEMBERSHIPS			
	ICMA (3)	3,600	
	ILCMA (2)	2,000	
	3CMA	500	
	ICSC	600	
	TOTAL		**6,700**
11-1120-543-00 SUBSCRIPTIONS			
	Northbrook Star	275	
	Crains	180	
	Chicago Tribune	325	
	TOTAL		**780**
11-1400-543-01 SOFTWARE AS A SERVICE			
	FOIA System		**14,000**
11-1120-545-00 PRINTING			
	Utility Bill Inserts	4,000	
	Residential Newsletter	60,000	
	Business Cards	2,000	
	Other	2,000	
	TOTAL		**68,000**

Fund: General (11) Division: Administrative (1120)			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
11-1120-554-XX OTHER PROFESSIONAL SERVICES			
11-1120-554-00	Community Survey	30,000	
11-1120-554-00	Northbrook Historical Society	25,000	
11-1120-554-00	Temp Services	4,000	
11-1120-554-00	Lobby Professional Services	84,000	
11-1120-554-00	Public Information Services	20,000	
11-1120-554-00	Website	75,000	
11-1120-554-05	Communications (Miscellaneous)	17,000	
	TOTAL		**255,000**
11-1120-599-XX MISCELLANEOUS			
11-1120-599-00	Office Of Village Manager	10,000	
11-1120-599-02	Canteen Service (Partially Reimbursable)	4,200	
	TOTAL		**14,200**
	TOTAL CONTRACTUAL SERVICES		**406,635**
	COMMODITIES		
11-1120-601-00 OFFICE SUPPLIES			
	General Office Supplies		**10,000**
	TOTAL COMMODITIES		**10,000**
TOTAL FOR DIVISION			**2,032,685**

HUMAN RESOURCES DIVISION

PROGRAM DETAIL
FISCAL YEAR 2027

DIVISION RESPONSIBILITIES

The Human Resources Division within the Village Manager's Office is established pursuant to Chapter 2, Article IV of the Municipal Code. The Division's responsibilities include: administering a recruitment and selection program for applicants for employment with the village pursuant to the established policy of the village as an equal opportunity employer; maintaining position classification and pay plans; maintaining records of village employees reflecting tenure, qualifications and service, disciplinary actions, leaves of absence and related matters; assisting in establishing and conducting in-service training programs for village employees and officers; performing necessary duties in the administration of employee wellness, benefits, retirement programs and support services; and performing such other functions as may be required by the Village Manager or other provisions of this Code.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Continued to orient new Human Resources staff to Village staff, policies, Collective Bargaining Agreements and procedures.

2. Improved online presence for recruitment efforts to amplify recruitment efforts Village-wide.

3. Created a Wellness and Employee Engagement committee to review employee recognition and improve wellness initiatives for all staff.

4. Began preliminary work to create a multi-departmental Safety Committee to establish safety initiatives and create a strong culture in safety and risk management.

5. Completed OSHA Compliance Assessment Visit through IRMA, which is a village-wide preparation and interactive process in accordance with IRMA to verify OSHA standards are being met.

6. Began creating training curriculum for supervisors and staff to engage in periodic leadership training.

7. Evaluated alternative health insurance options to ensure the Village is offering the most competitive health insurance to its employees while remaining fiscally responsible.

8. Performed audit of health insurance dependents for all enrollees to ensure all dependents are enrolled appropriately.

9. Settled three collective bargaining agreements with three unions and the Village.

10. Continued updating job descriptions for non-union positions to reflect updated industry standards and to adopt a more streamlined format.

11. Managed/supported recruitment of nearly 30 unique positions filled including but not limited to Firefighters, Police Officers, and Public Works Maintenance Workers.

12. Improved worker's compensation procedures.

13. Create an interactive intranet with the assistance of the IT department.

GOALS FOR FISCAL YEAR 2027

1. Update Employee Handbook to continue to improve understanding, compliance, and relevance.

2. Complete the process to refine and optimize data in ERP software (BSA) in preparation for the migration to the Cloud ERP.

3. Create a calendar for staff training to include: Supervisory Training, Harassment and Discrimination Training, and Leadership Training.

4. Engage and negotiate final outstanding collective bargaining agreement successfully.

5. Continue with IRMA's Loss Control Visit Schedule by completing IRMA's Facility Inspection Visit.

6. Continue to evaluate health insurance offerings to employees as the health insurance market continues to shift.

7. Engage senior leadership in strategic discussions about risk management and the enhancement of liability and worker's compensation insurance outcomes.

8. Review and prepare updates to recruitment process for sworn personnel under the Municipal Code and the Rules for Board of Fire and Police Commission to streamline the recruitment process, and explore collaboration with other communities.

9. Evaluate the current classification and compensation system for staff to ensure it meets the recruitment and retention goals of the Village and Board.

10. Review and evaluate the updated ERP to determine if it meets the future needs of Human Resources as it pertains to system needs for recruitment and an HRIS.

11. Create a more automated on-boarding and off-boarding process to streamline this village-wide.

BOARDS/COMMISSION SUPPORT

1. Board of Fire and Police Commissioners

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - HUMAN RESOURCES DIVISION WITHIN THE VILLAGE MANAGER'S OFFICE

Beginning with FY26, Human Resources is budgeted as a separate division within the Village Manager's Office.
Historical data is shown within the Administrative Division.

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1121-501-01	REGULAR SALARIES	-	-	392,620	392,620	402,745	421,445	433,910	7.3%	4.6%
	TOTAL PERSONAL SERVICES	-	-	392,620	392,620	402,745	421,445	433,910	7.3%	4.6%
11-1121-511-00	IMRF EMPLOYER CONTRIBUTIONS	-	-	33,945	33,945	34,970	36,350	37,440	3.0%	3.9%
11-1121-512-00	FICA EMPLOYER CONTRIBUTIONS	-	-	30,040	30,040	30,080	32,240	33,210	7.3%	7.2%
11-1121-513-00	EMPLOYEE LIFE INSURANCE	-	-	640	640	640	640	640	0.0%	0.0%
11-1121-514-00	EMPLOYEE HEALTH INSURANCE	-	-	75,880	75,880	75,880	85,555	94,110	12.8%	12.8%
11-1121-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	-	-	-	-	-	-	-		
11-1121-515-00	WORKERS' COMPENSATION	-	-	30	30	30	30	30	0.0%	0.0%
	TOTAL FRINGE BENEFITS	-	-	140,535	140,535	141,600	154,815	165,430	10.2%	9.3%
11-1121-536-00	TRANSFER TO SELF INSURANCE	-	-	3,600	3,600	3,600	3,600	3,600	0.0%	0.0%
11-1121-537-05	CELLULAR PHONE SERVICE	-	-	-	-	-	-	-		
11-1121-540-00	CONFERENCES	-	-	4,000	4,000	3,500	3,000	3,000	-25.0%	-14.3%
11-1121-541-00	GENERAL TRAINING/LOCAL SEMINARS	-	-	47,000	47,000	29,600	34,000	34,000	-27.7%	14.9%
11-1121-542-00	MEMBERSHIPS	-	-	2,120	2,120	2,120	2,120	2,120	0.0%	0.0%
11-1121-543-00	SUBSCRIPTIONS	-	-	400	400	400	400	400	0.0%	0.0%
11-1121-544-00	MILEAGE REIMBURSEMENT	-	-	100	100	100	100	100	0.0%	0.0%
11-1121-545-00	PRINTING	-	-	500	500	500	500	500	0.0%	0.0%
11-1121-554-00	OTHER PROFESSIONAL SERVICES	-	-	17,500	17,500	7,500	48,375	15,750	176.4%	545.0%
11-1121-573-00	ADVERTISING	-	-	6,000	6,000	6,000	6,000	6,000	0.0%	0.0%
11-1121-574-00	EMPLOYEE RELATIONS	-	-	25,000	25,000	16,500	40,000	40,000	60.0%	142.4%
11-1121-599-00	MISCELLANEOUS	-	-	5,000	5,000	5,000	5,000	5,000	0.0%	0.0%
	TOTAL CONTRACTUAL SERVICES	-	-	111,220	111,220	74,820	143,095	110,470	28.7%	91.3%
	TOTAL	-	-	644,375	644,375	619,165	719,355	709,810	11.6%	16.2%

Fund: General (11) Division: Human Resources (1121)		Account Total
PERSONAL SERVICES		
11-1121-501-01 FULL-TIME SALARIES		
Regular Salaries - Full Time Employees		**421,445**
TOTAL PERSONAL SERVICES		**421,445**
FRINGE BENEFITS		
11-1121-505-511-00 IMRF EMPLOYER CONTRIBUTIONS		**36,350**
11-1121-512-00 FICA EMPLOYER CONTRIBUTIONS		**32,240**
11-1121-513-00 EMPLOYEE LIFE INSURANCE		**640**
11-1121-514-00 EMPLOYEE HEALTH / DENTAL INSURANCE		**85,555**
11-1121-515-00 WORKERS' COMPENSATION		**30**
TOTAL FRINGE BENEFITS		**154,815**
CONTRACTUAL SERVICES		
11-1121-536-00 INSURANCE		
Transfer to Self Insurance Fund for Property, Casualty and Liability Insurance		**3,600**
11-1121-540-00 CONFERENCES		**3,000**
11-1121-541-00 GENERAL TRAINING/LOCAL SEMINARS		
Supervisor Training	5,000	
Leadership Training	15,000	
DEI & Miscellaneous Training	10,000	
HR Staff Day Trainings	4,000	
TOTAL		**34,000**

Fund: General (11) Division: Human Resources (1121)		Account Total
CONTRACTUAL SERVICES (CONT'D)		
11-1121-542-00 MEMBERSHIPS		
ILCMA	900	
IPELRA	500	
SHRM	720	
TOTAL		**2,120**
11-1121-543-00 SUBSCRIPTIONS		
City Tech USA		**400**
11-1121-544-00 MILEAGE REIMBURSEMENT		**100**
11-1121-545-00 PRINTING		
Recruitment & Employee Communications		**500**
11-1121-554-00 OTHER PROFESSIONAL SERVICES		
Pre-Employment Testing	3,000	
Background Check	5,000	
Miscellaneous Employment Testing	1,750	
Online Recruitment Platforms	3,000	
Medical Services - HEP B Program	2,625	
Noise Study (reimbursed by IRMA)	3,000	
Classification and Compensation Study	30,000	
TOTAL		**48,375**
11-1121-573-00 ADVERTISING		
Recruitment/Career Fairs		**6,000**
11-1121-574-00 EMPLOYEE RELATIONS		
Safety Committee Initiatives	3,000	
Employee Engagement and Events	15,000	
Wellness Activities	2,000	
Employee Recognition	20,000	
		40,000
11-1121-599-00 MISCELLANEOUS		
Apparel		**5,000**
TOTAL CONTRACTUAL SERVICES		**143,095**
TOTAL FOR DIVISION		**719,355**

SUSTAINABILITY DIVISION

PROGRAM DETAIL
FISCAL YEAR 2027

DIVISION RESPONSIBILITIES

The Sustainability Division within the Village Manager's Office is responsible for promoting environmental stewardship and ensuring that the Village develops and operates in a sustainable manner. In accordance with the Village's long-term environmental goals and the Village's Climate Action Plan, the Sustainability Division works to integrate sustainable practices into municipal operations and community initiatives. The Division supports the Village Manager in identifying and recommending to the Village Board policies aimed at reducing environmental impact, improving resource efficiency, and enhancing community awareness regarding sustainability issues as well as implementing policy direction. It supports the Village's energy, waste reduction, and green infrastructure programs.

Major responsibilities of the Sustainability Division include: overseeing the implementation of sustainability programs in areas such as energy efficiency, waste management, transportation and water conservation; recommending and managing the sustainability budget and capital improvement projects; coordinating public outreach and educational campaigns on environmental topics; providing technical support for sustainable building practices and green infrastructure; facilitating intergovernmental collaboration on sustainability initiatives; monitoring and reporting on the Village's progress toward meeting environmental goals outlined in the Climate Action Plan; and responding to community inquiries related to sustainability matters. The Division also acts as a liaison with local businesses, community groups, and other governmental agencies to foster partnerships that advance sustainability efforts and contribute to the objectives of the Village's Climate Action Plan.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Distributed over 250 trees to residents through the Village's tree giveaway program.

2. The Sustainability Commission hosted the first Northbrook Climate Action Day resource fair with over 75 residents attending.

3. Successfully tracked progress and impact on waste reduction of the Single-Use Bag Initiative. Village-wide experienced an 8% decrease in bags distributed year over year.

4. In coordination with the Public Works Department, installed EV chargers at Village Hall.

5. Continued implementation of the Gas-Powered Leaf Blower Initiative to promote sustainable landscaping practices.

6. Completed more than 23 sustainability reviews as part of the evaluation process for zoning relief applications.

7. Earned Leadership Circle recognition through the Mayors' Monarch Pledge for efforts supporting pollinator-friendly habitats.

8. Issued a request for qualifications to create Electric Vehicle Action and Implementation Plans to advance EV adoption and infrastructure and a Renewable Energy Master Plan to address the need for reduction of reliance on natural gas for Village facilities.

GOALS FOR FISCAL YEAR 2027

1. Distribute 500 or more trees to residents through the Village's tree giveaway program.

2. Distribute native plants and seeds to residents through Village and community events.

3. Host the second annual Northbrook Climate Action Day event in partnership with the Sustainability Commission to celebrate World Environment Day. Provide resources and information to residents and increase attendance.

4. Continue oversite of the Single-Use Bag Initiative, with a focus on refining strategies, increasing community engagement, and further tracking progress and impact on waste reduction.

5. Continue to support the internal review of facilities related energy reduction and employee/visitor wellness (biomimicry, biophilia, views to the exterior + connection to nature, daylight, visual comfort and light quality, air quality, thermal comfort, acoustics and ergonomics).

6. Continue to support relocation of drop off recycling stations on the Village Hall campus to a new location due to the pending demolition of the Fleet Maintenance Garage and changes in the market for recycled materials, growth in LRS services and the awareness that the new site cannot accommodate recycling.

7. Participate in the regional Gas-Powered Leaf Blower Feasibility Study through the Leaf Blower Regional Working Group to support future evaluation and potential refinement of the Village's partial ban ordinance.

BOARDS/COMMISSION SUPPORT

1. Sustainability Commission

As part of the annual budget process, the Village tracks single-use bag fees and appropriates this General Fund revenue to offset sustainability expenditures of the Village. This table tracks the various expenditures that draw down those revenues and is a cumulative recap to date.

	1/1/24-4/30/24 Actual	5/1/24-4/30/25 Actual	FY 2026 Year-End Estimate	FY 2027 Budget	Total
Beginning Balance		**40,456**	**194,755**	**110,660**	
Revenues					
MC2 Community Contribution Grant	30,000	150,000	60,000	90,000	330,000
Bag Tax Fees (Effective Jan 1st, 2024)	26,192	168,636	140,000	140,000	474,828
Subtotal Revenues	56,192	318,636	200,000	230,000	804,828
Expenses					
Single Use Bag Initiative - Reusable Bags & Signage	-	5,400	1,500	1,000	7,900
Rain Barrels	-	2,300	-	-	2,300
Compostable Bags (Farmers Market)	-	1,168	-	-	1,168
Tree Giveaway	-	3,004	4,599	5,500	13,103
Conferences & Memberships	-	-	1,700	1,150	2,850
Demonstration Garden	-	15,496	15,796	16,200	47,492
Leaf Blower Incentives	-	27,760	-	15,600	43,360
GHG Inventory Report Annual	-	-	4,000	4,000	8,000
Native plans/seed packet giveaway	-	-	-	2,500	2,500
Green Business Window Decals	-	-	1,000	-	1,000
Sustainability Yard Signage - Pollinator	-	-	1,000	1,000	2,000
Renewable Energy Master Plan	-	-	50,000	75,000	125,000
Native Garden	-	-	-	15,000	15,000
Sustainability Staff (includes intern, salaries, and benefits)	15,736	109,209	132,515	140,810	398,270
EV Action/Implementation Plan	-	-	50,000	-	50,000
Recycling Education Program	-	-	1,001	1,000	2,001
SC June Environment Event	-	-	1,525	3,000	4,525
Composting & Other Misc	-	-	19,459	21,380	40,839
Subtotal Expenses	15,736	164,337	284,095	303,140	767,308
Net Rev/Exp	40,456	154,299	(84,095)	(73,140)	
Total Balance Remaining	40,456	194,755	110,660	37,520	

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - SUSTAINABILITY DIVISION WITHIN THE VILLAGE MANAGER'S OFFICE

Beginning with FY26, Sustainability is budgeted as a separate division within the Village Manager's Office.
Historical data is shown within the Development & Planning Services.

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1122-501-01	REGULAR SALARIES	-	-	80,265	80,265	80,070	83,075	85,565	3.5%	3.8%
11-1122-502-02	SEASONAL PERSONNEL	-	-	6,500	6,500	6,500	7,000	7,500	7.7%	7.7%
	TOTAL PERSONAL SERVICES	-	-	86,765	86,765	86,570	90,075	93,065	3.8%	4.0%
11-1122-511-00	IMRF EMPLOYER CONTRIBUTIONS	-	-	7,050	7,050	7,030	7,270	7,485	3.1%	3.4%
11-1122-512-00	FICA EMPLOYER CONTRIBUTIONS	-	-	6,640	6,640	6,440	6,890	7,100	3.8%	7.0%
11-1122-513-00	EMPLOYEE LIFE INSURANCE	-	-	135	135	135	135	135	0.0%	0.0%
11-1122-514-00	EMPLOYEE HEALTH INSURANCE	-	-	32,335	32,335	32,335	36,475	40,125	12.8%	12.8%
11-1122-515-00	WORKERS' COMPENSATION	-	-	5	5	5	5	5	0.0%	0.0%
	TOTAL FRINGE BENEFITS	-	-	46,165	46,165	45,945	50,775	54,850	10.0%	10.5%
11-1122-536-00	TRANSFER TO SELF INSURANCE	-	-	600	600	600	600	600	0.0%	0.0%
11-1122-537-05	CELLULAR PHONE SERVICE	-	-	-	-	780	780	780		0.0%
11-1122-540-00	CONFERENCES	-	-	1,500	1,500	1,000	1,000	1,000	-33.3%	0.0%
11-1122-542-00	MEMBERSHIPS	-	-	700	700	700	150	150	-78.6%	-78.6%
11-1122-545-00	PRINTING	-	-	8,500	8,500	3,500	2,000	2,000	-76.5%	-42.9%
11-1122-554-00	OTHER PROFESSIONAL SERVICES	-	-	140,000	140,000	137,875	145,800	155,500	4.1%	5.7%
11-1122-575-00	RECEPTIONS & EVENTS	-	-	12,000	12,000	7,125	12,000	13,000	0.0%	68.4%
	TOTAL CONTRACTUAL SERVICES	-	-	163,300	163,300	151,580	162,330	173,030	-0.6%	7.1%
	TOTAL	-	-	296,230	296,230	284,095	303,180	320,945	2.3%	6.7%

Fund: General (11) Division: Sustainability (1122)	Account Total
PERSONAL SERVICES	
11-1122-501-01 FULL-TIME SALARIES	
Regular Salaries - Full Time Employees	**83,075**
11-1122-502-02 PART-TIME SALARIES	
Seasonal Personnel	**7,000**
TOTAL PERSONAL SERVICES	**90,075**
FRINGE BENEFITS	
11-1122-505-511-00 IMRF EMPLOYER CONTRIBUTIONS	**7,270**
11-1122-512-00 FICA EMPLOYER CONTRIBUTIONS	**6,890**
11-1122-513-00 EMPLOYEE LIFE INSURANCE	**135**
11-1122-514-00 EMPLOYEE HEALTH / DENTAL INSURANCE	**36,475**
11-1122-515-00 WORKERS' COMPENSATION	**5**
TOTAL FRINGE BENEFITS	**50,775**
CONTRACTUAL SERVICES	
11-1122-536-00 INSURANCE	
Transfer to Self Insurance Fund for Property, Casualty and Liability Insurance	**600**
11-1122-537-05 TELEPHONE SERVICE	
Cellular Phone Service	**780**
11-1122-540-00 CONFERENCES	
MCC Summit Conference	**1,000**
11-1122-542-00 MEMBERSHIPS	
ILFSCC	**150**

Fund: General (11) Division: Sustainability (1122)		Account Total
CONTRACTUAL SERVICES (CONT'D)		
11-1122-545-00 PRINTING		
Single Use Bag - Signs and Bags	1,000	
Yard Signage - Pollinator	1,000	
TOTAL		**2,000**
11-1122-554-00 OTHER PROFESSIONAL SERVICES		
GHG Inventory Annual Report	4,000	
Demonstration Garden	16,200	
Planning (Renewable Energy, EV Action, Implementation Plan)	75,000	
Native Garden Pilot Program	15,000	
Leaf Blower Assessment	15,600	
Miscellaneous	20,000	
TOTAL		**145,800**
11-1122-575-00 RECEPTIONS & EVENTS		
Tree Giveaway	5,500	
Recycling Education	1,000	
SC Environment Event	3,000	
Native Plant Giveaway	2,500	
TOTAL		**12,000**
TOTAL CONTRACTUAL SERVICES		**162,330**
TOTAL FOR DIVISION		**303,180**

LEGAL DIVISION

PROGRAM DETAIL
FISCAL YEAR 2027

DIVISION RESPONSIBILITIES

Pursuant to Chapter 2, Article III, of the Municipal Code, the positions of Village Attorney and Village Prosecutor are established and appointed by the Village Manager, and each serve as independent contractors. These legal services are provided in the Legal Division of the Village Manager's Office and includes general counsel, contract and legislative drafting, litigation, labor counsel, and prosecution services. Special Counsel for such matters as human resources/collective bargaining matters are appropriated in this Division as well. Special Counsel for such matters as Special Assessments and Bond Counsel, also appointed by the Village Manager, are not included in this Division.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Reviewed and updated individual code documents, as necessary.
2. Supported meetings of the Village Board, Committees of the Village Board and the Plan Commission.
3. Supported the process related to convening Joint Review Boards.
4. Supported Village Administrative Hearings and Adjudication process.
5. Supported the Village Manager and staff with legal advice, opinions, and assistance.

GOALS FOR FISCAL YEAR 2027

1. Review and update individual code documents, as necessary.
2. Support meetings of the Village Board, Committees of the Village Board and the Plan Commission.
3. Support the process related to convening Joint Review Boards.
4. Support human resources and labor relations.
5. Support Village Administrative Hearings and adjudication process.
6. Support the Village Manager and staff as authorized with legal advice, opinions, and assistance.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - LEGAL DIVISION WITHIN THE VILLAGE MANAGER'S OFFICE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1200-543-01	SOFTWARE AS A SERVICE	-	-	-	-	-	32,000	34,000		
11-1200-546-00	PUBLISHING	11,235	4,054	7,500	7,500	7,500	11,000	11,000	46.7%	46.7%
11-1200-548-04	GENERAL LABOR RELATIONS ASSISTANCE	138,067	139,266	150,000	150,000	140,000	140,000	140,000	-6.7%	0.0%
11-1200-549-00	PROSECUTORIAL SERVICES	204,000	204,000	204,000	204,000	204,000	204,000	204,000	0.0%	0.0%
11-1200-551-01	CORPORATION COUNSEL	396,532	492,953	447,500	447,500	447,500	473,000	475,000	5.7%	5.7%
11-1200-554-00	OTHER PROFESSIONAL SERVICES	5,185	111,821	5,000	5,000	5,000	8,500	8,500	70.0%	70.0%
	TOTAL CONTRACTUAL SERVICES	755,019	952,094	814,000	814,000	804,000	868,500	872,500	6.7%	8.0%
	TOTAL	755,019	952,094	814,000	814,000	804,000	868,500	872,500	6.7%	8.0%

Fund: General (11) Division: Legal (1200)		Account Total
CONTRACTUAL SERVICES		
11-1400-543-01 SOFTWARE AS A SERVICE		
Adjudication Software Subscription		**32,000**
11-1200-546-00 PUBLISHING		
Legal Notices	6,000	
Municipal Code Update	5,000	
TOTAL		**11,000**
11-1200-548-04 LEGAL SERVICES - LABOR COUNSEL		
General Labor Relations Assistance		**140,000**
11-1200-549-00 PROSECUTORIAL SERVICES		
Police violations, property maintenance, zoning violations		**204,000**
11-1200-551-01 LEGAL SERVICES - GENERAL COUNSEL		
Corporation Counsel		**473,000**
11-1200-554-00 OTHER PROFESSIONAL SERVICES		
Administrative Adjudication	8,000	
Postage/Forms	500	
		8,500
TOTAL CONTRACTUAL SERVICES		**868,500**
TOTAL FOR DIVISION		**868,500**

FINANCE DEPARTMENT

PROGRAM DETAIL
FISCAL YEAR 2027

DEPARTMENT RESPONSIBILITIES

The Finance Department was established to administer the fiscal operations pursuant to Chapter 2, Article IV, of the Municipal Code. The Department's responsibilities include: purchasing, accounts payable, accounts receivable, treasury management, payroll administration, utility billing, vehicle/pet license administration, financial reporting, assisting police and fire pension fund boards, accounting and maintaining all financial records of the Village, representing the Village with the Northbrook Rural Fire Protection District, preparation of the Annual Budget and Capital Improvement Plan, office supply services, and internal auditing of Village financial internal control procedures.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Achieved the Government Finance Officers Association (GFOA) *Certificate of Achievement for Excellence in Financial Reporting Award* for the Comprehensive Annual Financial Report for the fiscal year ended April 30, 2024. Applied for the award for the fiscal year ended April 30, 2025- result pending.

2. Received the GFOA *Distinguished Budget Presentation Award* for the Fiscal Year 2025 Annual Budget.

3. Achieved the GFOA *Popular Annual Financial Reporting Award* for the Fiscal Year 2024 Popular Annual Financial Report and applied for the Fiscal Year 2025 PAFR award- result pending.

4. Worked with the Village Manager to continue monitoring local economic conditions and the effect on Village revenues. Recommended budgetary changes to the Village Manager as necessary.

5. Analyzed and recommended adjustments to certain tax revenues such as the electric and natural gas utility taxes.

6. Led and assumed responsibility of the five-year Capital Improvement Plan for FY 2027-2031.

7. Supported review of Village finanaces by Moody's and S&P which resulted in continuation of the Village's AAA credit rating.

8. Improved quarterly financial reporting for the Village Board.

9. Supported Police and Fire Pension Fund Board objectives.

10. Continued to maximize returns on surplus Funds while at the same time limiting risk as much as possible.

11. Continued with cross-training of all functions within the department while maintaining proper segregation of duties.

12. Supported the utility rate study to determine appropriate water and sewer billing rates to sustain the water and sewer utilities and their programs.

13. As authorized by the Village Board, issued a new money Bond Series 2025 for various capital projects, allocated among the General, CIP Facility, and Water Funds.

14. Recommended and successfully implemented the elimination of the vehicle sticker program, reducing administrative burden and improving operational efficiency.

GOALS FOR FISCAL YEAR 2027

1. Continue work with the Village Manager's Office to support the process to across all Departments to update business processes in advance of the Enterprise Resource Planning (ERP) migration to the cloud to reduce inefficiencies by improved data quality and consistent workflows to ensure effective staff use of the ERP system.

2. Evaluate and update the procedures for accounting of public improvement escrows and refunding for the same with appropriate departments.

3. Continue working with the Village Manager to monitor local economic conditions and the effects on Village revenues. Recommend budgetary changes as necessary.

4. Cross training in the Finance Department, particularly to back up the payroll function while maintaining proper segregation of duties.

5. Continue to work with state and regional associations to analyze the financial impacts of proposed legislation and develop alternative strategies as necessary.

6. Continue providing high quality customer service to Village Residents.

7. Evaluate and analyze various new revenue sources or modifications to existing taxes/fees.

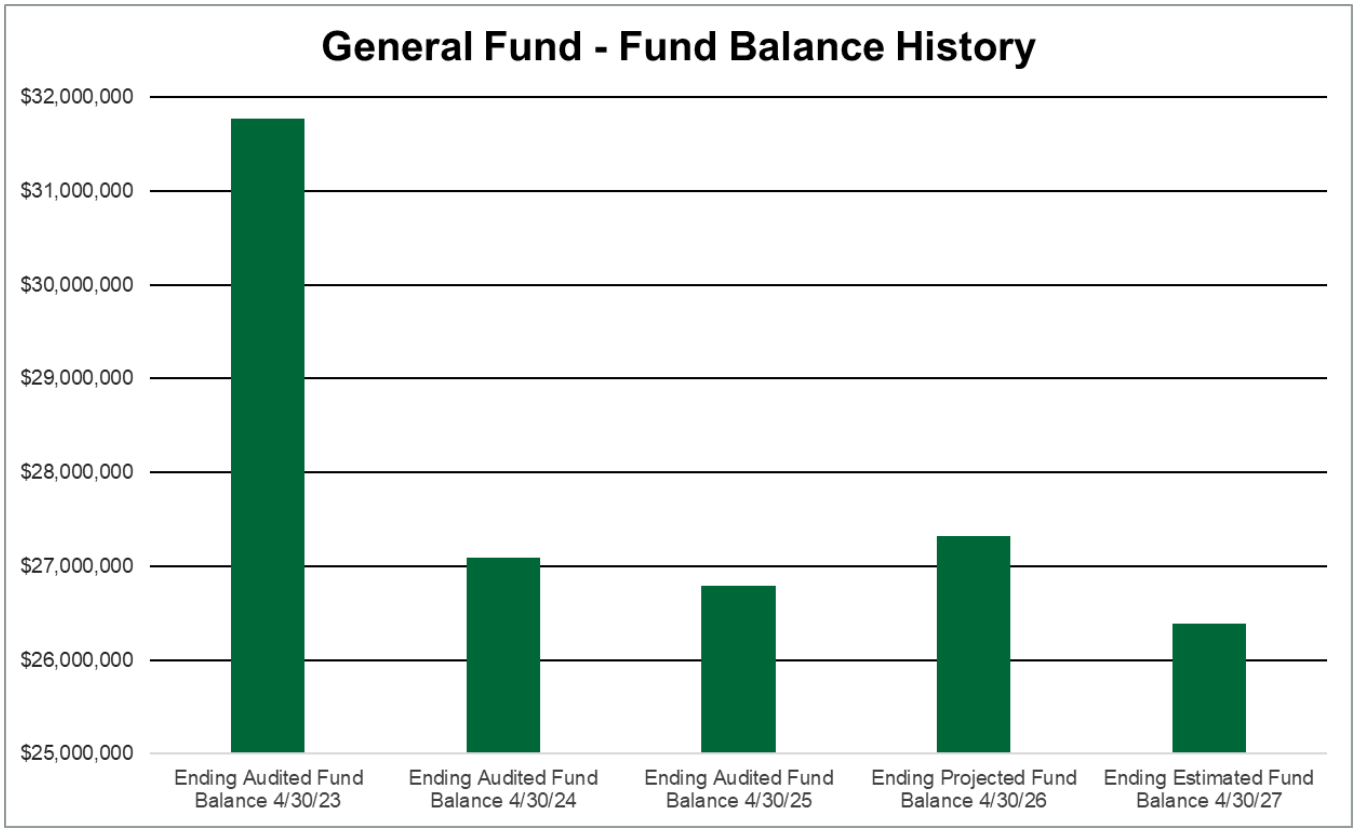
8. Support a storm water utility study to determine appropriate billing rates to sustain this utility and its programs.

9. Continue to present financial policies to the Village Board which preserve the Village's AAA credit rating.

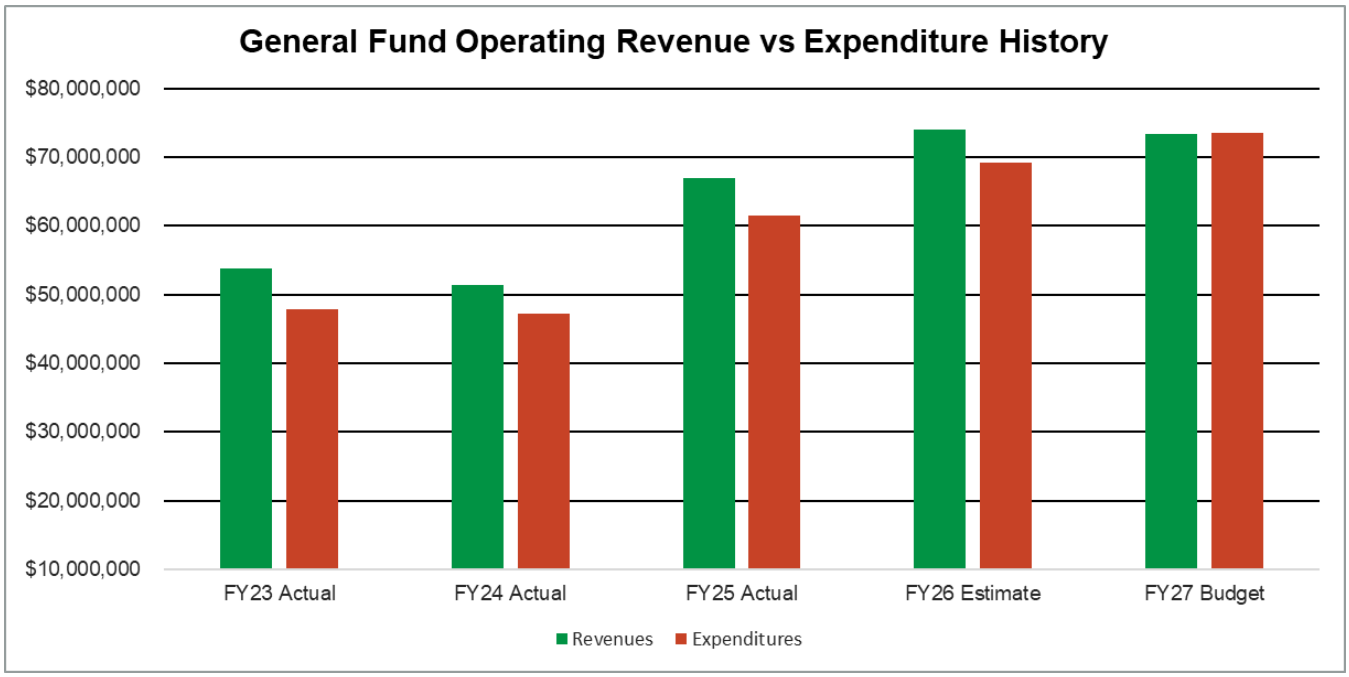
10. Make every effort to ensure the Village's annual operating revenue exceeds the operating expenditures.

BOARDS/COMMISSION SUPPORT

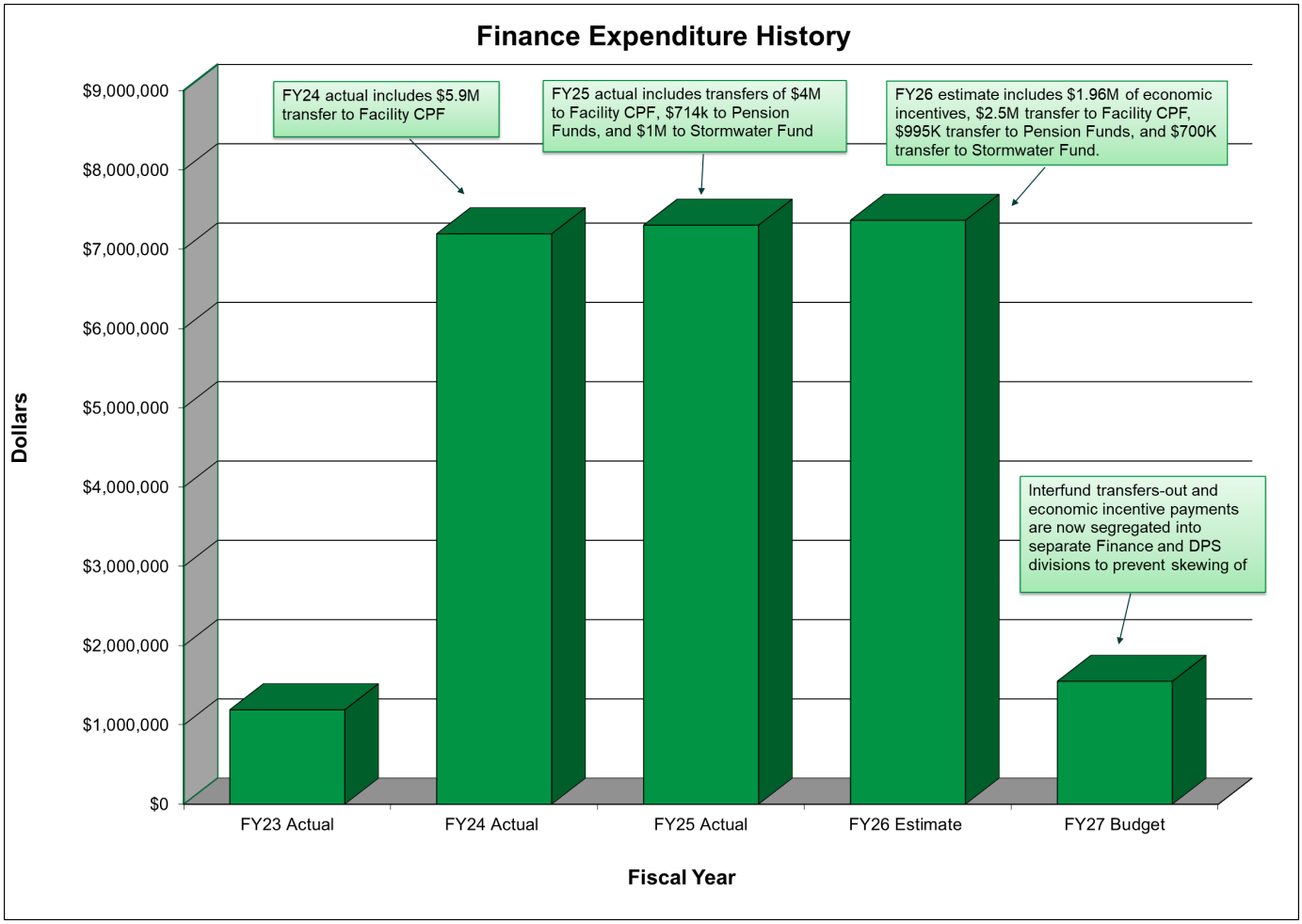
1. Board of Trustees of Firefighter's Pension Fund
2. Board of Trustees of Police Pension Fund
3. Senior Services Commission
4. TIF Joint Review Board(s)

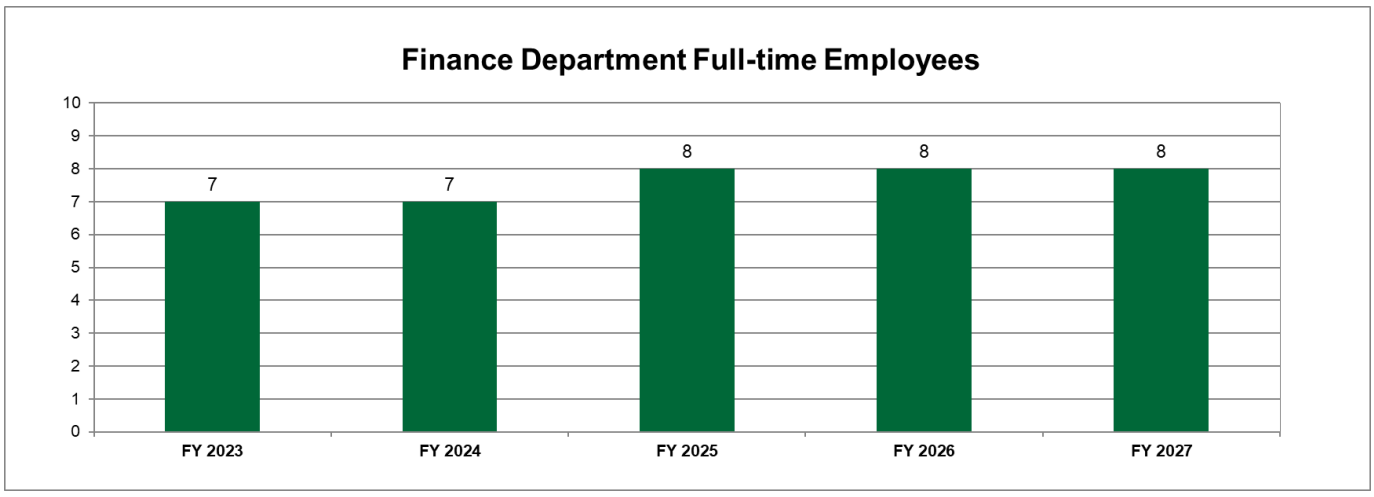


The variance in ending audited fund balances between 4/30/23 and 4/30/24 is primarily due to a $5.9M surplus transfer.



Beginning in FY25, the General Fund budget includes the property tax levy for the Police and Firefighters' Pension Funds.


Finance Expenditure History
FY24 actual includes $5.9M transfer to Facility CPF
FY25 actual includes transfers of $4M to Facility CPF, $714k to Pension Funds, and $1M to Stormwater Fund
FY26 estimate includes $1.96M of economic incentives, $2.5M transfer to Facility CPF, $995K transfer to Pension Funds, and $700K transfer to Stormwater Fund.
Interfund transfers-out and economic incentive payments are now segregated into separate Finance and DPS divisions to prevent skewing of
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
Dollars
FY23 Actual
FY24 Actual
FY25 Actual
FY26 Estimate
FY27 Budget
Fiscal Year

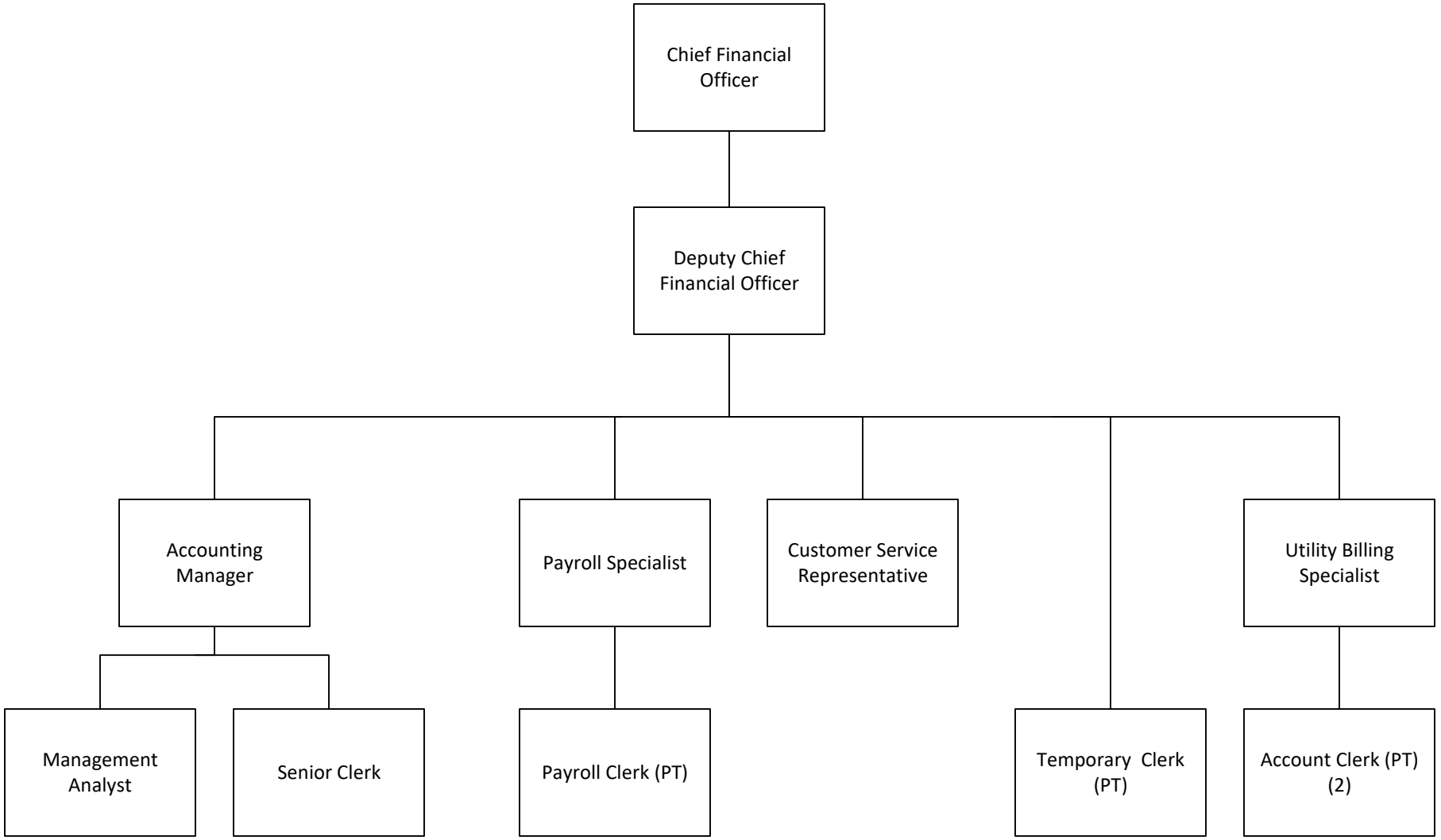

Finance Department Full-time Employees
10
9
8
7
6
5
4
3
2
1
0
7
7
8
8
8
FY 2023
FY 2024
FY 2025
FY 2026
FY 2027

Village of Northbrook
Prior Year Performance Measurers
2025 Data for Fiscal Year 2027 Budget

FINANCE

Category	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	2025 TOTAL	2024 TOTAL
Retailers' Occupation Tax Collected (Liability Month)	901,105	1,041,204	1,185,694	1,052,377	1,168,706	1,185,078	1,129,840	1,191,182	1,193,344	1,132,289	1,096,337	1,310,914	13,588,070	11,084,827
Home Rule Sales Tax Collected (Liability Month)	546,679	661,379	709,536	648,428	721,181	769,743	725,450	650,089	712,343	758,046	710,724	857,524	8,471,122	6,847,976
Hotel/Motel Tax Collected (Liability Month)	Qtrly	Qtrly	131,468	Qtrly	Qtrly	252,567	Qtrly	Qtrly	299,923	Qtrly	Qtrly	142,220	826,179	665,836
Income Tax Revenue Collected (Receipt Month)	643,647	525,806	337,379	617,789	1,102,198	382,247	641,636	367,749	313,634	675,604	388,652	355,748	6,352,088	5,981,413
Use Tax Collected (Liability Month)	17,466	17,334	22,887	25,514	34,760	31,755	28,950	29,986	25,744	27,979	20,735	32,871	315,981	1,248,465
Number of Receipts by Cashier	1,588	1,536	1,490	1,329	1,392	3,700	2,024	1,886	1,683	1,331	1,924	1,626	21,509	23,938
Sale of Water Revenue Collected	645,853	734,632	517,483	583,836	721,143	691,546	1,037,987	1,354,077	948,688	1,138,586	1,066,368	612,685	10,052,882	9,696,518
Number of Residents on Water Shut Off List	72	61	83	85	100	77	92	140	95	79	86	82	88*	N/A
*2025 TOTAL = Average # of Residents on Water Shut Off List														
Number of Actual Water Shut Offs	1	0	2	0	0	1	0	4	0	0	0	1	9	14
Number of Vendor Payments (AP)	329	327	353	339	533	336	363	387	344	410	337	311	4,369	4,203
Number of Pet Licenses Issued	33	9	14	11	57	1,500	531	89	49	30	30	15	2,368	2,381
Number of Rain Barrels Sold	0	0	7	2	7	8	6	3	0	1	0	0	34	33
Number of Subsidized Taxi Vouchers Used	79	71	66	57	94	91	44	100	89	90	84	66	931	965
Number of Yard Waste Stickers Sold	15	15	95	446	329	331	217	140	185	241	727	22	2,763	5,964
Single Use Bag Fee Revenue Collected	11,847	13,005	10,473	10,589	10,106	11,603	12,473	11,610	13,247	11,220	14,151	16,479	146,802	156,148
Single Use Bag Fees Sold (source: business returns)	236,936	260,097	209,458	211,772	202,113	232,066	249,465	232,202	264,949	224,396	282,175	329,581	2,935,210	3,110,650

Finance Department



FINANCE DEPARTMENT
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Chief Financial Officer		1	1.00	1	1.00
Deputy Chief Financial Officer		1	1.00	1	1.00
Accounting Manager		1	1.00	1	1.00
Management Analyst		1	1.00	1	1.00
Payroll Specialist		1	1.00	1	1.00
Utility Billing Specialist		1	1.00	1	1.00
Senior Clerk		1	1.00	1	1.00
Customer Service Representative		1	1.00	1	1.00
TOTAL		**8**	**8.00**	**8**	**8.00**
Regular Part-Time					
Account Clerk		2	1.00	2	1.00
Payroll Clerk		1	0.50	1	0.50
TOTAL		**3**	**1.50**	**3**	**1.50**
Temporary/Seasonal Part-Time					
Temporary Clerk	1	1	0.25	1	0.25
Finance Intern	2	2	0.50	0	0.00
TOTAL		**3**	**0.75**	**1**	**0.25**
TOTAL POSITIONS FOR DEPARTMENT		**14**	**10.25**	**12**	**9.75**

* FTE - Full-Time Equivalents

1 Retitled position to accurately reflect the role

2 Eliminated position after removing vehicle sticker program

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - FINANCE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1300-501-01	REGULAR SALARIES	692,665	799,610	850,300	850,300	850,685	882,970	909,100	3.8%	3.8%
11-1300-502-01	REGULAR PART TIME SALARIES	81,548	88,115	94,740	94,740	94,740	97,600	100,530	3.0%	3.0%
11-1300-502-02	SEASONAL PERSONNEL	17,545	23,026	28,590	28,590	28,590	17,925	18,465	-37.3%	-37.3%
11-1300-503-00	OVERTIME	5,119	2,759	8,000	8,000	8,000	8,000	8,000	0.0%	0.0%
	TOTAL PERSONAL SERVICES	796,877	913,510	981,630	981,630	982,015	1,006,495	1,036,095	2.5%	2.5%
11-1300-511-00	IMRF EMPLOYER CONTRIBUTIONS	57,050	67,278	71,950	71,950	72,450	74,080	76,305	3.0%	2.2%
11-1300-512-00	FICA EMPLOYER CONTRIBUTIONS	60,319	68,065	73,200	73,200	74,735	74,465	76,695	1.7%	-0.4%
11-1300-513-00	EMPLOYEE LIFE INSURANCE	1,067	1,094	1,100	1,100	1,100	1,100	1,100	0.0%	0.0%
11-1300-514-00	EMPLOYEE HEALTH INSURANCE	106,545	95,525	69,930	69,930	69,930	78,520	86,375	12.3%	12.3%
11-1300-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	-	-	9,000	9,000	9,000	9,000	9,000	0.0%	0.0%
11-1300-515-00	WORKERS' COMPENSATION	175	175	175	175	175	175	175	0.0%	0.0%
	TOTAL FRINGE BENEFITS	225,156	232,137	225,355	225,355	227,390	237,340	249,650	5.3%	4.4%
11-1300-521-00	MAINTENANCE-EQUIPMENT	702	-	-	-	-	-	-		
11-1300-533-00	POSTAGE - GENERAL MAILING	38,329	38,723	45,000	45,000	40,000	40,000	40,000	-11.1%	0.0%
11-1300-536-00	TRANSFER TO SELF INSURANCE	44,750	17,049	17,049	17,049	17,049	17,049	17,049	0.0%	0.0%
11-1300-537-01	MONTHLY SERVICE	2,225	2,376	2,400	2,400	2,400	2,600	2,600	8.3%	8.3%
11-1300-537-05	CELLULAR PHONE SERVICE	2,483	3,120	3,900	3,900	3,120	3,900	3,900	0.0%	25.0%
11-1300-540-00	CONFERENCES	897	4,142	10,500	10,500	7,500	10,500	10,500	0.0%	40.0%
11-1300-541-00	GENERAL TRAINING/LOCAL SEMINARS	510	2,882	4,000	4,000	3,000	4,000	4,000	0.0%	33.3%
11-1300-542-00	MEMBERSHIPS	2,030	2,190	2,300	2,300	2,300	2,270	2,500	-1.3%	-1.3%
11-1300-543-00	SUBSCRIPTIONS	15,769	5,926	-	-	-	-	-		
11-1300-543-01	SOFTWARE AS A SERVICE	-	-	5,700	5,700	5,700	1,000	1,000	-82.5%	-82.5%
11-1300-545-00	PRINTING	8,978	10,821	15,200	15,200	12,000	11,000	11,000	-27.6%	-8.3%
11-1300-546-00	PUBLISHING	3,246	1,044	3,500	3,500	3,500	4,000	4,000	14.3%	14.3%
11-1300-552-00	ACCOUNTING SERVICES	35,606	33,500	33,000	33,000	27,000	32,900	32,900	-0.3%	21.9%
11-1300-554-00	OTHER PROFESSIONAL SERVICES	89,832	142,988	192,400	192,400	160,500	150,150	151,750	-22.0%	-6.4%
11-1300-558-00	EQUIPMENT RENTAL	543	7,166	6,700	6,700	6,700	7,000	7,200	4.5%	4.5%
11-1300-560-00	ECONOMIC INCENTIVE PAYMENTS	-	145,054	2,350,000	2,350,000	1,610,410	-	-	-100.0%	-100.0%
11-1300-599-01	MISCELLANEOUS - OTHER	5,818	733	1,250	1,250	1,250	1,300	1,500	4.0%	4.0%
11-1300-599-02	CANTEEN SERVICE	3,507	345	1,500	1,500	1,500	1,500	1,500	0.0%	0.0%
	TOTAL CONTRACTUAL SERVICES	255,225	418,059	2,694,399	2,694,399	1,903,929	289,169	291,399	-89.3%	-84.8%
11-1300-601-00	OFFICE SUPPLIES	14,712	9,142	16,000	16,000	14,000	17,000	17,000	6.3%	21.4%
	TOTAL COMMODITIES	14,712	9,142	16,000	16,000	14,000	17,000	17,000	6.3%	21.4%
11-1300-705-00	FURNITURE, FIXTURES AND EQUIPMENT	25	3,150	-	-	-	-	-		
	TOTAL CAPITAL OUTLAY	25	3,150	-	-	-	-	-		

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - FINANCE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1300-975-38	INTERFUND TRANSFER TO FACILITY CP FUND	5,900,127	4,010,665	-	2,539,814	2,539,814	-	-	-100.0%	-100.0%
11-1300-975-16	INTERFUND TRANSFER TO STORMWATER	-	1,000,000	700,000	700,000	700,000	-	-	-100.0%	-100.0%
11-1300-975-41	INTERFUND TRANSFER TO POLICE PENSION FUND	-	357,000	400,000	497,656	497,656	-	-	-100.0%	-100.0%
11-1300-975-42	INTERFUND TRANSFER TO FIREFIGHTERS' PENSION FUND	-	357,000	400,000	497,656	497,656	-	-	-100.0%	-100.0%
	TOTAL INTERFUND TRANSFERS OUT	5,900,127	5,724,665	1,500,000	4,235,126	4,235,126	-	-		-100.0%
11-8100-802-00	BOND ISSUE COSTS	-	-	-	16,192	16,192	-	-		
	TOTAL DEBT SERVICE	-	-	-	16,192	16,192	-	-	-	-
	TOTAL	7,192,122	7,300,663	5,417,384	8,168,702	7,378,652	1,550,004	1,594,144	-81.0%	-79.0%

Fund: General (11) Department: Finance (1300)			Account Total
PERSONAL SERVICES			
11-1300-501-01 FULL-TIME SALARIES			
	Regular Salaries - Full Time Employees		**882,970**
11-1300-502-XX PART-TIME SALARIES			
11-1300-502-01	Regular Part-Time Salaries	97,600	
11-1300-502-02	Seasonal Personnel	17,925	
	TOTAL		**115,525**
11-1300-503-00 OVERTIME			**8,000**
	TOTAL PERSONAL SERVICES		**1,006,495**
FRINGE BENEFITS			
11-1300-511-00 IMRF EMPLOYER CONTRIBUTIONS			**74,080**
11-1300-512-00 FICA EMPLOYER CONTRIBUTIONS			**74,465**
11-1300-513-00 EMPLOYEE LIFE INSURANCE			**1,100**
11-1300-514-XX EMPLOYEE HEALTH / DENTAL INSURANCE			**87,520**
11-1300-515-00 WORKERS' COMPENSATION			**175**
	TOTAL FRINGE BENEFITS		**237,340**
CONTRACTUAL SERVICES			
11-1300-533-00 POSTAGE			**40,000**
11-1300-536-00 INSURANCE			
	Transfer to Self Insurance for Property, Casualty and Liability Insurance		**17,049**
11-1300-537-XX TELEPHONE SERVICE			
11-1300-537-01	Monthly Service	2,600	
11-1300-537-05	Cellular Phone Service	3,900	
	TOTAL		**6,500**

Fund: General (11)
Department: Finance (1300)

		Account Total
CONTRACTUAL SERVICES (CONT'D)		
11-1300-540-00 CONFERENCES		
GFOA	5,000	
IGFOA	2,500	
AICPA/ICPAS, Other	3,000	
TOTAL		**10,500**
11-1300-541-00 GENERAL TRAINING/LOCAL SEMINARS		**4,000**
11-1300-542-00 MEMBERSHIPS		
GFOA	620	
ICPAS	825	
AICPA	725	
Other	100	
TOTAL		**2,270**
11-1300-543-01 SOFTWARE AS A SERVICE		
Pet License Software Subscription		**1,000**
11-1300-545-00 PRINTING		
Budget Book	4,000	
CIP Books	2,500	
ACFR Covers & PAFR Printing	500	
Pet License Tags	1,000	
Envelopes	2,000	
Payroll and Disbursement Checks	1,000	
TOTAL		**11,000**
11-1300-546-00 PUBLISHING		**4,000**
11-1300-552-00 ACCOUNTING SERVICES		**32,900**

Fund: General (11) Department: Finance (1300)			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
11-1300-554-00 OTHER PROFESSIONAL SERVICES			
	Bank & Credit Card Services	125,000	
	Actuarial Studies	14,950	
	IDOI Filings - Police/Fire Pensions	5,200	
	Pet License Mailing & Transaction Charges	3,500	
	GFOA Award Program Participation Fees	1,500	
	TOTAL		**150,150**
11-1300-558-00 EQUIPMENT RENTAL			
	Postage Meter Lease		**7,000**
11-1300-599-XX MISCELLANEOUS			
11-1300-599-01	Other	1,300	
11-1300-599-02	Canteen Service (Partially Reimbursable)	1,500	
	TOTAL		**2,800**
	TOTAL CONTRACTUAL SERVICES		**289,169**
	COMMODITIES		
11-1300-601-00 OFFICE SUPPLIES			
	General Office Supplies	8,000	
	Copier/Printer/Computer Paper Supplies	6,000	
	Office Equipment	3,000	
	TOTAL		**17,000**
	TOTAL COMMODITIES		**17,000**
TOTAL FOR DEPARTMENT			**1,550,004**

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - INTERFUND TRANSFERS

Beginning with FY27, Interfund Transfers is budgeted as a separate division within the Finance Department.
Historical data is shown within the Finance Department.

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1310-975-41	INTERFUND TRANSFER TO POLICE PENSION FUND	-	-	-	-	-	400,000	400,000		
11-1310-975-42	INTERFUND TRANSFER TO FIREFIGHTERS' PENSION FUND	-	-	-	-	-	400,000	400,000		
	TOTAL INTERFUND TRANSFERS OUT	-	-	-	-	-	800,000	800,000		
	TOTAL	-	-	-	-	-	800,000	800,000		

Fund: General (11) Division: Interfund Transfers (1310)			Account Total
INTERFUND TRANSFERS OUT			
11-1310-975-XX INTERFUND TRANSFERS OUT			
11-1310-975-41	Interfund Transfer to Police Pension Fund	400,000	
11-1310-975-42	Interfund Transfer to Firefighters' Pension Fund	400,000	
	TOTAL		**800,000**
	TOTAL INTERFUND TRANSFERS OUT		**800,000**
TOTAL FOR DIVISION			**800,000**

INFORMATION TECHNOLOGY

PROGRAM DETAIL
FISCAL YEAR 2027

DEPARTMENT RESPONSIBILITIES

The Information Technology Department is established pursuant to Chapter 2, Article V, of the Municipal Code. The Information Technology Department's mission is to implement and maintain core technologies, applications, and services in the most efficient and fiscally responsible manner to support and enhance all Village operations. Additionally, the Information Technology Department partners with other Village departments to plan for innovative uses of technology solutions, ensure data is centrally managed and secured, consolidate business functions onto standardized and centralized applications, provide effective internal and external communication tools, and enhance and secure network and mobile connectivity and communications. Lastly, the Information Technology Department strives to make the Village of Northbrook a leader in resident and business responsiveness and delivery of services through effective data-driven decision-making processes.

The Geographic Information Systems (GIS) division furthers the Information Technology Department's purpose by promoting process improvement ideas, data management, and visualization solutions with all Village departments.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. Completed a preliminary cost estimate for all the new technology services required at the planned new Fire Station 11 and Fleet Maintenance Garage facilities. This included a new network and wireless network design, cameras, access control, video intercoms, and paging systems.

2. Supported the initial preparation phase of the Village's ERP (Enterprise Resource Planning) system migration to a cloud-hosted ERP system. Participated in vendor meetings to address data quality and clean up. Setup a standalone test environment for internal testing of reconfigurations of various modules, focusing on the Financial and HR modules.

3. Worked with the Fire Department to migrate the apparatus devices from Windows tablets to Apple iPads.

4. Continued working with the Public Works Department on the new SCADA (Supervisory Control and Data Acquisition) design project to replace, improve, and better secure the Village's water production technology infrastructure.

5. Continued to work with the Public Works and Finance Departments on the Automated Water Meter Reading project, verifying and validating the data exchange between the various systems was secured and accurate.

6. Partnered with the Village Manager's Office and the Human Resources Department to develop, implement, and pilot an Employee Services MS Sharepoint site for better collaboration with all Village staff, regardless of the Village-issued device in use.

7. Assessed, prepared for, and completed an upgrade of the existing Village facility camera system, ensuring on-going support and maintenance of this critical system.

8. Assessed and prepared for an upgrade of the existing Village facility door access control system, again, ensuring on-going support and maintenance of this critical system.

9. Assessed, prepared for, and completed the deployment of an upgraded Village facility paging system starting at Village Hall. Implemented a gateway configuration to utilize existing legacy analog speakers. New facilities will deploy network-attached speakers for more seamless and simple integration with the paging system. New system will support paging communication across facilities, as well.

10. Continued computer and mobile device upgrades, replacements, and deployments for all Village departments, as scheduled, to remain on current devices, fully supported by the vendors, ensuring the applications and systems in use at the Village continue to run optimally on all devices.

11. Completed all Windows 11 upgrades prior to Microsoft's End of Support in October 2025.

12. During Windows 11 upgrades, migrated computers to the new Microsoft Modern Desktop Management solutions, including Intune and Autopilot for computer provisioning and on-going patching and management.

13. Completed migration of Village-issued Apple iPhones and iPads to Microsoft Intune for provisioning and management.

14. Completed an upgrade of the Village's secondary Internet service, matching the speed of the primary Internet service of 1Gbps.

15. Completed all database system upgrades ensuring continued support for Microsoft SQL Server.

16. Due to rising costs and vendor requirements, the Village replaced our long-term observability/infrastructure monitoring solution with another, more cost-effective solution, to better manage the annual maintenance renewal costs. Ensured all monitoring was set up appropriately and alerting is working as needed and fully integrated with the on-call alerting system for non-business hour automated notifications of outages.

17. Completed the migration of "M: drives" to Microsoft OneDrive.

18. Begin the planning and migration of Departmental shared drives to Microsoft Sharepoint.

19. Continued to roll out additional email security features with the intention of reducing and blocking emails that contain malicious intent, better protecting Village data and services.

20. Continued to integrate cloud-hosted systems with Single Sign On for centralized username/password management with the Village's cloud-hosted Active Directory environment.

21. Assessed, designed, prepared for, and completed a significant upgrade of the Village's wired network at all Village facilities.

22. Continued implementing the Village's Cybersecurity Strategy through the deployment of cybersecurity policies and procedures with the objective of mitigating the risks associated with cyber incidents. The focus on cybersecurity awareness training and testing for all Village staff, elected, and appointed officials continues on a regularly scheduled basis, increasing the awareness and attention to cybersecurity

procedures by all Staff. Implemented additional cybersecurity-focused tools and services throughout the year, focusing on prevention, detection, and mitigation of incidents.

23. Continued hiring and developing IT Interns and providing opportunities for undergraduate students from a variety of local higher education institutions to gain hands on experience prior to entering the full-time work force. All IT Interns successfully acquired full time positions in their desired field after gaining the requisite experience working with the Village.

24. Managed several contract renewals for various Departmental systems including negotiations, legal review, submission to Board agendas, and procurement as part of the ongoing centralization of most technology-focused budget items within the IT Department.

25. Continued to collaborate with the Northbrook Public Library, Northbrook school districts, and the Northbrook Park District on various projects and cooperative purchasing opportunities.

26. Optimized pavement and concrete modeling for repair prioritization by implementing systematic surveys and capturing patch dimensions for accurate cost estimates. Developed tools that simplify cost calculations – displaying both total and user-selected patching costs – and provided a centralized dashboard to view project priorities, geographic locations, and dimensions.

27. Streamlined Public Works reporting and performance monitoring by introducing a real-time visualization solution using GIS-tracked data. This initiative improved progress tracking, transparency, and reporting efficiency across departments.

28. Continued supporting the planned ERP migration by evaluating and identifying address discrepancies. Collaborated with all departments to reinforce data standards and ensure consistent and accurate data across systems and departments.

GOALS FOR FISCAL YEAR 2027

1. Complete bidding, acquisition, and implementation of the technologies to support the new Village facilities – Fire Station 11 and Fleet Maintenance Garage.

2. Complete the migration for the Enterprise Resource Planning (ERP) migration to the cloud for additional functionality and features, and better integration and address management between the various ERP modules, including centralized address management.

3. Continue working with the Public Works Department on the implementation of the new SCADA (Supervisory Control and Data Acquisition) design project to replace, improve, and better secure the Village's water production technology infrastructure.

4. Partner with the Public Works Department on the replacement of the technologies utilized at the fuel island at the Public Works Center, bringing those technologies current and under full vendor support.

5. Following completion of the Cloud ERP migration, collaborate with Public Works and Finance to migrate the automated water building system data exchange, previously setup for on-premise ERP, to the new Cloud ERP system.

6. Continue migrating Departmental shared drive to MS Sharepoint as part of the Microsoft Cloud migration project.

7. Pilot and roll out MS Teams as the preferred collaboration platform.

8. Continue rolling out additional MS M365 products to staff, as needed, once piloted.

9. Continue computer and mobile device upgrades for all Village departments, as scheduled, to remain on current devices, fully supported by the vendor, ensuring the applications and systems in use at the Village continue to run successfully and efficiently on the computers.

10. Continue to staff for a dynamic IT Internship program, recruiting, training, and enhancing skills of college students prior to their entry into the full-time workforce.

11. Collaborate with various staff to enhance tree management tools in GIS for urban forestry planning to improve maintenance, urban forest development, and contributions to sustainability and community beautification efforts.

12. Implement advanced tracking systems for facilities and inventory by deploying multiple GIS tracking solutions, including facility inspection and supply inventory systems, leveraging QR codes, mobile data collection apps, and interactive dashboards. These tools will enable staff to monitor inspections and inventory in real time, improving operational efficiencies and accountability.

BOARD/COMMISSION SUPPORT

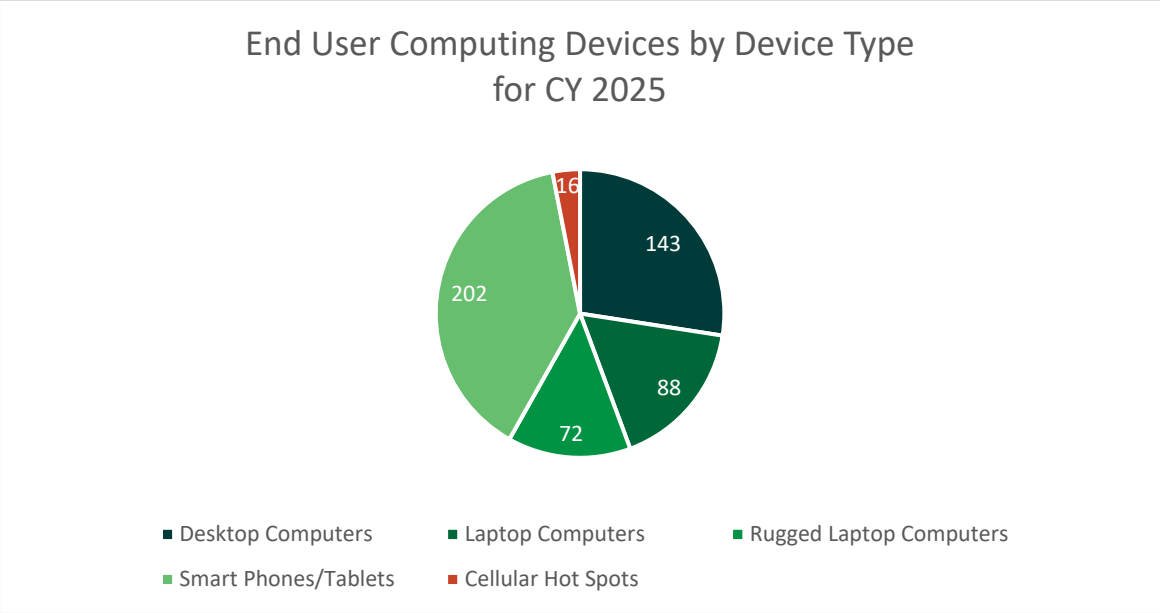
1. Emergency Telephony System Board (ETSB)

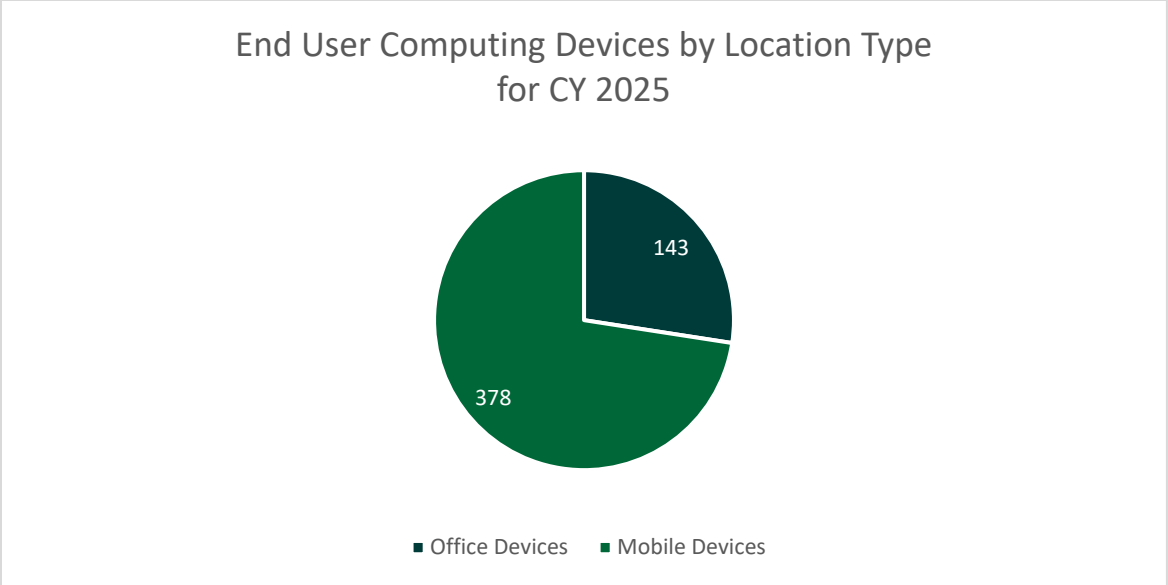
Information Technology (IT) Department & Geographic Information Services (GIS) Performance Metrics – CY2025

The Village's **Information Technology Department** is responsible for all technology services across all Village Departments. Included in these services are support of: computing devices (desktop and laptop computers, tablets, smart phones, etc.), desk phones, networks and wireless networks, security systems, printers/copiers, servers, applications, databases and other services. Additionally, the IT Department partners with other Village Departments on new technology initiatives, ensuring a stable, manageable, and secure solution is implemented. The following metrics provide a glimpse of some of the activities of the Information Technology Department for calendar year 2025.

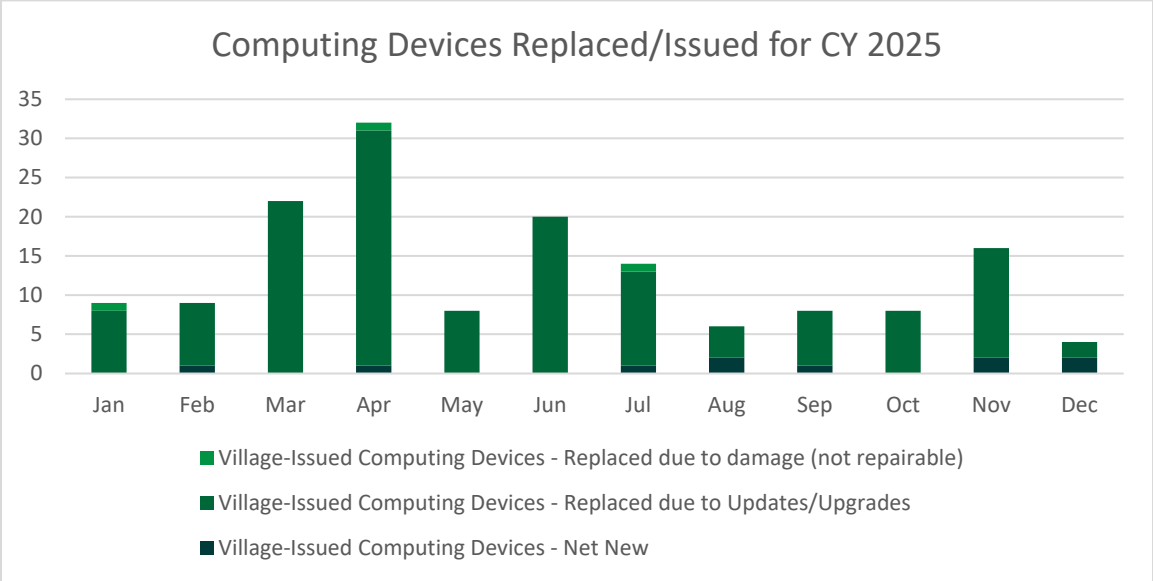
End User Computing Devices

Utilizing the Village's networks for connectivity and communications are Village-owned and managed computing devices like desktop computers, laptop computers, tablets, and smart phones. Over the past several years, the Village's needs have changed to require real time access to data while Village Staff are in the field – given this, more mobile devices have been deployed giving Staff the ability to quickly access, verify, and update data while not in an office. This reduces the time needed for Staff to return to the office and ensures data is updated and accurate in real time, allowing staff to make better data-driven decisions, wherever they are located. As such, the number and type of computers and devices utilized by Staff has continued to include more mobile devices. The following charts include the breakdown of devices utilized across Village Staff.



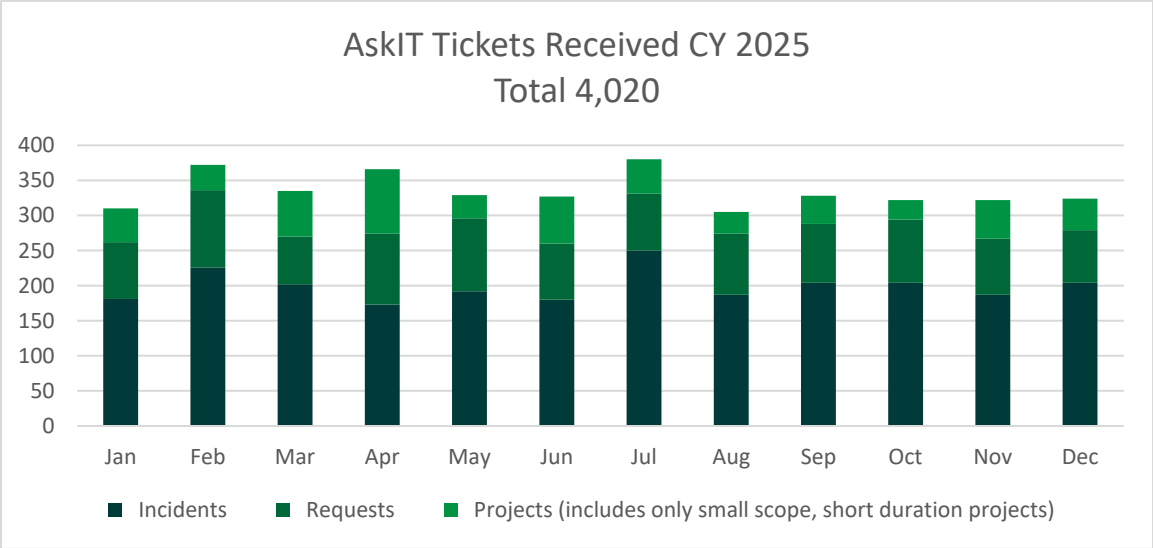


Given the quantity of end user computing devices in use by Village staff, the Village's IT Department has a defined life cycle for each type of device, taking into account the device type and type of usage, ensuring that a current, supportable device is always available for Staff to use when performing Village work. The following shows, by month, for calendar year 2025, the quantity of devices that were replaced (due to upgrades or due to damage) and the net new devices that were issued to Village staff across all Departments.

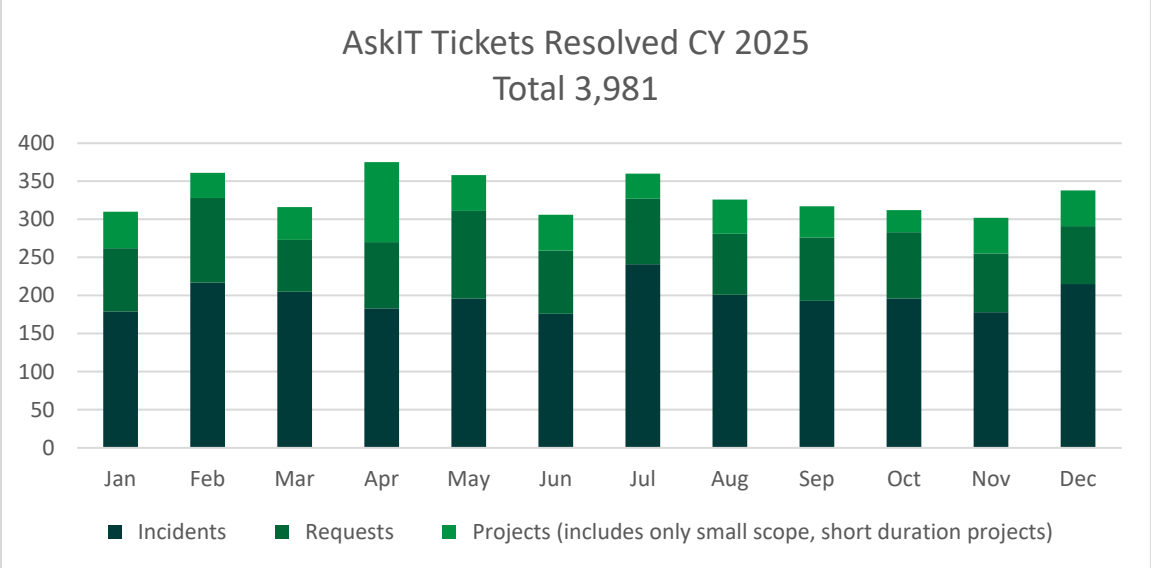


Service Desk Incidents, Requests, and Minor Projects

The Village's Information Technology Department tracks incidents, requests, and minor projects in a system called "AskIT". The following represents the quantity of incidents/requests/projects received by the IT Department for calendar year 2025 across all Village Departments. Note larger/longer duration projects are tracked separately.



The following includes the quantity of incidents/requests/projects that were resolved or completed for calendar year 2025 across all Village Departments. Again, larger/longer duration projects are tracked separately.



Ransomware Incidents

Ransomware is a type of malware which encrypts data files, making those files unusable. In theory, once a ransom is paid, the threat actor should make those files usable again. Ransomware continues its reign as one of the top types of cybersecurity breaches and saw significant growth with a 37% increase from last year report (according to the Verizon Data Breach Investigations Report for 2025) for a total of 39% of all breaches. The involvement of the human element in security breaches hovers around 60%, similar to last year (also according to the Verizon Data Breach Investigations Report for 2025). Ransomware is ubiquitous among organizations of all sizes and in all industries. Financial motivation is the most common reason behind a ransomware attack. Quite often, in addition to making an organization's data unusable through ransomware, a threat actor will also exfiltrate a copy of that data, then threaten to make that data public unless another ransom is paid. Ransomware often enters into an organization through a malicious web link or applications shared via email, which an unsuspecting user than clicks on to activate.

For calendar year 2025, the Village had no ransomware incidents to report.

The **GIS (Geographic Information Services)** group within the Information Services Department provides data management and visualization services and includes various applications such as Community Portal and myGIS. The Village belongs to the GIS Consortium (GISC) along with 40+ other Illinois municipalities and represents a population of over 1 million. Municipal GIS Partners, Inc. (MGP) provides shared staffing and gives the GISC members access to the professional resources to ensure a successful GIS program. The following metrics demonstrate the application of the GIS services.

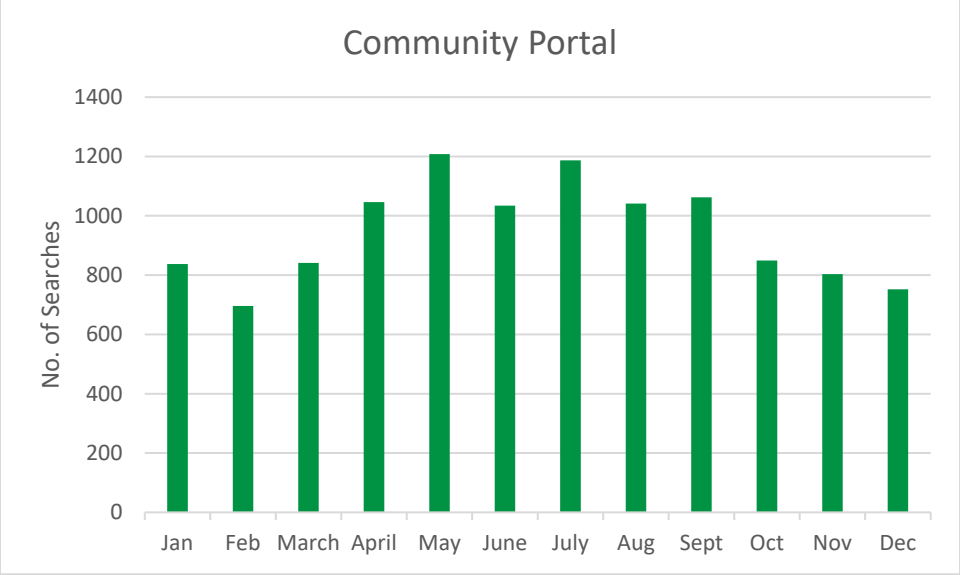
Mapping Services
MGP has created GIS applications for its communities including:

- Community Portal – Tool to look up information by address.
- myGIS – Internal mapping tool for interacting with village data.
- Community Map Viewer – Public facing mapping tool to showcase village data.
- Asset Management and Web Services– Suite of field editing and visualization tools.
- Community Engagement Apps- Public facing applications to inform and share community topics.

Community Portal provides a way to easily look up information via addresses, including information such as garbage/recycling pickup days, school districts and various property attributes. Community Portal includes 12 interactive web applications open to the public to investigate FEMA flood hazard areas, zoning, school districts and much more.

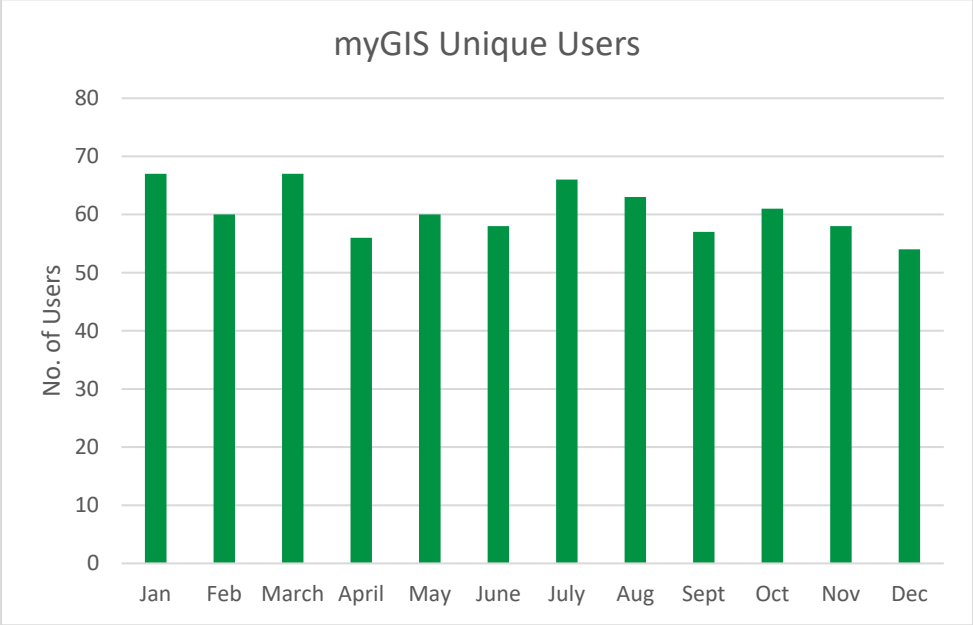
In addition to providing a way for the public to easily lookup and discover property specific information, Community Portal is also used to visualize relevant data for internal purposes like permitting and utility billing. There are currently four database connections that bring together relevant data across the community's enterprise systems for visualization in Community Portal.

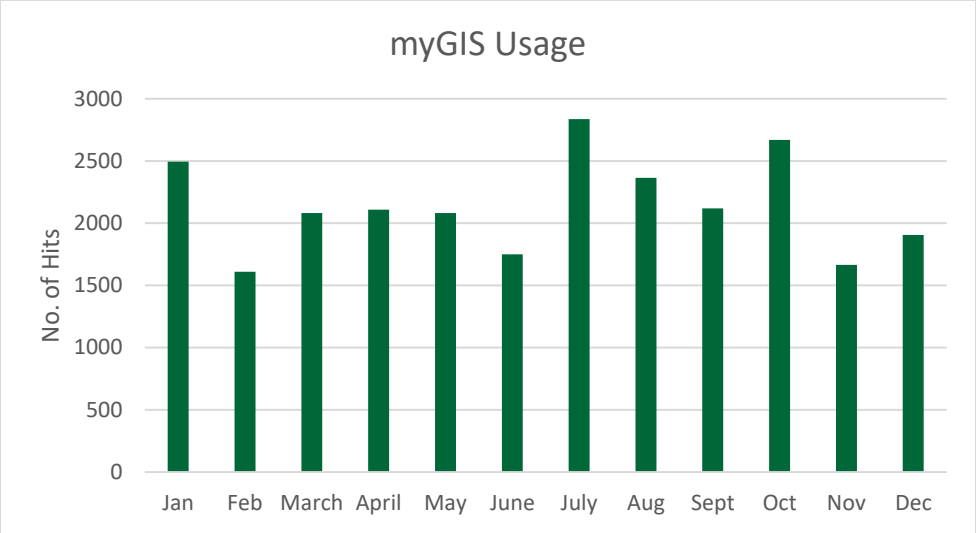
The Village of Northbrook's Community Portal can be found on the Village website under the Know Your Neighborhood tool. The chart below shows the usage of community portal for CY 2025.



myGIS showcases village owned and maintained data as well as third data from other local state and federal sources. These data layers can be superimposed over the base map, providing information on Northbrook's utility assets, bike paths, restricted parking areas, and subdivision and zoning information, to name a few. These layers are maintained and updated by the GIS Program.

In addition to viewing layers, myGIS also offers users the ability to filter, query, and identify data in the application. Users can also map address lists and/or create map exhibits. The chart below shows myGIS usage for CY 2025.



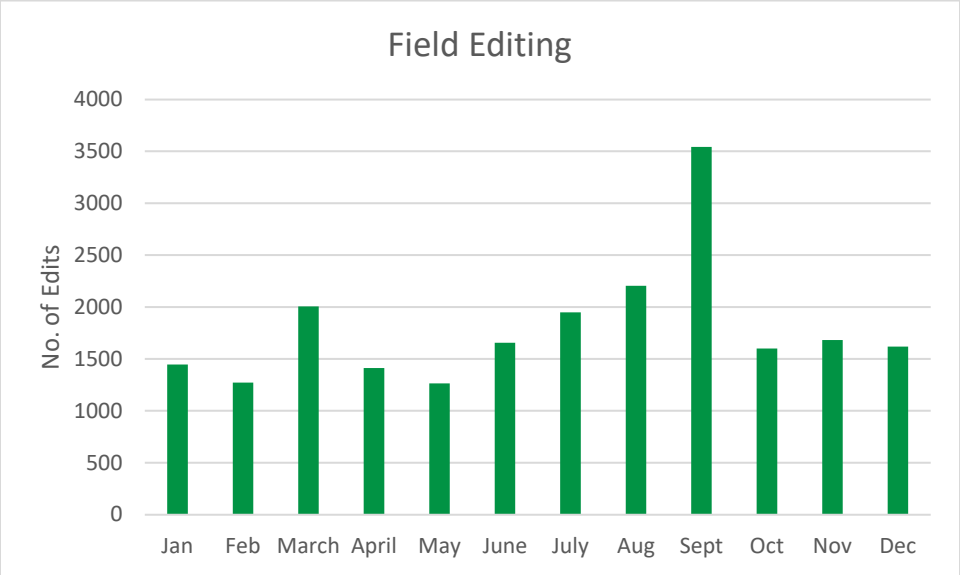


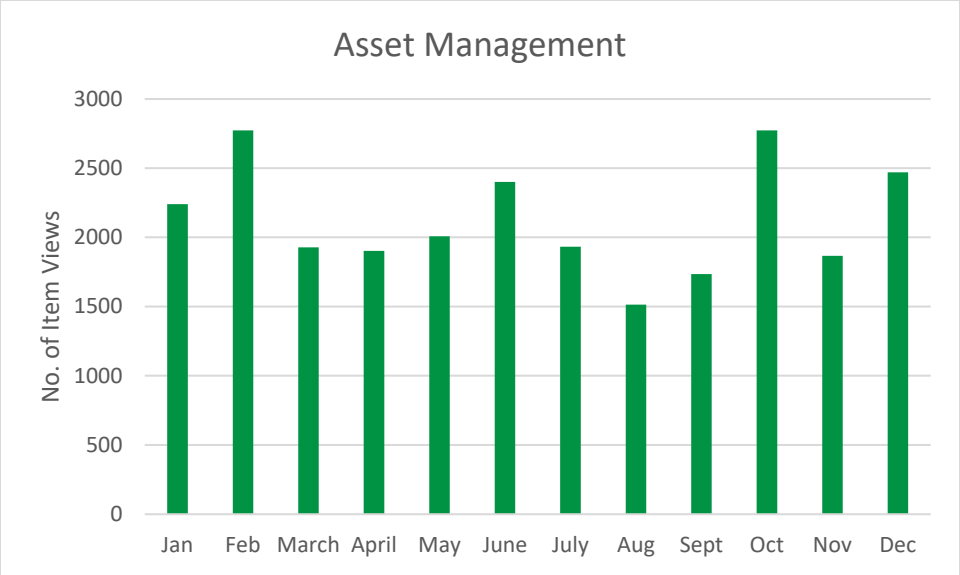
Community Map Viewer is a tool that is publicly available on the village website. The tool is meant for the public to view and interact with publicly available village data. 14 data layers are available to the public in this tool.

- Parcels
- Subdivisions
- Bikeways
- Streets and Roads
- Parking on Street
- Garbage Collection Areas
- Recycling Areas
- Yard Waste Collection Areas
- Park Districts
- Zoning
- Zoning Overlay
- Tax Increment Financing (TIF) District
- Elementary School Districts
- Secondary School District

The tool also allows users to measure, markup and print maps.

Asset Management and Web Services are used by the Village of Northbrook Public Works, Engineering, and Forestry Department. These web applications are developed and managed by the GIS program and provide tools to actively manage the inventory of community assets such as Water, Storm, and Sanitary, Street Lights and Trees. The charts below show usage through data edits and number of logins.

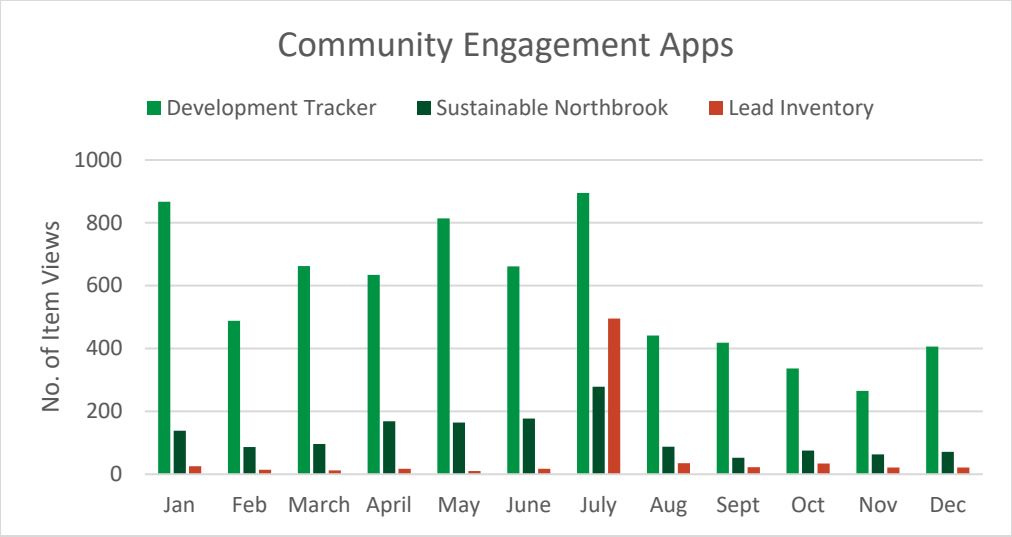




Community Engagement Apps are public facing applications intended to support transparency and communication to residents about important topics recognized by the community, and/or government mandates, using a visually intuitive medium.

In 2025 there were three public facing GIS applications available on the Village Website.

1. Northbrook Development Project Tracker
    a. Highlights development activity occurring throughout the Village. Includes monthly status updates and photos.
2. Sustainable Northbrook Map
    a. Tracks geo-locatable progress of items within the Climate Action Plan.
3. Lead Inventory
    a. Provides an engaging way to lookup water service line materials within the Village, in accordance with 415 ILCS 5/17.12.



The GIS Program hosts regular training workshops with Village Staff, with the goal of increasing awareness and level of comfort with the available GIS solutions. Many of the solution capabilities can support common local government business processes.

Village of Northbrook
Prior Year Performance Measurers
2025 Data for Fiscal Year 2027 Budget

INFORMATION TECHNOLOGY DEPARTMENT

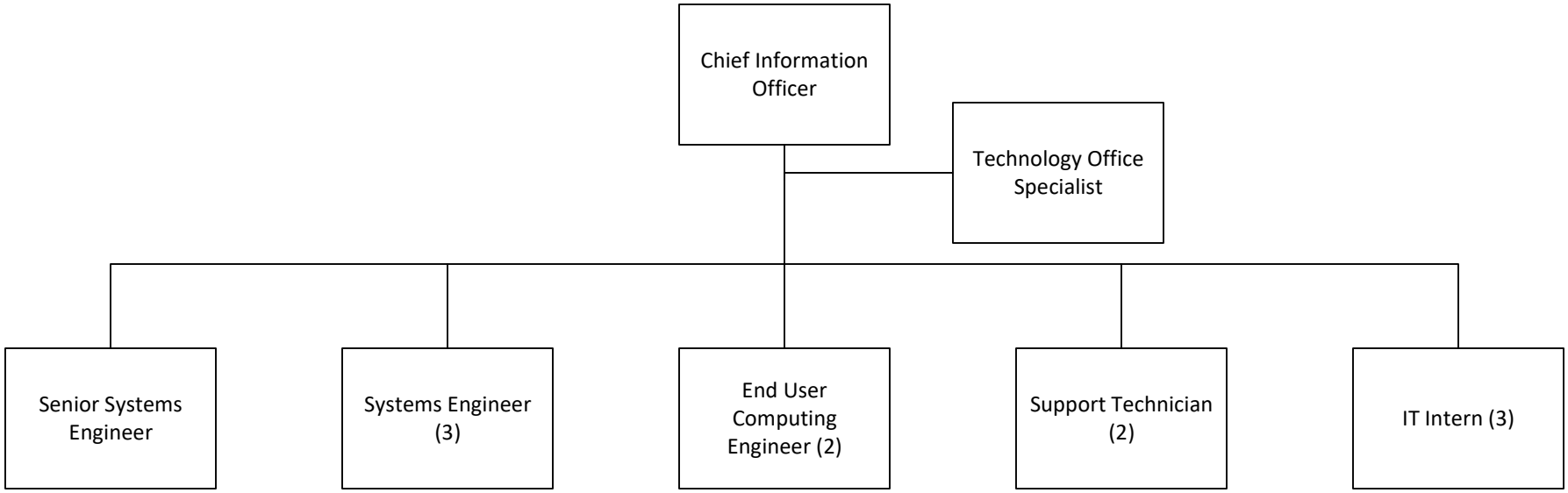
Category	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	2025 TOTALS	2024 TOTALS
Internet Bandwidth (Gigabytes)														
Internet Bandwidth Usage (total aggregate inbound/outbound)	465	619	360	434	3,500	4,400	4,300	386	305	274	3,900	4,000	22,943	n/a
Information Technology Service Requests Received														
Incidents	181	226	202	173	192	180	250	187	204	204	187	204	2,390	2,572
Requests	81	110	68	101	104	80	81	87	84	90	80	75	1,041	1,312
Projects (includes only small scope, short duration projects)	48	36	65	92	33	67	49	31	40	28	55	45	589	334
													4,020	4,218
Information Technology Service Requests Resolved														
Incidents	179	217	205	183	196	176	241	201	193	196	178	215	2,380	2,598
Requests	83	111	68	87	115	83	86	80	83	87	77	76	1,036	1,314
Projects (includes only small scope, short duration projects)	48	33	43	105	47	47	33	45	41	29	47	47	565	352
													3,981	4,264
Village Computing Devices Replaced/Issued														
Village-Issued Computing Devices - Net New	0	1	0	1	0	0	1	2	1	0	2	2	10	6
Village-Issued Computing Devices - Replaced due to Updates/Upgrades	8	8	22	30	8	20	12	4	7	8	14	2	143	53
Village-Issued Computing Devices - Replaced due to damage (not repairable)	1	0	0	1	0	0	1	0	0	0	0	0	3	11
													156	70
Village email														
Inbound emails	88,145	122,577	142,548	138,384	138,046	109,661	279,504	111,288	106,986	106,552	95,403	79,772	1,518,866	n/a
Inbound emails Blocked due to Security Reasons	16,545	58,077	63,904	59,736	20,018	23,756	196,531	29,867	28,209	23,380	20,790	16,629	557,442	n/a
Outbound emails	14,563	13,708	16,333	17,048	17,955	18,332	18,411	18,888	18,103	18,247	15,749	13,768	201,105	n/a
Cybersecurity														
Ransomware Incidents	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Guest WiFi Access to Internet - Cybersecurity Incidents*:	175	114	135	235	138	130	167	90	137	134	112	44	1,611	n/a
Command & Control Incidents	0	4	0	0	15	0	0	0	0	0	1	0	20	n/a
Malware Incidents	30	69	31	120	97	62	131	66	131	101	90	17	945	n/a
Phishing Incidents	7	2	18	28	4	9	3	5	5	23	4	18	126	n/a
Risky Domains Visited	138	39	86	87	22	59	33	19	1	10	17	9	520	n/a
Logs Analyzed for Security Alerts/Incidents	1,166,761,951	921,910,305	959,824,444	957,001,876	995,385,672	991,636,363	1,078,467,618	1,087,871,135	1,076,169,428	1,269,846,154	1,097,856,356	1,090,850,102	12,693,581,404	10,228,043,256
Alerts	81	186	134	478	393	696	1,642	514	569	796	456	425	6,370	n/a
Managed Security Services - Alerts Investigated	8	12	10	3	1	11	24	87	149	13	8	3	329	628
Managed Security Services - Incidents Investigated	0	0	0	0	0	0	1	0	0	1	0	0	2	n/a
Incidents	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a
Quantity of Event Source Types Reporting	66	64	64	61	60	61	65	67	69	72	72	72	-	n/a
Critical System Uptime														
Criticial System Uptime (email, ERP)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*Note - These incidents are reported from devices connected to the Village's Guest WiFi networks, and are not investigated by the Village's IT Department since the devices are not Village-owned/managed.

End User Computing Devices by Device Type	2025 TOTALS	2024 TOTALS
Desktop Computers	143	142
Laptop Computers	88	84
Rugged Laptop Computers	72	80
Smart Phones/Tablets	202	196
Cellular Hot Spots	16	13
	521	515

End User Computing Devices by Location Type	2025 TOTALS	2024 TOTALS
Office Devices	143	142
Mobile Devices	378	373
	521	515

Information Technology Department



INFORMATION TECHNOLOGY DEPARTMENT
AUTHORIZED POSITIONS

	FY 2026		FY 2027	
	Positions	FTE*	Positions	FTE*
Regular Full-Time				
Chief Information Officer	1	1.00	1	1.00
Senior Systems Engineer	1	1.00	1	1.00
Systems Engineer	3	3.00	3	3.00
End-User Computing Engineer	2	2.00	2	2.00
Support Technician	2	2.00	2	2.00
Technology Office Specialist	1	1.00	1	1.00
TOTAL	**10**	**10.00**	**10**	**10.00**
Temporary/Seasonal Part-Time				
IT Intern	3	1.50	3	1.50
TOTAL	**3**	**1.50**	**3**	**1.50**
TOTAL POSITIONS FOR DEPARTMENT	**13**	**11.50**	**13**	**11.50**

* FTE - Full-Time Equivalents

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - INFORMATION TECHNOLOGY

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1400-501-01	REGULAR SALARIES	710,613	854,034	1,000,660	1,000,660	962,135	1,080,915	1,113,160	8.0%	12.3%
11-1400-502-02	SEASONAL PERSONNEL	35,280	20,598	34,275	34,275	19,475	20,000	20,000	-41.6%	2.7%
11-1400-504-00	GOOD HEALTH BENEFIT	-	827	1,500	1,500	1,000	1,500	1,500	0.0%	50.0%
11-1400-505-08	ON CALL PAY	17,500	18,150	18,250	18,250	18,250	18,250	18,250	0.0%	0.0%
	TOTAL PERSONAL SERVICES	763,393	893,609	1,054,685	1,054,685	1,000,860	1,120,665	1,152,910	6.3%	12.0%
11-1400-511-00	IMRF EMPLOYER CONTRIBUTIONS	56,372	69,611	83,340	83,340	80,050	95,800	98,660	15.0%	19.7%
11-1400-512-00	FICA EMPLOYER CONTRIBUTIONS	55,923	65,564	79,005	79,005	74,500	83,200	85,690	5.3%	11.7%
11-1400-513-00	EMPLOYEE LIFE INSURANCE	1,278	1,064	1,250	1,250	1,250	1,250	1,250	0.0%	0.0%
11-1400-514-00	EMPLOYEE HEALTH/DENTAL INSURANCE	101,085	164,210	196,650	196,650	196,650	182,845	201,130	-7.0%	-7.0%
11-1400-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	-	-	-	-	1,875	3,000	3,000		60.0%
11-1400-515-00	WORKERS' COMPENSATION	60	60	60	60	60	60	60	0.0%	0.0%
	TOTAL FRINGE BENEFITS	214,718	300,509	360,305	360,305	354,385	366,155	389,790	1.6%	3.3%
11-1400-523-00	SYSTEM MAINTENANCE	691,892	736,798	382,180	382,180	515,539	502,280	394,980	31.4%	-2.6%
11-1400-523-45	COPIER MAINTENANCE	27,477	34,597	53,820	53,820	51,771	53,820	53,820	0.0%	4.0%
11-1400-533-00	POSTAGE	407	63	-	-	-	-	-		
11-1400-536-00	TRANSFER TO SELF INSURANCE	16,275	6,200	6,200	6,200	6,200	6,200	6,200	0.0%	0.0%
11-1400-537-01	TELEPHONE MONTHLY SERVICE	79,565	75,756	77,000	77,000	77,469	81,000	84,200	5.2%	4.6%
11-1400-537-05	CELLULAR PHONE SERVICE	5,557	6,875	7,800	7,800	7,345	7,800	7,800	0.0%	6.2%
11-1400-537-07	INTERNET	32,135	47,643	63,345	63,345	54,200	56,700	63,900	-10.5%	4.6%
11-1400-540-00	CONFERENCES	-	2,595	5,000	5,000	1,972	5,000	5,000	0.0%	153.5%
11-1400-541-00	GENERAL TRAINING/LOCAL SEMINARS	2,764	5,019	10,200	10,200	2,795	5,200	6,200	-49.0%	86.0%
11-1400-542-00	MEMBERSHIPS	930	580	1,750	1,750	3,085	5,400	5,500	208.6%	75.0%
11-1400-543-00	SUBSCRIPTIONS	3,733	-	-	-	-	-	-		
11-1400-543-01	SOFTWARE AS A SERVICE	-	-	969,215	916,315	777,776	848,700	892,220	-7.4%	9.1%
11-1400-554-00	OTHER PROFESSIONAL SERVICES	457,483	413,791	310,540	363,440	249,537	135,000	141,000	-62.9%	-45.9%
11-1400-554-12	GIS SERVICES & SOFTWARE	-	-	-	-	-	187,590	197,655		
11-1400-599-00	MISCELLANEOUS	665	378	750	750	700	700	700	-6.7%	0.0%
	TOTAL CONTRACTUAL SERVICES	1,318,883	1,330,295	1,887,800	1,887,800	1,748,389	1,895,390	1,859,175	0.4%	8.4%
11-1400-601-00	OFFICE SUPPLIES	661	462	500	500	500	500	500	0.0%	0.0%
	TOTAL COMMODITIES	661	462	500	500	500	500	500	0.0%	0.0%
11-1400-706-00	EDP SYSTEMS	(648,132)	(4,584)	-	-	-	-	-		
11-1400-706-00-22001	COMPUTER REPLACEMENTS	120,827	190,046	125,000	125,000	108,966	106,700	195,000	-14.6%	-2.1%
11-1400-706-00-22002	CYBER SECURITY ENHANCEMENTS	41,829	82,366	65,000	65,000	47,315	65,000	40,000	0.0%	37.4%
11-1400-706-00-22003	EQUIPMENT UPGRADES	151,378	125,633	150,000	150,000	115,000	140,000	130,000	-6.7%	21.7%
11-1400-706-00-22004	TELEPHONY UPGRADES	26,059	469	-	-	-	-	-		
11-1400-706-00-22005	POLICE MVR UPGRADE	422,549	-	-	-	-	-	-		
11-1400-706-00-22006	NETWORK UPGRADE	68,145	1,394	300,000	300,000	300,000	70,500	-	-76.5%	-76.5%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - INFORMATION TECHNOLOGY

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-1400-706-00-22007	VARIOUS REPLACEMENTS	40,953	83	20,000	20,000	20,000	20,000	20,000	0.0%	0.0%
11-1400-706-00-22008	STORAGE REPLACEMENTS	244,510	-	-	-	-	-	-		
11-1400-706-00-22009	PHYSICAL SECURITY ENHANCEMENTS	-	1,183	235,000	235,000	215,000	215,000	240,000	-8.5%	0.0%
	TOTAL CAPITAL OUTLAY	468,118	396,590	895,000	895,000	806,281	617,200	625,000	-31.0%	-23.5%
	TOTAL	2,765,773	2,921,465	4,198,290	4,198,290	3,910,415	3,999,910	4,027,375	-4.7%	2.3%

Fund: General (11) Department: Information Technology (1400)			Account Total
PERSONAL SERVICES			
11-1400-501-01 FULL-TIME SALARIES			
	Regular Salaries - Full Time Employees		**1,080,915**
11-1400-502-02 PART-TIME SALARIES			
	Seasonal Personnel		**20,000**
11-1400-504-00 GOOD HEALTH BENEFIT			**1,500**
11-1400-505-08 OTHER COMPENSATION			
	On-Call Pay		**18,250**
	TOTAL PERSONAL SERVICES		**1,120,665**
FRINGE BENEFITS			
11-1400-511-00 IMRF EMPLOYER CONTRIBUTIONS			**95,800**
11-1400-512-00 FICA EMPLOYER CONTRIBUTIONS			**83,200**
11-1400-513-00 EMPLOYEE LIFE INSURANCE			**1,250**
11-1400-514-00 EMPLOYEE HEALTH / DENTAL INSURANCE			**185,845**
11-1400-515-00 WORKERS' COMPENSATION			**60**
	TOTAL FRINGE BENEFITS		**366,155**
CONTRACTUAL SERVICES			
11-1400-523-XX SYSTEM MAINTENANCE			
11-1400-523-00	Network & Telephony Maintenance	90,000	
11-1400-523-00	Electronic Content Management System	29,000	
11-1400-523-00	Police CAD System	98,000	
11-1400-523-00	Storage System Maintenance	50,000	
11-1400-523-00	Departmental On-Premise Applications & Other	235,280	
11-1400-523-45	Copier Lease	29,770	
11-1400-523-45	Managed Print Services for all Departments	24,050	
	TOTAL		**556,100**
11-1400-536-00 INSURANCE			
	Transfer to Self Insurance Fund for Property, Casualty and Liability Insurance		**6,200**

Fund: General (11)
Department: Information Technology (1400)

			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
11-1400-537-XX TELEPHONE SERVICE			
11-1400-537-01	Monthly Service	81,000	
11-1400-537-05	Cellular Phone Service	7,800	
11-1400-537-07	Internet	56,700	
	TOTAL		**145,500**
11-1400-540-00 CONFERENCES			**5,000**
11-1400-541-00 GENERAL TRAINING/LOCAL SEMINARS			
	Online IT Training Service	4,000	
	Cisco Training	200	
	Other IT Training	1,000	
			5,200
11-1400-542-00 MEMBERSHIPS			
	GMIS International	350	
	CIS MS-ISAC	3,500	
	VMware VMUG	850	
	WaterISAC	700	
	TOTAL		**5,400**
11-1400-543-01 SOFTWARE AS A SERVICE			
	Cloud-Hosted ERP System	140,000	
	Microsoft Services & Subscriptions	171,500	
	Various Cybersecurity Services & Subscriptions	218,000	
	Agenda Management & Streaming Service Subscription	53,000	
	Departmental Software as a Service & Other	266,200	
			848,700
11-1400-554-XX OTHER PROFESSIONAL SERVICES			
11-1400-554-00	CyberSecurity Service	25,000	
11-1400-554-00	Internet Security Certificates	5,000	
11-1400-554-00	IT Contractual/Consulting Assistance	55,000	
11-1400-554-00	Village Fiber Maintenance	50,000	
11-1400-554-12	GIS Services and Software	187,590	
	TOTAL		**322,590**
11-1400-599-00 MISCELLANEOUS			
	Miscellaneous		**700**
	TOTAL CONTRACTUAL SERVICES		**1,895,390**

Fund: General (11) Department: Information Technology (1400)			Account Total
	COMMODITIES		
11-1400-601-00 OFFICE SUPPLIES			
	General Office Supplies		**500**
	TOTAL COMMODITIES		**500**
	CAPITAL OUTLAY		
11-1400-706-00s EDP SYSTEMS			
706-00-22001	Computer Replacements	106,700	
706-00-22002	Cybersecurity Enhancements	65,000	
706-00-22003	IT Equipment Upgrades	140,000	
706-00-22006	Network Upgrades	70,500	
706-00-22007	Various Replacement	20,000	
706-00-22009	Physical Security Enhancements	215,000	
	TOTAL		**617,200**
	TOTAL CAPITAL OUTLAY		**617,200**
TOTAL FOR DEPARTMENT			**3,999,910**

POLICE DEPARTMENT

PROGRAM DETAIL
FISCAL YEAR 2027

DEPARTMENT RESPONSIBILITIES

The Police Department is established pursuant to Chapter 2, Article V, of the Municipal Code with a mission of protect and serve the public. There are three basic activities within the Department: law enforcement, the maintenance of order, and the performance of general government services. Police Department activities involve the repression of crime; apprehension of offenders; recovery and preservation of property; prevention of crime; regulation of non-criminal conduct; and the performance of miscellaneous services. The Police Department incorporates the responsibilities described in Chapters 2 and 3 of the Northbrook Municipal Code.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Purchased a portable vehicle barrier system to support public safety at special events, in conjunction with the Public Works Department. This purchase was funded through a State of Illinois grant and in partnership with the Village of Wheeling.

2. Continued efforts in improving employee wellness by conducting our annual mental health wellness screenings, implementing new employee wellness events, and researching physical health risk assessment programs to assist in injury reduction. Project is ongoing.

3. Collaborated with the Village Manager's Office and Public Works Department, with assistance from the Construction Manager and Architect, on site selection for a new Police Station in accordance with the adopted Space Needs Study.

4. Supported the Village's participation in the National Opioid Settlements to recommend distribution of funds through local partner organizations in compliance with disbursement provisions of the State of Illinois to support education, prevention, and abatement efforts related to opioid abuse. Project is ongoing.

5. Coordinated on the development and presentation of recommended amendments to the Municipal Code to the Village Board to address the increased use and safety of e-bikes.

6. Worked with the Public Works Fleet Division to maintain the patrol fleet, with the acquisition and replacement of vehicles while considering the Village's green initiatives.

7. Completed acquisition, installation, and testing of a redundant call-taking and dispatch system, as a result of the closure of the current redundant dispatch center.

8. Trained two new seasonal part-time crossing guards, in order to establish additional crossing guard locations to enhance public safety.

9. Created an outreach program to support new employee recruitment and better position the department for future hiring.

10. Deployed a newly formed Northbrook honor guard to staff special events and ceremonies, in partnership with the Fire Department.

11. Supported the Human Resources Division and the Board of Fire & Police Commissioners (BFPC) in conducting a promotional exam and created an eligibility list for the position of Sergeant.

12. Created a training protocol to develop leadership abilities from within the rank of patrol and to expose officers to other areas of specialization within the department. Selected and scheduled personnel to participate in this new training plan.

13. As authorized by the Village board, worked with a third partly consultant conducting an independent review of department staffing levels and zone structure to address current and future needs of the Village.

14. Developed and launched a second Citizen's Police Academy and created and successfully graduated an inaugural Junior Citizen's Police Academy. Increased community outreach through additional programming.

15. Created, tested, and developed software to support a new in-house training program for newly promoted supervisors.

16. Hired and trained additional staff to handle FOIA request and video footage review within the Records Unit.

17. Collaborated with Cook County Sheriff's Police to increase traffic enforcement and safety within the Village of Northbrook.

GOALS FOR FISCAL YEAR 2027

1. Continue to work with the Public Works Fleet Division to maintain the Patrol Squad fleet with the acquisition and replacement of vehicles in collaboration with the Village's green initiatives to include more hybrid and electric vehicles where applicable.

2. Continue onboarding and training new reserve, part-time crossing guards, in order to establish an available resource for staffing needs.

3. Train staff on the use of new crime analytics platform, while continuing to research additional software solutions, with the goal of establishing an effective and efficient tool for providing crime and officer activity analytics to senior management, employees, and the public.

4. Continue to support new employee recruitment efforts, in order to better position the department for future hiring.

5. Support the Human Resources Division of the Village Manager's Office review of the recruitment process for sworn personnel under the Municipal Code and the Rules for Board of Fire and Police Commission.

6. Continue collaboration with the Village Manager's Office and Public Works Department, with assistance from the Construction Manager and Architect, on site selection and Police Station construction in accordance with the adopted Space Needs Study and Village goals.

7. Continue staff development through a training protocol to develop leadership abilities from within the rank of patrol and select personnel to participate in this new training plan.

8. Implement accepted recommendations from FY 2026 staffing study to include onboarding of new staff and reorganization of current staffing and zone structures.

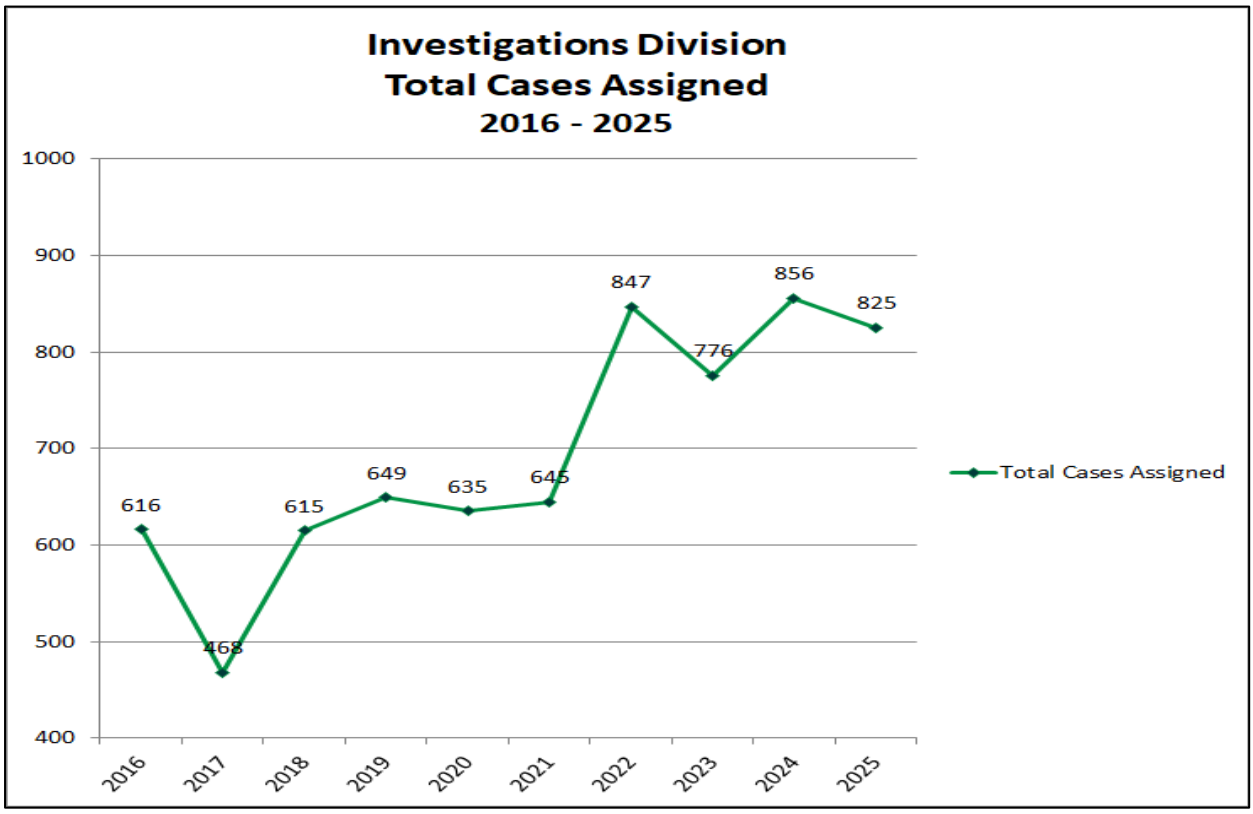
9. Collaborate with Cook County Sheriff's Office on traffic enforcement within the Village.

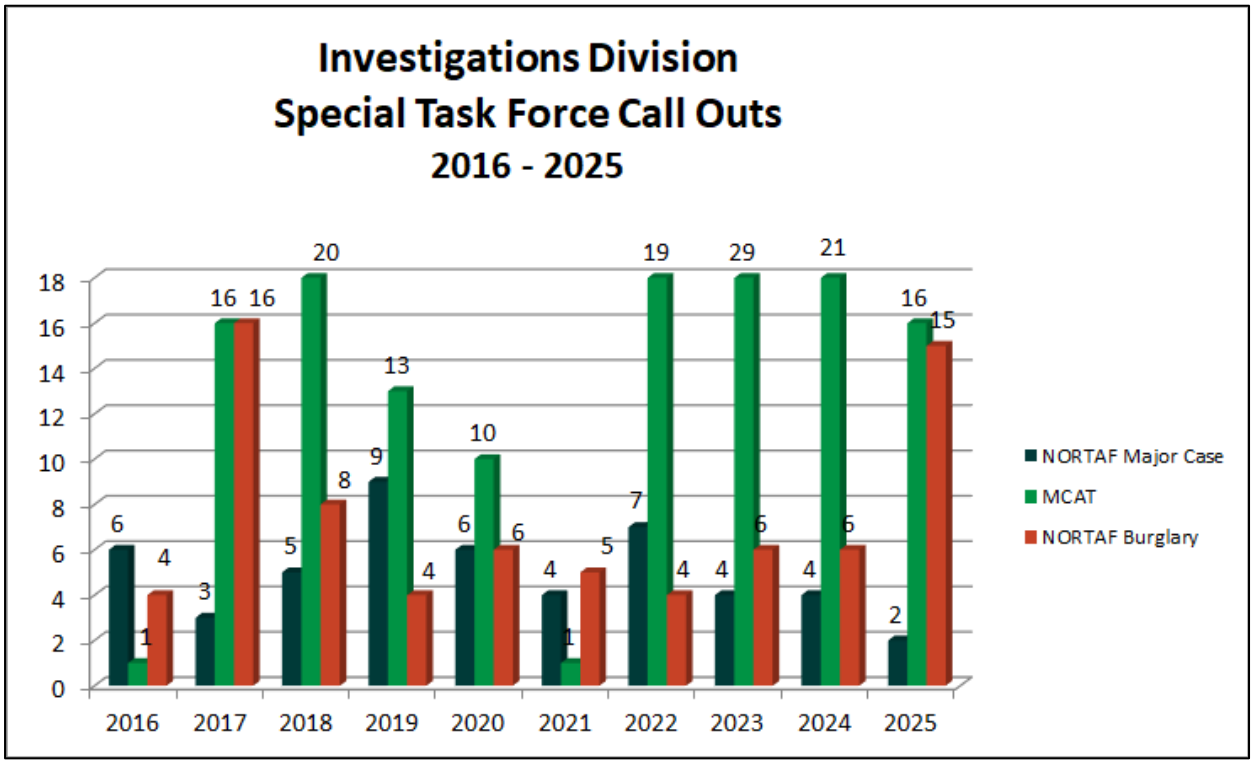
10. Research, develop, and implement a physical wellness program to help Police Officers and employees maintain physical wellness.

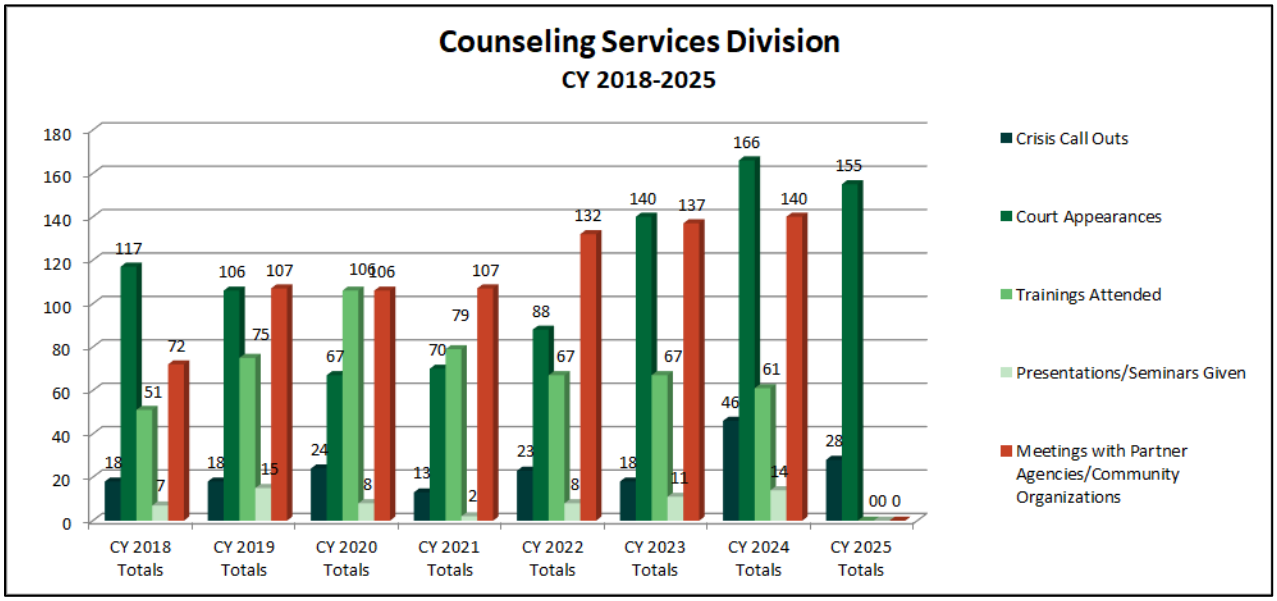
BOARDS/COMMISSION SUPPORT

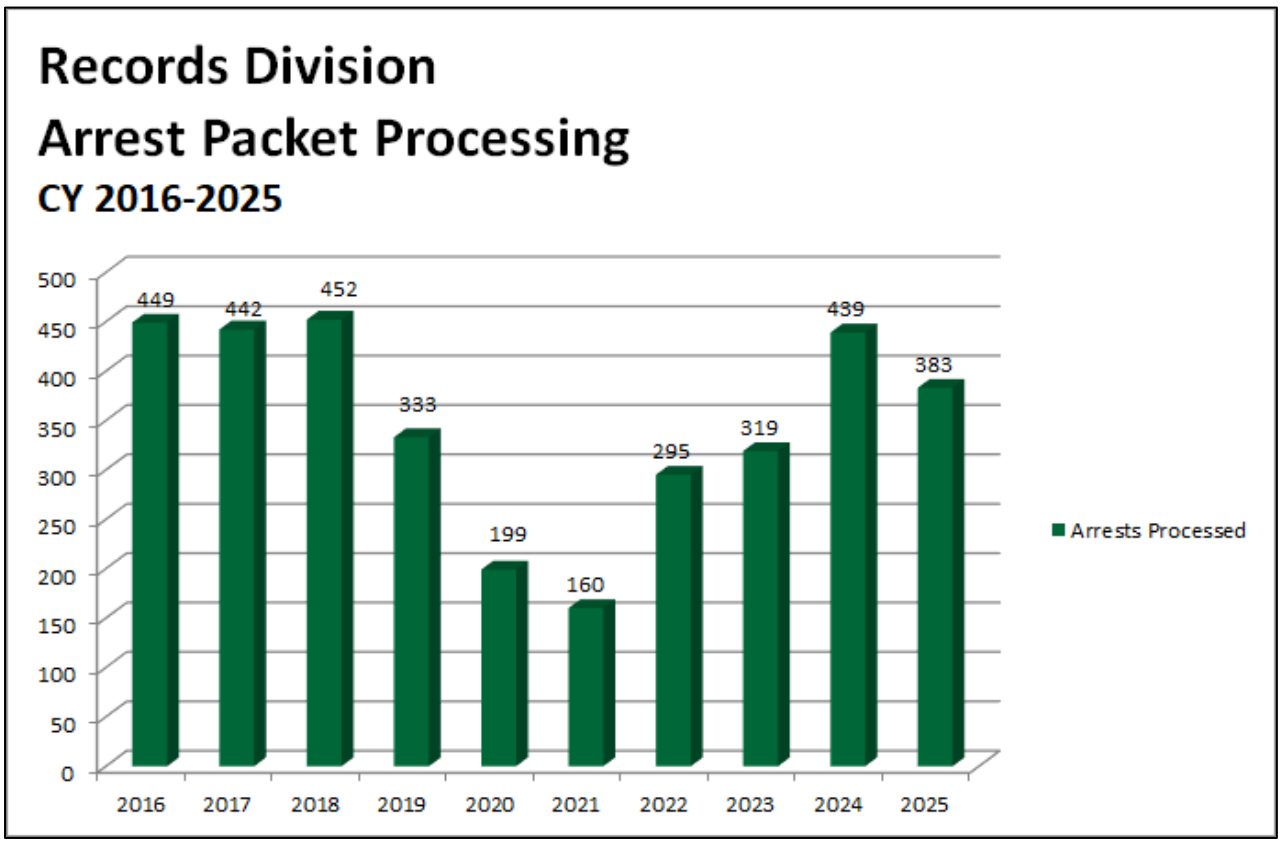
1. Board of Fire and Police Commissioners

2. Board of Trustees of Police Pension Fund

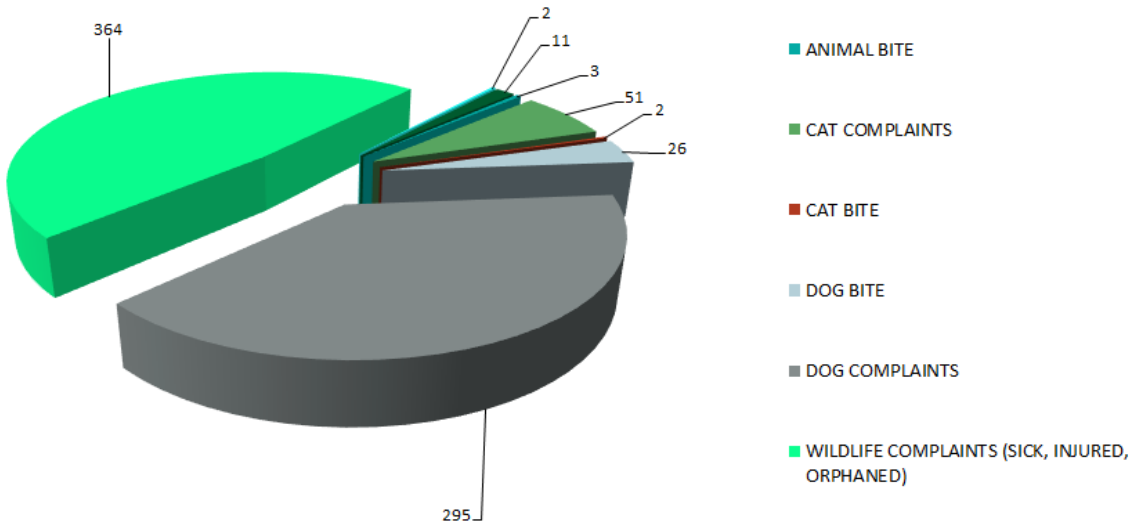

Investigations Division
Total Cases Assigned
2016 - 2025
1000
900
800
700
600
500
400
616
468
615
649
635
645
847
776
856
825
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
Total Cases Assigned


Investigations Division
Special Task Force Call Outs
2016 - 2025
18
16
14
12
10
8
6
4
2
0
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
NORTAF Major Case
MCAT
NORTAF Burglary


Counseling Services Division
CY 2018-2025
180
160
140
120
100
80
60
40
20
0
117
18
51
7
72
106
18
75
15
107
67
24
106
8
106
70
13
79
2
107
88
23
67
8
132
140
18
67
11
137
166
46
61
14
140
155
28
00 0
CY 2018 Totals
CY 2019 Totals
CY 2020 Totals
CY 2021 Totals
CY 2022 Totals
CY 2023 Totals
CY 2024 Totals
CY 2025 Totals
Crisis Call Outs
Court Appearances
Trainings Attended
Presentations/Seminars Given
Meetings with Partner Agencies/Community Organizations

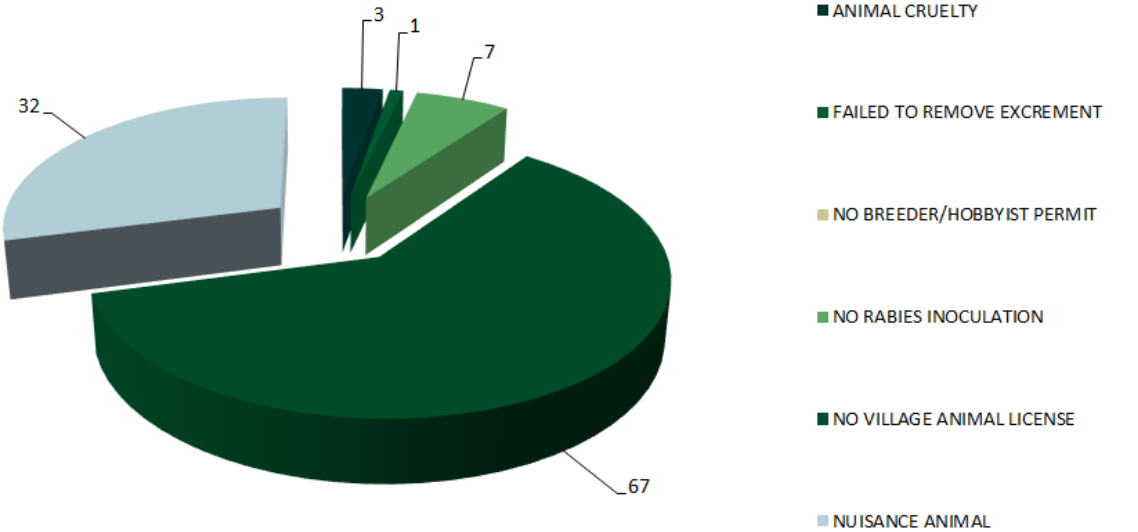

Records Division
Arrest Packet Processing
CY 2016-2025
500
450
400
350
300
250
200
150
100
50
0
449
442
452
333
199
160
295
319
439
383
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
Arrests Processed

Animal Control Division
Complaints Received
CY 2025



754 Calls for Service Received in CY 2025

Animal Control Division
Citations Issued
CY 2025



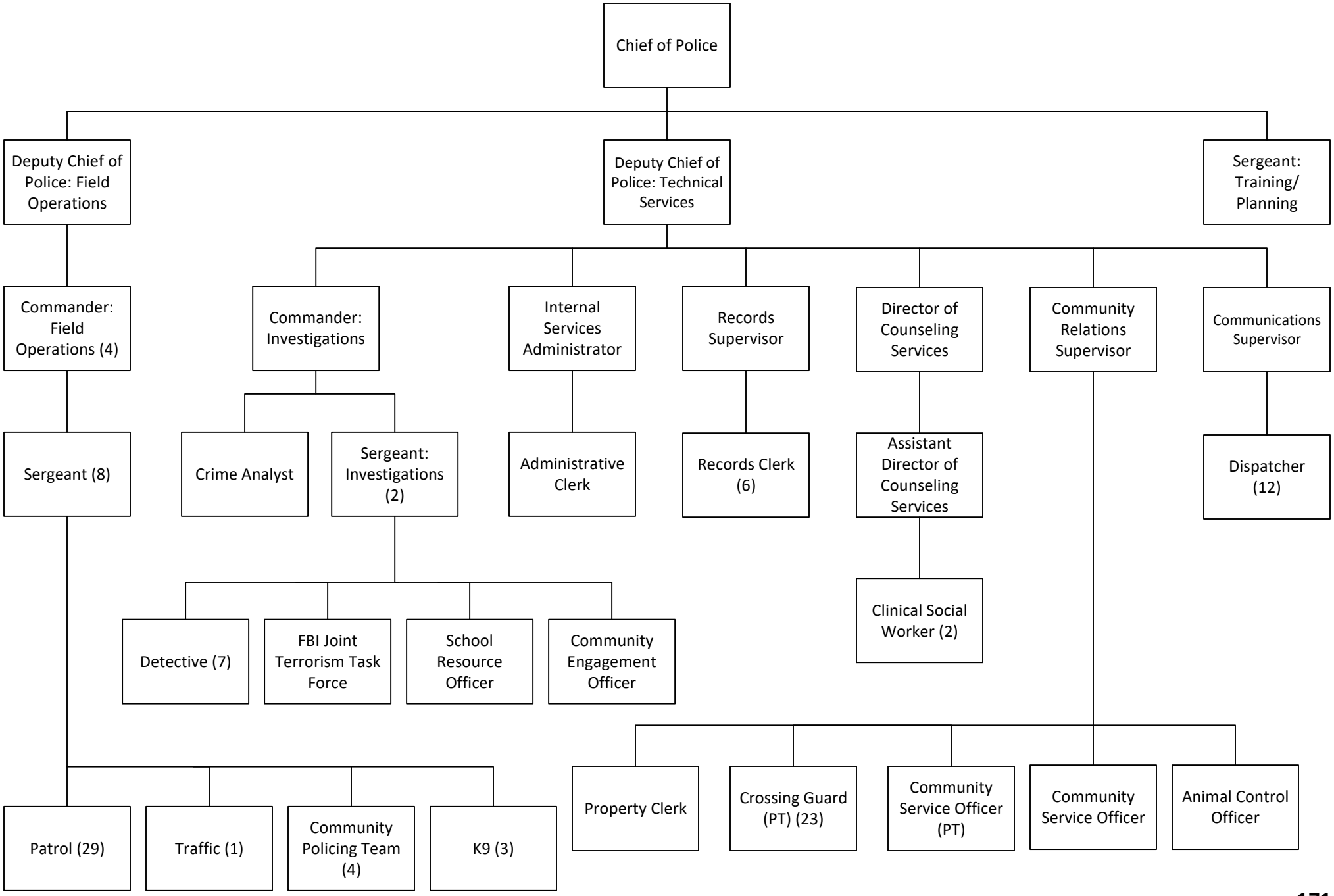
114 Citations Issued in CY 2025

Village of Northbrook
Prior Year Performance Measurers
2025 Data for Fiscal Year 2027 Budget

POLICE

Category	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	2025 TOTAL	2024 TOTAL
Calls to Dispatch for Service														
Police Calls	1,915	1,804	1,721	1,641	1,931	1,968	2,078	1,885	1,816	2,130	2,023	1,878	22,790	21,787
Fire/EMS Calls transferred to Red Center	437	341	402	390	368	403	395	414	361	426	338	372	4,647	4,584
Non Emergency Calls	1,593	1,467	1,634	1,557	1,901	1,698	1,934	1,755	1,736	1,977	1,898	1,561	20,711	21,774
Investigation Cases Assigned	47	63	36	88	66	44	97	57	89	87	70	81	825	856
Arrests Processed	39	27	32	34	37	27	26	28	24	32	39	38	383	439
Animal Control Citations Issued	3	8	6	15	6	5	14	21	13	10	11	2	114	149
Counseling Services Crisis Call Outs	4	8	3	1	4	0	1	1	3	2	1	0	28	46
Counseling Services Referrals	62	34	51	52	52	66	46	47	49	70	61	56	646	677
Court Appearances	21	6	8	12	13	15	9	13	5	22	15	16	155	166
House Watch Participants	34	35	67	24	25	45	49	32	18	33	36	91	489	466
FOIAs Processed (police)	48	32	43	36	47	66	62	79	70	56	71	80	690	491
Crimes														
AGG VEHICULAR HIJACKING	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED IDENTITY THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	2
ARMED ROBBERY	0	0	0	0	1	0	0	0	0	0	0	0	1	0
BURGLARY	1	1	1	3	3	2	4	0	0	1	1	0	17	23
BURGLARY FROM MOTOR VEHICLE	2	1	1	2	0	3	7	1	12	20	4	9	62	72
AGGRAVATED CRIMINAL SEXUAL ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	1
CRIMINAL SEXUAL ASSAULT	1	2	0	0	0	1	0	0	1	0	1	0	6	3
DOMESTIC BATTERY	3	3	4	7	6	3	7	5	3	10	4	5	60	74
HOME INVASION	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IDENTITY THEFT	12	9	4	12	8	7	8	9	11	8	6	5	99	102
MOTOR VEHICLE THEFT	2	0	0	2	0	0	3	1	2	2	1	2	15	18
POCKET PICKING	0	0	0	0	0	0	0	0	0	0	0	0	0	2
RESIDENTIAL BURGLARY	1	1	0	0	0	0	2	0	1	0	1	2	8	24
RETAIL THEFT	10	2	2	2	1	4	1	2	6	3	7	7	47	98
ROBBERY	0	0	0	0	0	0	0	1	0	0	0	0	1	0
THEFT $500 AND UNDER	7	2	5	6	2	4	7	2	1	0	6	2	44	63
THEFT FROM MOTOR VEHICLE	0	1	1	0	0	1	1	1	2	1	0	1	9	5
THEFT OF LOST/MISLAID PROPERTY	0	0	0	2	5	2	2	4	0	2	1	2	20	23
THEFT OF MOTOR VEHICLE PARTS	0	1	0	0	0	0	0	0	0	0	0	0	1	1
THEFT OVER $500	6	4	8	3	10	9	8	7	12	5	8	12	92	78
UNLAWFUL USE OF WEAPON	0	0	0	2	0	1	0	0	0	0	0	0	3	8
UNLAWFUL USE WEAPON-AGGRAVATED	0	0	0	0	0	1	0	0	0	0	0	0	1	3
Local Ordinance Tickets Issued														
Local Adjudication	7	4	11	12	15	9	22	31	17	15	8	6	157	137
Circuit Court Adjudication	0	0	0	1	0	1	0	0	0	0	0	0	2	12

Police Department



POLICE DEPARTMENT
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Chief of Police		1	1.00	1	1.00
Deputy Chief of Police		2	2.00	2	2.00
Commander		5	5.00	5	5.00
Animal Control Officer		1	1.00	1	1.00
Sergeant		11	11.00	11	11.00
Patrol Officer		47	47.00	47	47.00
Internal Services Administrator		1	1.00	1	1.00
Director of Counseling Services		1	1.00	1	1.00
Assistant Director of Counseling Services		1	1.00	1	1.00
Clinical Social Worker		2	2.00	2	2.00
Communications Supervisor		1	1.00	1	1.00
Dispatcher		12	12.00	12	12.00
Records Supervisor		1	1.00	1	1.00
Records Clerk		5	5.00	6	6.00
Administrative Clerk		1	1.00	1	1.00
Property Clerk		1	1.00	1	1.00
Crime Analyst		1	1.00	1	1.00
Community Service Officer	1	0	0.00	1	1.00
Community Relations Supervisor		1	1.00	1	1.00
TOTAL		**95**	**95.00**	**97**	**97.00**
Regular Part-Time					
Community Service Officer		2	1.00	1	0.50
TOTAL		**2**	**1.00**	**1**	**0.50**
Temporary/Seasonal Part-Time					
School Crossing Guard		23	6.75	23	6.75
TOTAL		**23**	**6.75**	**23**	**6.75**
TOTAL POSITIONS FOR DEPARTMENT		**120**	**102.75**	**121**	**104.25**

* FTE - Full-Time Equivalents

1 Reclassified 1 part-time Community Service Officer to full-time

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - POLICE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-2100-501-01	REGULAR SALARIES	10,570,324	11,031,551	11,713,270	11,653,620	11,687,660	12,006,605	12,457,895	3.0%	2.7%
11-2100-502-01	PART-TIME SALARIES	44,057	61,072	60,000	60,000	62,260	30,000	30,000	-50.0%	-51.8%
11-2100-502-02	SEASONAL PERSONNEL	286,074	290,697	305,900	305,900	292,000	309,600	309,600	1.2%	6.0%
11-2100-503-01	REGULAR OVERTIME	742,147	931,070	935,000	935,000	1,011,710	970,065	1,008,870	3.8%	-4.1%
11-2100-504-00	GOOD HEALTH BENEFIT	145,360	145,522	162,910	162,910	155,000	168,620	175,365	3.5%	8.8%
11-2100-505-02	HOLIDAY PAY	329,086	355,019	361,315	361,315	352,405	365,620	380,245	1.2%	3.7%
11-2100-505-04	SUPERVISORY DIFFERENTIAL	12,496	11,425	14,375	14,375	14,750	15,340	15,955	6.7%	4.0%
11-2100-505-05	EVIDENCE TECH PAY	24,936	28,569	29,795	29,795	29,600	30,710	31,940	3.1%	3.8%
11-2100-505-06	CANINE HANDLER PAY	15,944	19,205	19,775	19,775	20,350	21,115	21,960	6.8%	3.8%
11-2100-505-07	PHYSICAL FITNESS	35,972	32,800	36,000	61,300	56,200	65,000	65,000	6.0%	15.7%
11-2100-505-08	ON CALL PAY	-	-	-	4,350	4,350	7,350	7,350	69.0%	69.0%
11-2100-505-09	LANGUAGE PROFICIENCY PAY	-	981	2,000	2,000	1,400	2,000	2,080	0.0%	42.9%
	TOTAL PERSONAL SERVICES	12,206,396	12,907,911	13,640,340	13,610,340	13,687,685	13,992,025	14,506,260	2.8%	2.2%
11-2100-511-00	IMRF EMPLOYER CONTRIBUTIONS	217,078	243,782	254,275	254,275	254,275	274,740	282,980	8.0%	8.0%
11-2100-512-00	FICA EMPLOYER INSURANCE	345,548	363,474	400,030	400,030	400,030	423,960	436,675	6.0%	6.0%
11-2100-513-00	EMPLOYEE LIFE INSURANCE	15,131	14,331	14,000	14,000	14,000	14,000	14,000	0.0%	0.0%
11-2100-514-00	EMPLOYEE HEALTH INSURANCE	1,196,350	2,062,115	2,067,965	2,067,965	2,067,965	2,310,110	2,541,120	11.7%	11.7%
11-2100-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	-	-	24,000	24,000	24,000	21,000	21,000	-12.5%	-12.5%
11-2100-515-00	WORKERS' COMPENSATION	76,000	76,000	76,193	76,193	76,193	76,193	76,193	0.0%	0.0%
11-2100-805-01	POLICE PENSION CONTRIBUTION	1,000,000	4,697,233	5,119,395	5,119,395	5,119,395	5,078,907	5,332,850	-0.8%	-0.8%
	TOTAL FRINGE BENEFITS	2,850,107	7,456,935	7,955,858	7,955,858	7,955,858	8,198,910	8,704,818	3.1%	3.1%
11-2100-521-36	EQUIPMENT & SOFTWARE MAINTENANCE	9,083	19,292	33,048	33,048	33,048	16,200	16,785	-51.0%	-51.0%
11-2100-525-00	MAINTENANCE - VEHICLES	49,051	18,324	42,000	42,000	42,000	43,260	44,560	3.0%	3.0%
11-2100-525-01	MAINTENANCE - VEHICLES - CAR WASHES	6,789	5,274	8,000	8,000	8,000	8,000	8,000	0.0%	0.0%
11-2100-533-00	POSTAGE	953	819	1,800	1,800	1,500	1,500	1,500	-16.7%	0.0%
11-2100-536-00	TRANSFER TO SELF INSURANCE	460,000	175,251	175,354	175,354	175,354	175,354	175,354	0.0%	0.0%
11-2100-537-01	REGULAR SERVICE	8,726	9,282	9,490	9,490	10,050	11,000	11,330	15.9%	9.5%
11-2100-537-05	CELLULAR PHONE SERVICE	780	780	780	780	780	780	780	0.0%	0.0%
11-2100-538-00	ELECTRICITY	385	437	500	500	500	500	500	0.0%	0.0%
11-2100-540-00	CONFERENCES	11,380	20,402	16,500	16,500	16,500	20,325	21,200	23.2%	23.2%
11-2100-541-31	SWORN TRAINING/TUITION REIMBURSEMENT	68,509	115,821	85,000	115,000	115,000	110,000	112,340	-4.3%	-4.3%
11-2100-541-32	RECRUIT TRAINING	-	9,020	10,000	10,000	10,000	10,000	10,000	0.0%	0.0%
11-2100-541-33	NON-SWORN TRAINING	5,184	16,213	6,000	6,000	6,000	4,000	4,000	-33.3%	-33.3%
11-2100-541-34	COMMUNITY RELATIONS TRAINING	269	1,259	1,350	1,350	1,350	1,350	1,350	0.0%	0.0%
11-2100-541-35	COUNSELING SERVICES	781	1,450	5,250	5,250	5,250	6,000	6,000	14.3%	14.3%
11-2100-542-00	MEMBERSHIPS	82,787	83,593	94,155	96,155	94,000	98,830	103,780	2.8%	5.1%
11-2100-543-00	SUBSCRIPTIONS	43,437	43,917	-	-	-	-	-		
11-2100-543-01	SOFTWARE AS A SERVICE	-	-	44,555	44,555	45,000	84,950	234,230	90.7%	88.8%
11-2100-544-00	MILEAGE REIMBURSEMENT	5,812	7,440	5,000	5,000	6,000	6,000	6,000	20.0%	0.0%
11-2100-545-00	PRINTING	6,612	4,113	7,500	7,500	7,000	7,500	7,500	0.0%	7.1%
11-2100-554-00	OTHER PROFESSIONAL SERVICES	14,760	15,800	45,000	114,600	114,600	289,000	289,000	152.2%	152.2%
11-2100-554-33	COUNSELING SERVICES CONSULTATION	5,820	1,900	7,200	7,200	6,700	7,200	7,200	0.0%	7.5%

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-2100-554-34	MEDICAL SERVICES	26,444	21,390	31,675	31,675	24,675	27,010	27,360	-14.7%	9.5%
11-2100-554-35	CANDIDATE EVALUATION	20,514	14,139	22,000	22,000	22,000	12,000	12,000	-45.5%	-45.5%
11-2100-554-38	ANIMAL IMPOUNDMENT SERVICES	1,236	3,588	2,000	2,000	2,000	2,000	2,000	0.0%	0.0%
11-2100-554-39	DOCUMENT DESTRUCTION	190	-	500	500	500	500	500	0.0%	0.0%
11-2100-554-40	INVESTIGATIONS UNIT	10,241	13,022	13,210	13,210	13,210	2,840	2,890	-78.5%	-78.5%
11-2100-554-43	NORTHBROOK ANGEL FUND	-	-	-	-	-	10,000	10,000		
11-2100-555-00	CUSTODIAL SERVICES	41,406	45,979	51,875	51,875	51,875	54,470	57,195	5.0%	5.0%
11-2100-558-31	DEPARTMENT EQUIPMENT	920	140	500	500	2,000	500	500	0.0%	-75.0%
11-2100-561-00	SERVICE RECOGNITION	2,618	1,857	7,750	7,750	7,750	6,250	6,250	-19.4%	-19.4%
11-2100-573-00	ADVERTISING	3,503	1,192	2,000	2,000	2,000	2,000	2,000	0.0%	0.0%
11-2100-584-02	CONTRIBUTIONS OPIOID	-	27,000	-	-	-	-	-		
11-2100-599-01	MISCELLANEOUS CHIEF'S OFFICE EXPENSES	2,218	3,255	3,000	3,000	3,000	3,000	3,000	0.0%	0.0%
11-2100-599-02	CANTEEN SERVICE	5,450	4,673	6,560	6,560	6,560	7,235	7,600	10.3%	10.3%
11-2100-805-01	GASB 96 PRINCIPAL PAYMENT	-	304,052	-	-	-	-	-		
11-2100-818-01	GASB 96 INTEREST PAYMENT	-	25,242	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES	895,858	1,015,916	739,552	841,152	834,202	1,029,554	1,192,704	22.4%	23.4%
11-2100-601-31	OFFICE ITEMS	9,030	8,665	11,670	11,670	11,670	12,020	12,380	3.0%	3.0%
11-2100-613-00	MAINTENANCE PARTS & SUPPLIES	2,041	2,325	2,400	2,400	2,400	2,400	2,520	0.0%	0.0%
11-2100-614-00	AUTOMOTIVE PARTS & SUPPLIES	111,300	88,745	103,000	103,000	103,000	103,000	106,000	0.0%	0.0%
11-2100-615-01	FUEL	172,140	134,373	121,815	121,815	122,410	129,890	133,790	6.6%	6.1%
11-2100-617-00	MEDICAL SUPPLIES	6,019	7,251	6,180	6,180	7,200	7,500	7,725	21.4%	4.2%
11-2100-631-01	CANINE UNIT	14,739	14,004	15,450	15,450	15,350	15,915	16,710	3.0%	3.7%
11-2100-631-02	I.D./PROPERTY CUSTODY	1,711	3,624	6,500	6,500	6,500	5,000	5,000	-23.1%	-23.1%
11-2100-631-04	PRISONER CARE	1,525	2,363	2,655	2,655	2,655	2,735	2,820	3.0%	3.0%
11-2100-631-05	FIELD SERVICE ITEMS	8,642	7,964	20,475	20,475	20,475	20,175	20,580	-1.5%	-1.5%
11-2100-631-06	EVIDENCE TECHNICIAN SUPPLIES	3,605	2,755	5,565	5,565	5,565	5,565	5,735	0.0%	0.0%
11-2100-631-07	COMMUNICATIONS SUPPLIES	4,723	6,223	6,000	6,000	6,000	6,500	6,500	8.3%	8.3%
11-2100-631-08	RANGE SUPPLIES	22,116	29,786	32,000	32,000	32,000	32,000	32,000	0.0%	0.0%
11-2100-631-09	ROAD FLARES/BATTERIES	2,000	792	2,000	2,000	2,000	2,000	2,000	0.0%	0.0%
11-2100-631-10	CUSTODIAL SUPPLIES	3,496	4,406	5,000	5,000	5,000	5,000	5,000	0.0%	0.0%
11-2100-631-12	COMMUNITY RELATIONS SUPPLIES	11,646	15,788	20,000	20,000	20,000	21,800	23,050	9.0%	9.0%
11-2100-631-13	INVESTIGATIONS UNIT SUPPLIES	9,741	36,152	11,845	11,845	11,845	13,750	14,440	16.1%	16.1%
11-2100-631-14	NORTHERN ILLINOIS POLICE ALARM SERVICE	588	4,637	4,000	4,000	4,000	4,000	4,000	0.0%	0.0%
11-2100-631-16	MOTORCYCLE TRAFFIC UNIT EQUIPMENT	2,003	3,224	3,000	3,000	4,000	3,000	3,000	0.0%	-25.0%
11-2100-631-18	BICYCLE PATROL UNIT	371	512	1,400	1,400	1,400	1,400	1,600	0.0%	0.0%
11-2100-651-00	PUBLICATIONS	-	-	4,710	4,710	1,700	3,210	3,510	-31.8%	88.8%
11-2100-653-01	UNIFORM ALLOWANCE	98,767	106,079	115,990	115,990	115,990	126,250	124,695	8.8%	8.8%
11-2100-653-02	UNIFORM REPLACEMENTS	252	778	500	500	1,000	500	500	0.0%	-50.0%
11-2100-653-05	INITIAL ISSUE	21,719	13,430	10,000	12,100	13,000	10,000	10,000	-17.4%	-23.1%
11-2100-653-31	PROMOTIONAL UNIFORMS	13,742	9,940	6,000	6,000	5,300	8,000	6,000	33.3%	50.9%
11-2100-653-32	INSIGNIA	3,148	3,326	2,500	2,500	2,500	2,500	3,000	0.0%	0.0%
11-2100-653-33	CROSSING GUARD UNIFORMS	506	1,407	1,500	1,500	1,500	1,500	1,500	0.0%	0.0%
11-2100-653-34	NIPAS	2,073	7,861	4,000	4,000	4,000	4,000	4,000	0.0%	0.0%
	TOTAL COMMODITIES	527,643	516,410	526,155	528,255	528,460	549,610	558,055	4.0%	4.0%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - POLICE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-2100-705-31	MISCELLANEOUS EQUIPMENT	756,356	242,935	731,700	751,170	731,700	356,705	381,300	-52.5%	-51.2%
11-2100-705-32	DEPARTMENT WEAPONS	-	-	6,800	6,800	6,800	6,800	-	0.0%	0.0%
11-2100-705-34	DEPARTMENT FURNITURE	3,750	11,313	4,000	4,000	4,000	8,000	4,000	100.0%	100.0%
11-2100-705-35	IU SURVEILLANCE EQUIPMENT	-	-	-	-	-	-	-		
11-2100-705-42	PHYSICAL FITNESS EQUIPMENT	3,836	2,018	7,000	7,000	7,000	8,000	8,000	14.3%	14.3%
11-2100-708-00	VEHICLES	344,146	177,628	131,240	244,630	244,630	262,480	205,980	7.3%	7.3%
	TOTAL CAPITAL OUTLAY	1,108,088	433,894	880,740	1,013,600	994,130	641,985	599,280	-36.7%	-35.4%
	TOTAL	17,588,092	22,331,066	23,742,645	23,949,205	24,000,335	24,412,084	25,561,117	1.9%	1.7%

Fund: General (11) Department: Police (2100)			Account Total
	PERSONAL SERVICES		
11-2100-501-01 FULL-TIME SALARIES			
	Regular Salaries - Full Time Employees		**12,006,605**
11-2100-502-XX PART-TIME SALARIES			
11-2100-502-01	Regular Part Time	30,000	
11-2100-502-02	Seasonal Personnel	309,600	
			339,600
11-2100-503-01 OVERTIME			
	Regular Overtime (partially reimbursed)		**970,065**
11-2100-504-00 GOOD HEALTH BENEFIT			**168,620**
11-2100-505-XX OTHER COMPENSATION			
11-2100-505-02	Holiday Pay	365,620	
11-2100-505-04	Supervisory Differential	15,340	
11-2100-505-05	Evidence Technician	30,710	
11-2100-505-06	Canine Handler	21,115	
11-2100-505-07	Fitness Incentive	65,000	
11-2100-505-08	On-Call Pay	7,350	
11-2100-505-09	Language Proficiency Pay	2,000	
	TOTAL		**507,135**
	TOTAL PERSONAL SERVICES		**13,992,025**
	FRINGE BENEFITS		
11-2100-511-00 IMRF EMPLOYER CONTRIBUTIONS			**274,740**
11-2100-512-00 FICA EMPLOYER CONTRIBUTIONS			**423,960**
11-2100-513-00 EMPLOYEE LIFE INSURANCE			**14,000**
11-2100-514-XX EMPLOYEE HEALTH / DENTAL INSURANCE			**2,331,110**
11-2100-515-00 WORKERS' COMPENSATION			**76,193**
11-2100-805-01 POLICE PENSION CONTRIBUTION			**5,078,907**
	TOTAL FRINGE BENEFITS		**8,198,910**

Fund: General (11)
Department: Police (2100)

			Account Total
	CONTRACTUAL SERVICES		
11-2100-521-36 EQUIPMENT & SOFTWARE MAINTENANCE			
	Range Cleaning	14,500	
	IL Dept of Agriculture	200	
	Traffic Trailer Software Maintenance	1,500	
	TOTAL		**16,200**
11-2100-525-XX MAINTENANCE - VEHICLES			
11-2100-525-00	Contractual Maintenance of Department Vehicles	43,260	
11-2100-525-01	Car Washes	8,000	
	TOTAL		**51,260**
11-2100-533-00 POSTAGE			**1,500**
11-2100-536-00 INSURANCE			
	Transfer to Self Insurance		**175,354**
11-2100-537-XX TELEPHONE SERVICE			
11-2100-537-01	Monthly Service	11,000	
11-2100-537-05	Cellular Phone Service	780	
	TOTAL		**11,780**
11-2100-538-00 ELECTRICITY			
	Truck Scale Electricity		**500**
11-2100-540-00 CONFERENCES			
	Administration	8,250	
	Technical Specialty	12,075	
	TOTAL		**20,325**
11-2100-541-XX GENERAL TRAINING/LOCAL SEMINARS			
11-2100-541-31	Sworn Training	78,000	
11-2100-541-31	Tuition Reimbursement	32,000	
11-2100-541-32	Recruit Training	10,000	
11-2100-541-33	Non-Sworn Training	4,000	
11-2100-541-34	Community Relations Training	1,350	
11-2100-541-35	Counseling Services	6,000	
	TOTAL		**131,350**

Fund: General (11)
Department: Police (2100)

Account Total

CONTRACTUAL SERVICES (CONT'D)

11-2100-542-00 MEMBERSHIPS

	NIRCL	54,425	
	NIPAS	7,575	
	NIPSTA	10,960	
	NORTAF	6,600	
	NEMRT	6,270	
	Other	13,000	
	TOTAL		**98,830**

11-2100-543-01 SOFTWARE AS A SERVICE

	Lexipol	35,345	
	CourtSmart	3,300	
	911 Tech	5,780	
	COPFTO	2,920	
	Power Phone	3,255	
	Berla	4,440	
	Graykey	14,000	
	NightHawk	4,000	
	CLEAR	4,500	
	LeadsOnline	6,410	
	Critical Reach	1,000	
	TOTAL		**84,950**

11-2100-544-00 MILEAGE REIMBURSEMENT

	Use Of Personal Vehicle For Business		**6,000**

11-2100-545-00 PRINTING

	Miscellaneous Department Materials	5,500	
	Peer Support Materials	2,000	
	TOTAL		**7,500**

11-2100-554-XX OTHER PROFESSIONAL SERVICES

11-2100-554-00	Court Reporting Services	16,000	
11-2100-554-00	Josselyn Center	95,000	
11-2100-554-00	Family Service Center	25,000	
11-2100-554-00	North Shore Senior Center	6,000	
11-2100-554-00	Youth Services	147,000	
11-2100-554-33	Counseling Services Consultation	7,200	
11-2100-554-34	Medical Services	27,010	
11-2100-554-35	Candidate Evaluation	12,000	
11-2100-554-38	Animal Impoundment Services	2,000	
11-2100-554-39	Document Destruction	500	
11-2100-554-40	Investigations Unit	2,840	
11-2100-554-43	Northbrook Angel Fund	10,000	
	TOTAL		**350,550**

Fund: General (11) Department: Police (2100)			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
11-2100-555-00 CUSTODIAL SERVICES			**54,470**
11-2100-558-31 EQUIPMENT RENTAL			
	Department Equipment		**500**
11-2100-561-00 SERVICE RECOGNITION			
	Events (Holiday, Summer, Award Banquet)		**6,250**
11-2100-573-00 ADVERTISING			
	Employee Recruitment		**2,000**
11-2100-599-XX MISCELLANEOUS			
11-2100-599-01	Chief's Miscellaneous Office Expenses	3,000	
11-2100-599-02	Canteen Service	7,235	
	TOTAL		**10,235**
	TOTAL CONTRACTUAL SERVICES		**1,029,554**
	COMMODITIES		
11-2100-601-31 OFFICE SUPPLIES			
	Office Items		**12,020**
11-2100-613-00 MAINTENANCE PARTS & SUPPLIES			**2,400**
11-2100-614-00 AUTOMOTIVE PARTS & SUPPLIES			**103,000**
11-2100-615-01 PETROLEUM PRODUCTS			
	Fuel		**129,890**
11-2100-617-00 MEDICAL SUPPLIES			**7,500**

Fund: General (11)
Department: Police (2100)

Account Total

COMMODITIES (CONT'D)

11-2100-631-XX MATERIALS AND SUPPLIES

11-2100-631-01	Canine Unit	15,915	
11-2100-631-02	I.D./ Property Custody	5,000	
11-2100-631-04	Prisoner Care	2,735	
11-2100-631-05	Field Service Items	20,175	
11-2100-631-06	Evidence Technician Supplies	5,565	
11-2100-631-07	Communications Supplies	6,500	
11-2100-631-08	Range Supplies	32,000	
11-2100-631-09	Road Flares/ Batteries	2,000	
11-2100-631-10	Custodial Supplies	5,000	
11-2100-631-12	Community Relations Supplies	21,800	
11-2100-631-13	Investigations Unit Supplies	13,750	
11-2100-631-14	NIPAS	4,000	
11-2100-631-16	Motorcycle Traffic Unit Equipment	3,000	
11-2100-631-18	Bicycle Patrol Unit	1,400	
	TOTAL		**138,840**

11-2100-651-00 PUBLICATIONS

	Training Literature	1,500	
	Miscellaneous Department Literature	1,500	
	US Identification Manual	210	
	TOTAL		**3,210**

11-2100-653-XX UNIFORMS

11-2100-653-01	Uniform Allowance	126,250	
11-2100-653-02	Uniform Replacements	500	
11-2100-653-05	Initial Issue	10,000	
11-2100-653-31	Promotional Uniforms	8,000	
11-2100-653-32	Insignia	2,500	
11-2100-653-33	Crossing Guard Uniforms	1,500	
11-2100-653-34	NIPAS	4,000	
	TOTAL		**152,750**
	TOTAL COMMODITIES		**549,610**

Fund: General (11) **Department: Police (2100)**			**Account Total**
	CAPITAL OUTLAY		
11-2100-705-XX DEPARTMENT EQUIPMENT			
11-2100-705-31	Ballistic Shield	10,000	
11-2100-705-31	Radar Replacement Program	10,000	
11-2100-705-31	Taser Replacement	73,005	
11-2100-705-31	Body Camera	201,200	
11-2100-705-31	LPR	52,500	
11-2100-705-31	Ballistic Vests	10,000	
11-2100-705-32	Department Weapons	6,800	
11-2100-705-34	Furniture	8,000	
11-2100-705-42	Fitness Equipment	8,000	
	TOTAL		**379,505**
11-2100-708-00 VEHICLES			
	Unit 031: 2021 Ford Explorer Utility Hybrid	65,620	
	Unit 034: 2021 Ford Explorer Utility Hybrid	65,620	
	Unit 036: 2021 Ford Explorer Utility Hybrid	65,620	
	Unit 037: 2021 Ford Explorer Utility Hybrid	65,620	
	TOTAL		**262,480**
	TOTAL CAPITAL OUTLAY		**641,985**
TOTAL FOR DEPARTMENT			**24,412,084**

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - DRUG FORFEITURE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-2200-631-13	INVESTIGATIONS UNIT SUPPLIES	16,000	15,000	15,000	15,000	-	-	-	-100.0%	
	TOTAL COMMODITIES	16,000	15,000	15,000	15,000	-	-	-	-100.0%	
11-2200-705-02	DEPARTMENT EQUIPMENT	-	-	-	-	-	-	20,000		
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	20,000		
	TOTAL	16,000	15,000	15,000	15,000	-	-	20,000	-100.0%	

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - ENHANCED 911 (E911)

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-2300-521-02	RADIO MAINTENANCE	2,682	2,221	12,400	12,400	12,400	12,920	13,470	4.2%	4.2%
11-2300-521-03	UPS MAINTENANCE/MVR/STARCOM/RS6000	3,150	5,003	12,000	12,000	7,500	2,500	2,500	-79.2%	-66.7%
11-2300-521-13	RADIO MAINTENANCE - FD	3,360	262	5,150	5,150	5,150	5,150	5,150	0.0%	0.0%
11-2300-521-99	MISC. REPAIR/REPLACEMENT	2,548	49,772	10,000	10,000	10,000	10,000	10,000	0.0%	0.0%
11-2300-523-33	LEADS/911/IWIN	8,799	13,005	11,245	11,245	11,516	12,095	12,700	7.6%	5.0%
11-2300-537-10	EOC MAINTENANCE	10,514	11,269	11,510	11,510	12,300	12,915	13,560	12.2%	5.0%
11-2300-537-30	CELL PHONE SERVICE	87,147	99,769	100,130	100,130	96,900	103,135	108,295	3.0%	6.4%
11-2300-554-00	OTHER PROFESSIONAL SERVICES	77,395	210,748	218,240	218,240	218,240	248,925	279,000	14.1%	14.1%
	TOTAL CONTRACTUAL SERVICES	195,595	392,049	380,675	380,675	374,006	407,640	444,675	7.1%	9.0%
11-2300-705-11	EOC/ESDA	-	3,853	3,000	3,000	3,000	3,100	3,100	3.3%	3.3%
11-2300-705-13	RADIO EQUIPMENT - FD	12,298	15,000	15,450	15,450	15,455	15,915	15,915	3.0%	3.0%
11-2300-705-99	E911 EQUIPMENT REPLACEMENT CONTINGENCY	984	132,772	10,000	10,000	10,000	12,000	12,000	20.0%	20.0%
	TOTAL CAPITAL OUTLAY	13,282	151,625	28,450	28,450	28,455	31,015	31,015	9.0%	9.0%
	TOTAL	208,877	543,674	409,125	409,125	402,461	438,655	475,690	7.2%	9.0%

Fund: General (11) **Division: Enhanced 911 (2300)**			**Account Total**
	CONTRACTUAL SERVICES		
11-2300-521-XX MAINTENANCE EQUIPMENT			
11-2300-521-02	Radio Maintenance	12,920	
11-2300-521-03	UPS Maintenance	2,500	
11-2300-521-13	FD - Radio Maintenance	5,150	
11-2300-521-99	Miscellaneous Repair/Replacement (FD/PD)	10,000	
	TOTAL		**30,570**
11-2300-523-33 MAINTENANCE -EDP EQUIPMENT			
	IL Dept of Tech	1,680	
	DTN - Weather Service	10,415	
	TOTAL		**12,095**
11-2300-537-XX TELEPHONE SERVICE			
11-2300-537-10	EOC Maintenance	12,915	
11-2300-537-30	PD Staff Cell Phone Service	53,835	
11-2300-537-30	PD Equipment Cell Service	23,100	
11-2300-537-30	FD Equipment Cell Service	24,135	
11-2300-537-30	IT Equipment Cell Service	2,065	
	TOTAL		**116,050**
11-2300-554-00 OTHER PROFESSIONAL SERVICES			
	Motorola Starcom Agreement	73,345	
	Dispatch Phone System Maintenance	36,800	
	Monthly Starcom Network Costs	24,000	
	Starcom Airtime	74,400	
	NICE Logger Maintenance	40,380	
	TOTAL		**248,925**
	TOTAL CONTRACTUAL SERVICES		**407,640**

Fund: General (11) **Division: Enhanced 911 (2300)**			**Account Total**
	CAPITAL OUTLAY		
11-2300-705-XX DEPARTMENT EQUIPMENT			
11-2300-705-11	FD - EOC/ESDA	3,100	
11-2300-705-13	FD - Radio Equipment	15,915	
11-2300-705-99	PD - E911 Replacement Equipment	12,000	
	TOTAL		**31,015**
	TOTAL CAPITAL OUTLAY		**31,015**
TOTAL FOR DIVISION			**438,655**

FIRE DEPARTMENT

PROGRAM DETAIL
FISCAL YEAR 2027

DEPARTMENT RESPONSIBILITIES

The Fire Department is established pursuant to Chapter 2, Article V, of the Municipal Code. The Fire Department is an all-hazards department established to prevent and extinguish accidental or destructive fires, to render emergency medical assistance to victims of illness or injury, and to mitigate the results of, and render aid in case of accident or disaster. The Fire Department is also responsible for enforcing all laws and ordinances covering fire protection and regulation, including: storage and use of explosive, flammable, and hazardous materials; maintenance and regulation of fire escapes; and the installation and maintenance of automatic and other private fire alarm systems, and fire extinguishing equipment. Pursuant to Chapter 3, Article IV of the Municipal Code, the Village Manager has designated the Fire Chief as the Emergency Management Coordinator for the Village and as such, the Fire Department is the designated emergency management division for the Village, responsible for leading the mitigation of large-scale incidents within the Village.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. In accordance with the adopted budget, increased authorized staffing levels per shift; thus, allowing the operation of an additional unit, Rescue 12, on a full-time basis to improve operational efficiency and effectiveness.

2. In compliance with the United States Fire Administration (USFA) mandate, transitioned from the National Fire Incident Reporting System (NFIRS) to the new National Emergency Response Information System (NERIS) which is intended to modernize and transform the United States fire and emergency services data and reporting system.

3. Supported the Human Resources Division and the Board of Fire & Police Commissioners (BFPC) in conducting a firefighter/paramedic entrance exam and established an eligibility list.

4. Supported the Human Resources Division and BFPC in conducting the required triennial lieutenant exam and established an eligibility list.

5. In accordance with the Capital Improvement Plan (CIP) and adopted budget, took delivery and placed in-service a replacement ambulance, a replacement shift commander vehicle, and fire investigation vehicle.

6. Replaced the Department's special events EMS golf cart with a more capable and functional Utility Terrain Vehicle (UTV). The UTV is designed for unique circumstances involving patient handling, wildland fire suppression, disaster management logistical support, and special events requiring EMS support. The UTV was purchased using Foreign Fire Insurance Board funds.

7. Collaborated with the IT Department to purchase and implement new fire apparatus and ambulance Mobile Data Computers (MDC's).

8. Through a Resolution and agreement approved by the Village Board, transitioned from staff performing ambulance billing services internally to an outside vendor – EMS Management & Consultants, Inc.

9. In collaboration with Development and Planning Services, reviewed and presented revisions of the Village Municipal Code, including the adoption of the most current 2024 International Fire Code (IFC), to the Village Board for adoption.

10. In collaboration with Development and Planning Services and through a Resolution and agreement approved by the Village Board, secured the professional services of an outside vendor, SAFE Built Illinois LLC., to assist the Fire Prevention Bureau in performing fire and life safety inspections.

11. Collaborated with the NIPSTA Community Resilient Specialist to produce draft documents of the Village Emergency Operations Plan (EOP), Continuity of Government (COG) Plan, Continuity of Operations Plan (COOP), and Recovery Plan.

12. Implemented a program for on-duty fire companies to conduct approximately 450 fire and life safety inspections to augment the Fire Prevention Bureau's efforts and to enhance their familiarization with Village occupancies prior to an emergency occurring.

13. Continued making progress in the transitioning of all remaining Department governance documents including General Orders, Rules and Regulations, Directives, Department Operating Guidelines, and Standard Operating Procedures into Lexipol policies and procedures. All General Orders were completed.

14. Hosted two separate three-day department-wide live-fire training exercises at NIPSTA with the Glenview Fire Department and Deerfield Bannockburn Fire Protection District.

15. Continued to collaborate with the Village Manager's Office and Public Works Department with assistance from the Construction Manager and Architect to complete final design development and received Village Board approval for construction of a new Fire Station 11.

16. Continued to collaborate with the Village Manager's Office and Public Works Department with assistance from the Construction Manager and Architect on site selection for a new Fire Headquarters.

17. Hosted the annual Fire Department Open House in conjunction with National Fire Prevention Week to educate the public about fire safety.

GOALS FOR FISCAL YEAR 2027

1. Support the Human Resources Division and BFPC in conducting the required biannual firefighter/paramedic entrance exam and establish an eligibility list.

2. In accordance with the Local 1894 Collective Bargaining Agreement (CBA), conduct an engineer driver paramedic exam and establish an eligibility list.

3. In accordance with the Capital Improvement Plan (CIP) and adopted budget, take delivery and place in-service a replacement fire engine and ambulance.

4. Fully implement the software solution, Continuum, as part of the Department's Record Management System (RMS) Image Trend, to improve the Fire Department's data analysis capabilities and the use of data to inform/enhance decision-making.

5. Continue to collaborate with the Village Manager's Office and Public Works Department with assistance from the Construction Manager and Architect on construction of a new Fire Station 11.

6. Continue to collaborate with the Village Manager's Office and Public Works Department with assistance from the Construction Manager and Architect on site selection for a new Fire Headquarters.

7. In collaboration with other Village Departments, support the preparation of updates to the Village's Emergency Operations Plan for presentation to the Village Board.

8. Continue the work of transitioning all remaining Department governance documents including: Rules and Regulations, Directives, Department Operating Guidelines, and Standard Operating Procedures into Lexipol policies and procedures.

9. Host a three-day department-wide live-fire training exercise at NIPSTA with neighboring fire departments. Conduct an additional annual training exercise at NIPSTA similar in scale and scope but not including live-fire exercises.

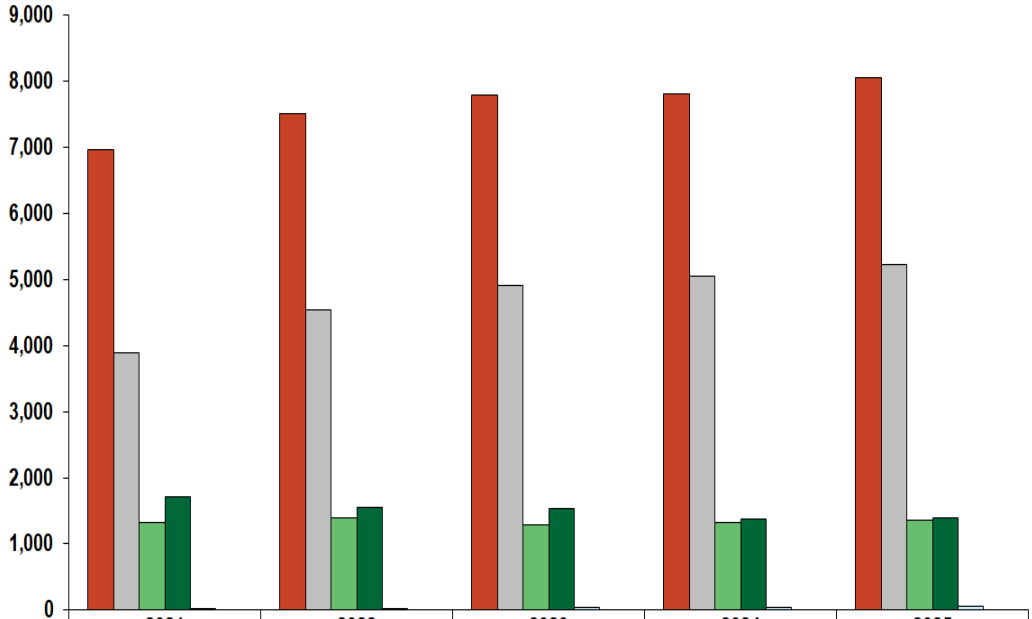
10. Host the annual Fire Department Open House in conjunction with National Fire Prevention Week to educate the public about fire safety.

BOARDS/COMMISSION SUPPORT

1. Board of Fire and Police Commissioners

2. Board of Trustees Firefighter's Pension Fund

Five Year Call History

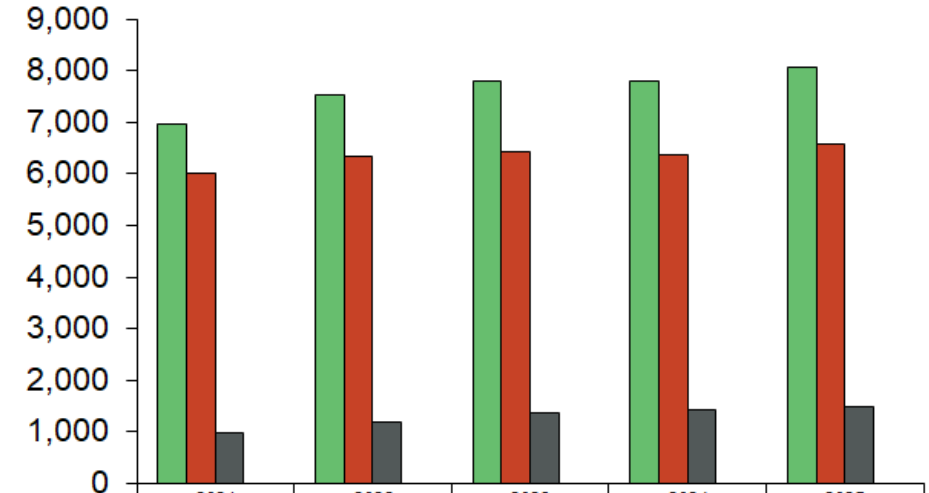


	2021	2022	2023	2024	2025
Total Calls	6,979	7,518	7,793	7,806	8,055
Ambulance	3,908	4,552	4,927	5,052	5,236
Fire	1,316	1,390	1,293	1,331	1364
Detail	1,722	1,551	1,533	1,381	1,397
Rescue	33	25	40	42	58
% Increase	15.64	7.72	3.66	0.17	3.19

The past five calendar years has seen a 15.42% increase in total call volume. The five year average is 7,631 total calls.

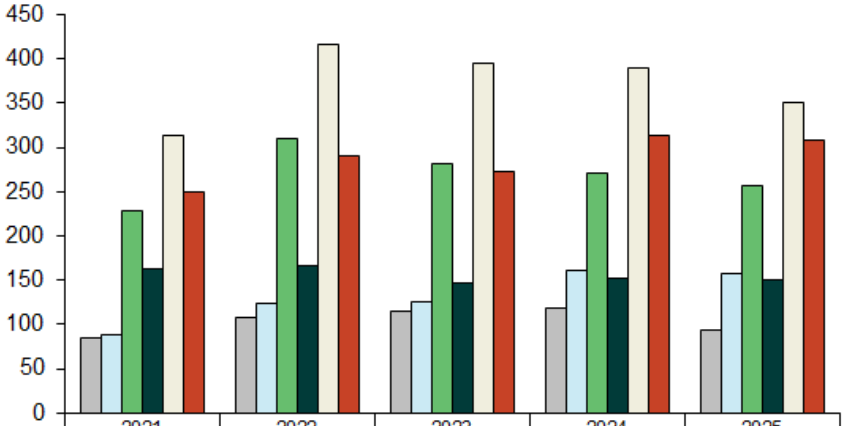
- Fire (emergency response including: all fires, fire alarms, reports of burning, indoor gas leaks, etc).
- Detail (non-emergency service call including: hazardous conditions, power lines down, flooding, trouble alarms, invalid assists, carbon monoxide alarms, etc).
- Rescue (calls including emergency lock-in and removal of victim(s) from stalled elevator).

Call Distribution - Village vs. Rural

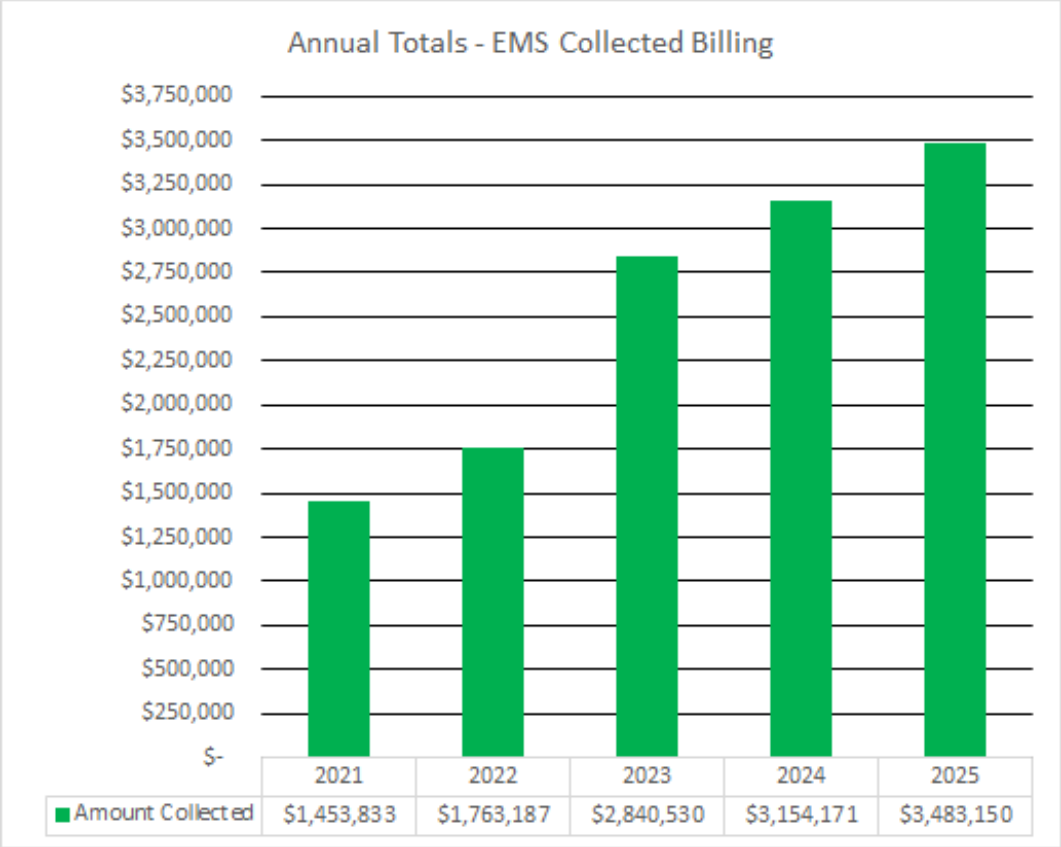


	2021	2022	2023	2024	2025
Total	6,979	7,518	7,793	7,806	8,055
Village	6,013	6,336	6,417	6,377	6,573
Rural	966	1,182	1,376	1,429	1,482
RFPD % of Total Calls	13.84%	15.72%	17.66%	18.31%	18.40%

Total Mutual Aid Activity



	2021	2022	2023	2024	2025
Ambulance - Given	85	107	114	119	94
Ambulance - Received	88	123	125	161	158
Fire - Given	228	310	281	271	257
Fire - Received	162	167	147	152	150
Total Given	313	417	395	390	351
Total Received	250	290	272	313	308



Note: Participation in the Ground Emergency Medical Transportation (GEMT) program began January 1, 2023.

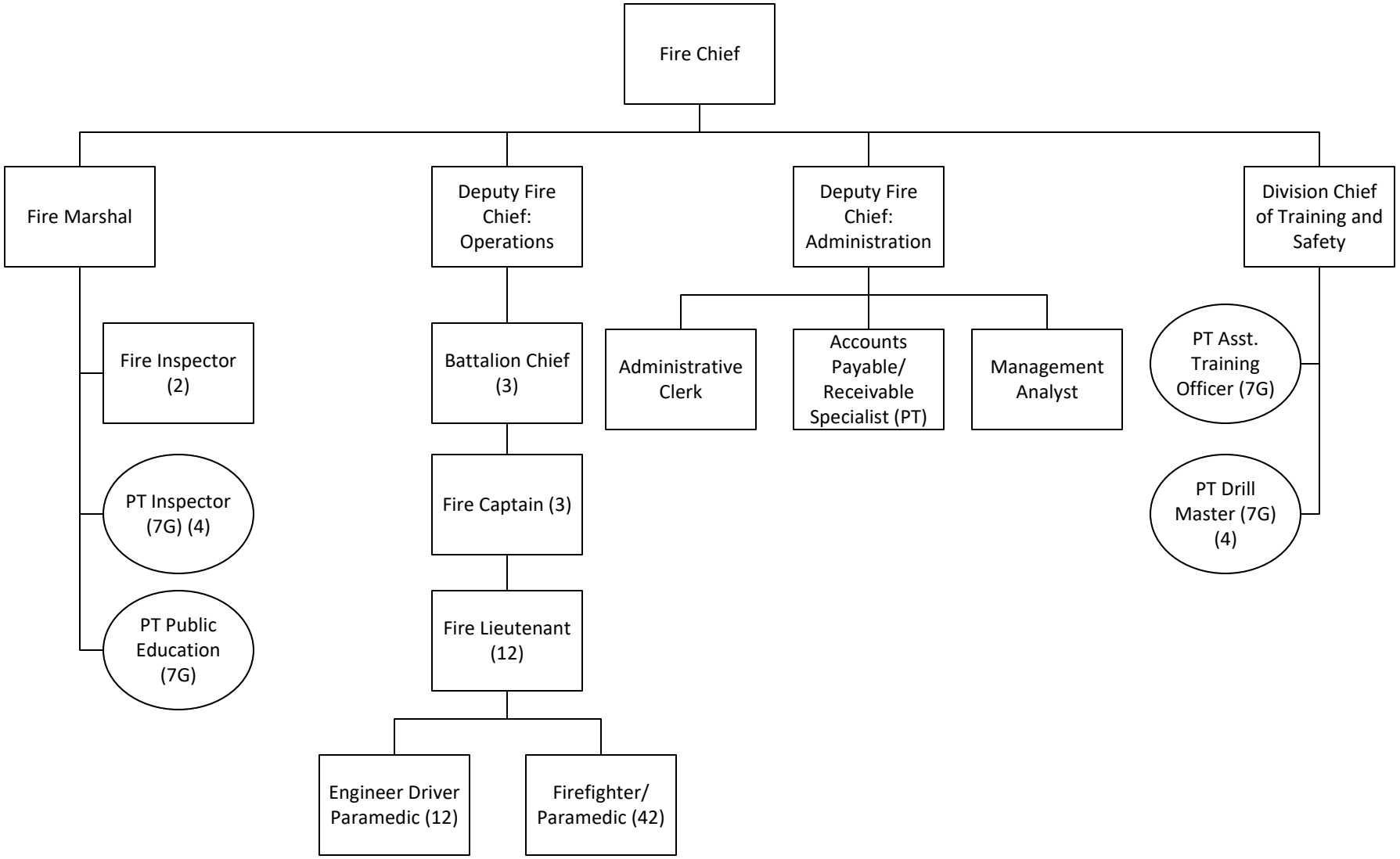
Village of Northbrook
Prior Year Performance Measurers
2025 Data for Fiscal Year 2027 Budget

FIRE

Category	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	2025 TOTAL	2024 TOTAL
Calls for Service														
EMS Calls (excluding Rural Fire Protection District)	375	318	369	333	322	359	343	369	342	361	315	347	4,153	3,995
EMS Calls (RFPD)	87	71	92	76	103	96	103	99	86	99	84	87	1,083	1,057
Fire Calls (excluding Rural Fire Protection District)	89	71	84	84	100	100	140	140	90	91	113	126	1,228	1,198
Fire Calls (RFPD)	9	10	9	11	10	8	10	15	13	9	12	20	136	133
Detail Calls (excluding Rural Fire Protection District)	93	76	92	86	97	104	87	101	95	111	108	90	1,140	1,148
Detail Calls (RFPD)	15	19	16	35	19	23	20	11	31	21	23	24	257	233
Rescue Calls (excluding Rural Fire Protection District)	7	3	2	3	8	5	6	4	-	5	5	4	52	36
Rescue Calls (RFPD)	-	-	3	-	-	-	-	-	-	1	-	2	6	6
Average Response Times - All Calls	4:57	4:51	4:53	4:52	4:46	4:50	4:58	4:51	4:48	4:56	4:56	4:58	4:53	4:55
(expressed in minutes and seconds)														
Individuals Educated in Fire Safety and/or EMS	60	34	22	583	4	140	137	200	562	1,316	360	120	3,538	5,539
Department Staff Training Hours	3,868	3,198	4,185	2,867	2,908	2,750	2,589	2,719	2,654	2,953	2,810	5,058	38,559	34,519
Fire Inspections Conducted														
Fire Life Safety	233	185	142	125	171	174	105	160	81	23	33	46	1,478	1,046
Re-Inspections	13	8	11	12	5	7	5	9	2	-	6	14	92	90
New Construction	40	33	70	51	47	44	51	46	35	36	44	58	555	456

Notes:
Fire (emergency response including: all fires, fire alarms, reports of burning, indoor gas leaks, etc.)
Detail (non-emergency service calls including: hazardous conditions, power lines down, flooding, trouble alarms, carbon monoxide alarms, invalid assists, etc.)
Rescue (calls including emergency lock-in and removal of victim(s) from stalled elevator).
Average Response Times - All Calls: excludes tollway, expressway and mutual aid calls. Average response times are expressed in minutes and seconds.

Fire Department



FIRE DEPARTMENT
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Fire Chief		1	1.00	1	1.00
Deputy Fire Chief		2	2.00	2	2.00
Fire Marshal		1	1.00	1	1.00
Fire Inspector		2	2.00	2	2.00
Management Analyst		1	1.00	1	1.00
Administrative Clerk	1	2	2.00	1	1.00
Battalion Chief		3	3.00	3	3.00
Division Chief of Training and Safety		1	1.00	1	1.00
Fire Captain		3	3.00	3	3.00
Fire Lieutenant	2	9	9.00	12	12.00
Firefighter/Paramedic		48	48.00	42	42.00
Engineer Driver Paramedic		9	9.00	12	12.00
TOTAL		**82**	**82.00**	**81**	**81.00**
Regular Part-Time					
PT AP/AR Specialist		0	0.00	1	0.50
TOTAL		**0**	**0.00**	**1**	**0.50**
Temporary/Seasonal Part-Time					
Fire Prevention		5	0.50	5	0.50
Training/Safety (7G positions)		5	0.50	5	0.50
TOTAL		**10**	**1.00**	**10**	**1.00**
TOTAL POSITIONS FOR DEPARTMENT		**92**	**83.00**	**91**	**82.50**

* FTE - Full-Time Equivalents

1 Eliminate 1 position due to EMS billing contract

2 Lieutenant promotions effective November 1, 2026

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - FIRE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-3100-501-01	REGULAR SALARIES	8,703,570	8,838,447	9,613,685	9,613,685	9,450,630	10,105,515	10,569,870	5.1%	6.9%
11-3100-502-01	REGULAR PART TIME SALARIES	32,825	23,937	59,200	59,200	25,290	76,900	76,900	29.9%	204.1%
11-3100-503-01	REGULAR OVERTIME	313,183	526,140	695,000	695,000	695,000	720,000	751,710	3.6%	3.6%
11-3100-503-03	FLSA	49,721	56,597	58,220	58,220	58,220	60,540	62,960	4.0%	4.0%
11-3100-504-00	GOOD HEALTH BENEFITS	56,600	46,854	61,800	61,800	61,800	61,800	61,800	0.0%	0.0%
11-3100-505-02	HOLIDAY PAY	174,268	199,446	220,375	220,375	220,375	229,190	238,355	4.0%	4.0%
11-3100-505-03	PHYSICALFITNESS/STIPENDS/CONTRACT	79,513	79,900	84,800	84,800	84,800	91,400	95,055	7.8%	7.8%
11-3100-505-04	SUPERVISORY DIFFERENTIAL	19,374	14,676	18,750	18,750	18,750	19,500	20,280	4.0%	4.0%
11-3100-505-05	PM LICENSE CERTIFICATION FEE	360	400	1,000	1,000	1,000	1,150	1,150	15.0%	15.0%
	TOTAL PERSONAL SERVICES	9,429,414	9,786,397	10,812,830	10,812,830	10,615,865	11,365,995	11,878,080	5.1%	7.1%
11-3100-511-00	IMRF EMPLOYER CONTRIBUTIONS	42,890	42,462	46,220	46,220	46,220	44,450	45,780	-3.8%	-3.8%
11-3100-512-00	FICA EMPLOYER CONTRIBUTIONS	162,146	164,909	187,400	187,400	175,300	203,740	209,850	8.7%	16.2%
11-3100-513-00	EMPLOYEE LIFE INSURANCE	11,916	10,679	11,000	11,000	11,000	11,000	10,000	0.0%	0.0%
11-3100-514-00	EMPLOYEE HEALTH INSURANCE	1,060,520	1,982,670	2,086,255	2,086,255	2,086,255	2,150,620	2,365,680	3.1%	3.1%
11-3100-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	-	-	3,000	3,000	3,000	12,000	12,000	300.0%	300.0%
11-3100-515-00	WORKERS' COMPENSATION	167,000	167,000	167,192	167,192	167,192	167,192	167,192	0.0%	0.0%
11-3100-805-01	FIREFIGHTERS' PENSION CONTRIBUTION	1,000,000	5,267,885	5,645,294	5,645,294	5,645,294	6,043,900	6,346,095	7.1%	7.1%
	TOTAL FRINGE BENEFITS	2,444,472	7,635,605	8,146,361	8,146,361	8,134,261	8,632,902	9,156,597	6.0%	6.1%
11-3100-521-42	OTHER EQUIPMENT MAINTENANCE	3,678	12,789	9,780	9,780	9,780	10,010	10,010	2.4%	2.4%
11-3100-521-43	SELF CONTAINED BREATHING APPARATUS	12,303	13,291	14,555	14,555	14,555	20,675	21,395	42.0%	42.0%
11-3100-521-44	DETECTION METERS	1,549	3,518	4,120	4,120	4,120	4,600	4,760	11.7%	11.7%
11-3100-521-46	WARNING SIREN MAINTENANCE	5,810	6,170	6,355	6,355	6,355	6,575	6,805	3.5%	3.5%
11-3100-525-00	MAINTENANCE - VEHICLES	45,049	30,403	36,050	36,050	36,050	42,000	43,470	16.5%	16.5%
11-3100-533-00	POSTAGE	221	102	340	340	150	350	350	2.9%	133.3%
11-3100-536-00	TRANSFER TO SELF INSURANCE	410,790	156,503	156,606	156,606	156,606	156,606	156,606	0.0%	0.0%
11-3100-537-01	MONTHLY SERVICE	2,441	2,612	2,675	2,675	2,675	3,015	3,120	12.7%	12.7%
11-3100-537-05	CELLULAR PHONE SERVICE	9,637	9,050	10,140	10,140	10,140	10,140	10,490	0.0%	0.0%
11-3100-540-00	CONFERENCES	6,700	11,742	13,985	12,385	12,500	15,740	16,290	27.1%	25.9%
11-3100-541-41	ADVANCED EDUCATION PROGRAM	18,000	-	18,000	18,000	18,000	8,150	18,000	-54.7%	-54.7%
11-3100-541-42	TRAINING	66,947	89,040	149,565	149,565	149,565	129,170	129,170	-13.6%	-13.6%
11-3100-542-00	MEMBERSHIPS	13,748	13,334	14,705	14,705	14,705	14,190	14,685	-3.5%	-3.5%
11-3100-543-00	SUBSCRIPTIONS	1,553	534	825	825	825	725	850	-12.1%	-12.1%
11-3100-544-00	MILEAGE REIMBURSEMENT	1,169	960	1,235	1,235	1,235	1,390	1,435	12.6%	12.6%
11-3100-545-00	PRINTING	1,153	1,159	2,000	2,000	2,000	1,500	1,500	-25.0%	-25.0%
11-3100-554-00	OTHER PROFESSIONAL SERVICES	754,290	897,800	1,057,420	1,057,420	1,082,937	1,180,380	1,148,115	11.6%	9.0%
11-3100-561-00	SERVICE RECOGNITION	2,795	2,671	2,750	2,750	2,750	2,850	2,945	3.6%	3.6%
11-3100-599-01	CHIEF'S OFFICE	725	770	1,065	1,065	1,065	1,100	1,135	3.3%	3.3%
11-3100-599-02	CANTEEN SERVICE	12,086	8,161	5,150	6,750	6,300	6,310	6,530	-6.5%	0.2%
	TOTAL CONTRACTUAL SERVICES	1,370,644	1,260,609	1,507,321	1,507,321	1,532,313	1,615,476	1,597,661	7.2%	5.4%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - FIRE

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-3100-601-00	OFFICE SUPPLIES	8,924	8,547	10,300	10,300	7,000	8,150	8,435	-20.9%	16.4%
11-3100-613-41	CUSTODIAL MAINTENANCE	470	6,357	8,240	8,240	8,240	9,295	9,620	12.8%	12.8%
11-3100-614-00	AUTOMOTIVE PARTS & SUPPLIES	102,673	95,789	82,400	102,400	102,400	110,000	113,850	7.4%	7.4%
11-3100-615-01	GAS-DIESEL FUEL	97,804	89,113	64,660	130,000	130,000	96,384	99,275	-25.9%	-25.9%
11-3100-617-41	AMBULANCE SERVICE SUPPLIES	30,133	30,115	30,900	30,900	30,900	32,000	34,050	3.6%	3.6%
11-3100-617-42	MEDICAL AIR	3,257	3,685	2,560	2,560	3,230	4,000	4,140	56.3%	23.8%
11-3100-631-41	CUSTODIAL SUPPLIES	3,023	3,631	4,690	4,690	4,690	4,855	5,020	3.5%	3.5%
11-3100-631-42	FIRE SERVICE SUPPLIES	4,372	5,750	5,150	5,150	5,150	5,330	5,515	3.5%	3.5%
11-3100-631-43	KITCHEN DORM SUPPLIES	3,040	4,750	5,110	5,110	5,110	5,290	5,475	3.5%	3.5%
11-3100-631-44	FIRE PREVENTION SUPPLIES	7,179	7,449	9,640	9,640	8,340	9,640	9,975	0.0%	15.6%
11-3100-631-45	REPLACEMENT HOSE	3,590	3,880	3,935	3,935	3,935	7,625	7,890	93.8%	93.8%
11-3100-631-46	HOSE APPLIANCES	618	1,127	1,165	1,165	1,165	1,205	1,245	3.4%	3.4%
11-3100-631-47	FOAM/EXPENDABLES	1,813	1,871	2,235	2,235	2,235	2,315	2,395	3.6%	3.6%
11-3100-631-49	VILLAGE FLAGS	-	200	250	250	250	800	825	220.0%	220.0%
11-3100-649-00	TOOLS	123,133	151,508	150,230	154,880	154,880	138,960	156,181	-10.3%	-10.3%
11-3100-651-00	PUBLICATIONS	1,798	1,860	10,250	10,250	10,250	9,400	9,725	-8.3%	-8.3%
11-3100-653-01	UNIFORM ALLOWANCE	61,297	53,653	70,340	70,340	70,340	77,710	80,425	10.5%	10.5%
11-3100-653-02	FIRE GEAR REPLACEMENT	27,896	35,700	37,585	37,585	37,585	42,825	44,320	13.9%	13.9%
11-3100-653-05	NEW EMPLOYEE ISSUE	13,866	67,397	65,855	65,855	65,855	30,795	31,870	-53.2%	-53.2%
11-3100-653-43	CONTRACT SAFETY EYEWEAR	-	-	530	530	530	550	565	3.8%	3.8%
	TOTAL COMMODITIES	494,886	572,382	566,025	656,015	652,085	597,129	630,796	-9.0%	-8.4%
11-3100-705-00	DEPARTMENT EQUIPMENT	-	-	-	-	-	591,800	-		
11-3100-708-00	VEHICLES	-	149,333	1,425,928	1,434,598	465,403	1,488,983	69,295	3.8%	219.9%
	TOTAL CAPITAL OUTLAY	-	149,333	1,425,928	1,434,598	465,403	2,080,783	69,295	45.0%	347.1%
	TOTAL	13,739,416	19,404,326	22,458,465	22,557,125	21,399,927	24,292,285	23,332,429	7.7%	13.5%

Fund: General (11)
Department: Fire (3100)

			Account Total
	PERSONAL SERVICES		
11-3100-501-01	FULL-TIME SALARIES		
	Regular Salaries - Full Time Employees		**10,105,515**
11-3100-502-XX	PART-TIME SALARIES		
11-3100-502-01	Regular Part-Time Salaries (Includes 7G)		**76,900**
11-3100-503-XX	OVERTIME		
11-3100-503-01	Regular Overtime	720,000	
11-3100-503-03	Fair Labor Standards Act (FLSA)	60,540	
	TOTAL		**780,540**
11-3100-504-00	GOOD HEALTH BENEFIT		**61,800**
11-3100-505-XX	OTHER COMPENSATION		
11-3100-505-02	Holiday Pay	229,190	
11-3100-505-03	Physical Fitness/Stipends/Contract	91,400	
11-3100-505-04	Supervisory Differential	19,500	
11-3100-505-05	PM License Certification Fee (state mandate)	1,150	
	TOTAL		**341,240**
	TOTAL PERSONAL SERVICES		**11,365,995**
	FRINGE BENEFITS		
11-3100-511-00	IMRF EMPLOYER CONTRIBUTIONS		**44,450**
11-3100-512-00	FICA EMPLOYER CONTRIBUTIONS		**203,740**
11-3100-513-00	EMPLOYEE LIFE INSURANCE		**11,000**
11-3100-514-XX	EMPLOYEE HEALTH / DENTAL INSURANCE		**2,162,620**
11-3100-515-00	WORKERS' COMPENSATION		**167,192**
11-3100-805-01	FIREFIGHTERS' PENSION CONTRIBUTION		**6,043,900**
	TOTAL FRINGE BENEFITS		**8,632,902**

Fund: General (11)
Department: Fire (3100)

			Account Total
	CONTRACTUAL SERVICES		
11-3100-521-XX	MAINTENANCE - EQUIPMENT		
11-3100-521-42	Equipment Maintenance	10,010	
11-3100-521-43	Self Contained Breathing Apparatus (SCBA)	1,550	
11-3100-521-43	SCBA Air Quality	3,120	
11-3100-521-43	Air Compressor Maintenance	3,130	
11-3100-521-43	Fit Testing	2,200	
11-3100-521-43	SCBA Flow Testing	5,250	
11-3100-521-43	SCBA Hydrostatic Testing	5,425	
11-3100-521-44	Detection Meters/SCUBA Annual Maintenance & Testing	4,600	
11-3100-521-46	Warning Siren Maintenance	6,575	
	TOTAL		**41,860**
11-3100-525-00	MAINTENANCE - VEHICLES		
	Outside Mechanical/Body Work Required for Vehicles	34,000	
	Ladder Testing	8,000	
	TOTAL		**42,000**
11-3100-533-00	POSTAGE		**350**
11-3100-536-00	INSURANCE		
	Transfer to Self Insurance for Property, Casualty and Liability Insurance		**156,606**
11-3100-537-XX	TELEPHONE SERVICE		
11-3100-537-01	Monthly Service	3,015	
11-3100-537-05	Cellular Phone Service	10,140	
	TOTAL		**13,155**
11-3100-540-00	CONFERENCES		
	International Association of Fire Chiefs (FRI)	5,745	
	Fire Apparatus Mechanic	1,400	
	Fire Department Instructor's Conference (FDIC)	4,340	
	Illinois Fire Chiefs Association (IFSC, Symposium)	2,515	
	MABAS IL (Training Summit)	1,740	
	TOTAL		**15,740**
11-3100-541-XX	GENERAL TRAINING/LOCAL SEMINARS		
11-3100-541-41	Advanced Education Program	8,150	
11-3100-541-42	Training Sworn Personnel	129,170	
	TOTAL		**137,320**

Fund: General (11)
Department: Fire (3100)

Account Total

CONTRACTUAL SERVICES (CONT'D)

11-3100-542-00 MEMBERSHIPS

NIPSTA	11,355	
Illinois Fire Service Administrative Professionals	60	
Fire Investigators Strike Force	105	
NIFIA	55	
Illinois Fire Inspectors Association	110	
International Society of Fire Service Instructors	145	
Illinois Fire Chiefs Association	750	
International Association of Fire Chiefs	940	
Metropolitan Fire Chiefs Association	210	
National Fire Protection Association	245	
Society of Fire Service Chaplains	105	
Miscellaneous	110	
TOTAL		**14,190**

11-3100-543-00 SUBSCRIPTIONS

National Fire Protection Association Fire Codes	615	
Miscellaneous	110	
TOTAL		**725**

11-3100-544-00 MILEAGE REIMBURSEMENT

Use of Personal Vehicle for Business		**1,390**

11-3100-545-00 PRINTING

Printing		**1,500**

11-3100-554-00 OTHER PROFESSIONAL SERVICES

RED Center	787,600	
MABAS-IL Division 3 Annual Dues	7,830	
Emergency Preparedness Drills	3,500	
Promo/Entrance Exam	16,205	
OSHA/SCBA/NFPA Physicals	33,455	
Medical Consulting (Fit for Duty)	4,140	
Med Exam (New Emp. Physical)	3,515	
Psychological Exam	5,100	
Polygraph Exam	1,200	
FPB Consulting	102,500	
Community Resilience Specialist	64,535	
Miscellaneous	1,250	
Fire Investigation Matterport Service Plan	725	
PPE Cleaning Service	14,325	
Fire Life Safety Inspections	34,500	
Ambulance Billing Services	100,000	
TOTAL		**1,180,380**

Fund: General (11)
Department: Fire (3100)

			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
11-3100-561-00 SERVICE RECOGNITION			
	Retirement Recognition		**2,850**
	TOTAL		
11-3100-599-XX MISCELLANEOUS			
11-3100-599-01	Chief's Office	1,100	
11-3100-599-02	Canteen Service (Partially Reimbursable)	6,310	
	TOTAL		**7,410**
	TOTAL CONTRACTUAL SERVICES		**1,615,476**
	COMMODITIES		
11-3100-601-00 OFFICE SUPPLIES			**8,150**
11-3100-613-41 MAINTENANCE PARTS & SUPPLIES			
	Custodial Maintenance		**9,295**
11-3100-614-00 AUTOMOTIVE PARTS & SUPPLIES			
	Tires	25,000	
	Equipment/Vehicles	75,000	
	Routine Maintenance	10,000	
	TOTAL		**110,000**
11-3100-615-01 PETROLEUM PRODUCTS			
	Gas-Diesel Fuel		**96,384**
11-3100-617-XX MEDICAL SUPPLIES			
11-3100-617-41	Ambulance Service Supplies	32,000	
11-3100-617-42	Medical Air	4,000	
	TOTAL		**36,000**
11-3100-631-XX MATERIALS AND SUPPLIES			
11-3100-631-41	Custodial Supplies	4,855	
11-3100-631-42	Fire Service Supplies	5,330	
11-3100-631-43	Kitchen Dorm Supplies	5,290	
11-3100-631-44	Fire Prevention Supplies	9,640	
11-3100-631-45	Replacement Hose	7,625	
11-3100-631-46	Hose Appliances	1,205	
11-3100-631-47	Foam/Expendables	2,315	
11-3100-631-49	Village Flags	800	
	TOTAL		**37,060**

Fund: General (11)
Department: Fire (3100)

Account Total

COMMODITIES (CONT'D)

11-3100-649-00 TOOLS AND SMALL EQUIPMENT

	Cardiac Monitor	52,775	
	Thermal Imaging Camera (TIC)	4,475	
	Fire/Rescue	4,675	
	Tarps	300	
	Ladder Replacement	2,285	
	Power Tools	5,715	
	Dive Team Equipment	8,165	
	Training Equipment	5,715	
	SCBA Equipment	8,130	
	Technical Rescue Equipment	4,570	
	Haz Mat Team Equipment	3,710	
	Detection Equipment/Meters	10,350	
	Appliance Replacement Schedule	5,700	
	Station Furnishings	5,370	
	Honor Guard	1,500	
	Drone	15,525	
	TOTAL		**138,960**

11-3100-651-00 PUBLICATIONS

	Training/FPB/EMS		**9,400**

11-3100-653-XX UNIFORMS

11-3100-653-01	Uniform Allowance	77,710	
11-3100-653-02	Fire Gear Replacement	42,825	
11-3100-653-05	New Employee Issue	30,795	
11-3100-653-43	Contract Safety Eyewear	550	
	TOTAL		**151,880**
	TOTAL COMMODITIES		**597,129**

Fund: General (11) Department: Fire (3100)		Account Total
CAPITAL OUTLAY		
11-3100-705-XX DEPARTMENT EQUIPMENT		
KnoxBox Key Replacement	378,300	
Hydraulic Rescue Tools	201,500	
Warning Siren Upgrade	5,000	
Village Hall Antenna	7,000	
TOTAL		**591,800**
11-3100-708-00 VEHICLES		
Unit 056: 2004 Pierce Saber Engine	969,653	
Unit 068: 2016 Freightliner Ambulance	519,330	
TOTAL		**1,488,983**
TOTAL CAPITAL OUTLAY		**2,080,783**
TOTAL FOR DEPARTMENT		**24,292,285**

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - FIRE (FOREIGN FIRE)

Presented for historical purposes only

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-3200-541-00	GENERAL TRAINING	(1,350)	-	-	-	-	-	-		
11-3200-554-00	OTHER PROFESSIONAL SERVICES	-	-	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES	(1,350)	-	-	-	-	-	-		
11-3200-631-00	MATERIALS AND SUPPLIES	629	-	-	-	-	-	-		
11-3200-649-00	TOOLS	-	-	-	-	-	-	-		
11-3200-653-00	UNIFORMS/TURNOUT EQUIPMENT	-	-	-	-	-	-	-		
	TOTAL COMMODITIES	629	-	-	-	-	-	-		
11-3200-703-00	BUILDINGS IMPROVEMENTS	186,983	-	-	-	-	-	-		
11-3200-705-00	DEPARTMENT EQUIPMENT	-	-	-	-	-	-	-		
11-3200-708-00	VEHICLES	-	-	-	-	-	-	-		
	TOTAL CAPITAL OUTLAY	186,983	-	-	-	-	-	-		
11-3200-999-45	FF EQUITY TRANSFER	-	-	-	-	-	-	-		
	TOTAL	186,262	-	-	-	-	-	-		

PUBLIC WORKS DEPARTMENT

GENERAL OPERATIONS DIVISION

PROGRAM DETAIL
FISCAL YEAR 2027

DIVISION RESPONSIBILITIES

The Public Works Department is established pursuant to Chapter 2, Article V, of the Municipal Code. The Public Works Department designs, constructs, manages, maintains, operates and repairs the Village's infrastructure, facilities and related assets, which include public streets, sidewalks, street lighting, signage, traffic controls, storm sewer system, water production and distribution facilities, sanitary sewer collector and conveyance system, parkways, municipal buildings and grounds, commuter parking facilities, the municipal fleet, snow and ice control operations, and emergency/disaster preparedness and response. The Village Engineer ensures that the design, construction and maintenance of public and private developments are in conformance within Village Standards. Financing of this Department, which is divided into four Divisions, is distributed among the General Fund and Enterprise Funds including the Sanitary Sewer Fund, Water Fund, and Stormwater Fund.

The General Operations Division provides administrative oversight to the entire Public Works Department. Operations directly provided within this division include department administration, engineering, streets, buildings, commuter parking facilities, forestry, landscaping, street lighting, traffic control, storm sewers, fleet maintenance, snow and ice control, and emergency response.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. In accordance with the Capital Projects Improvements Plan outlined in the (CIP) and subsequent budget appropriations, completed the replacement of the solid wood entry doors at Village Hall, outside of the Sandra "Sandy" Frum Board Room, installed solar panels on the roof at the Public Works Center to provide an opportunity for the facility to generate renewable energy, installed industrial fans and started the replacement of the fuel station consisting of tanks, pumps and dispensers which provides fuel for the Village's fleet. Updated paint, carpeting and furniture for the IT North office area.

2. Implemented the CIP and subsequent budget appropriations by purchasing the identified replacement units: Unit 429 (2015 Ford Transit Connect), Unit 432 (2013 Ford Escape), Unit 411 (2009 Ford F-250 pickup with a plow), Unit 209 (2008 Ford F-550 Dump Truck), Unit 211 (2007 GMC Dump Truck) Unit 300, (2008 Ford Dump Truck), Unit 310 (2013 Vactor Hopper) and Unit 252 (2007 Morbark Hurricane Chipper). Upfitted new vehicles for Police and Fire by adding specialized equipment like shelving, racks, communication gear, and safety features.

3. Completed Advance Climate Action Plan goals, including:
   a. The Planting of 548 trees within the community in public rights-of-way.
   b. Transitioned an additional 291 of the Village’s streetlights to LED fixtures, for a total of 920, in order to meet the 2030 goal of 100% LED streetlights.

4. Continued to assist the Village Manager’s Office with the replacement of gateway and wayfinding signage to align with the Village’s branding.

5. Continued to support and/or assist in planning special events in the Village including Earth/Arbor Day, Memorial Day Parade, 4th of July, Northbrook Grand Prix, Northbrook Days, Illuminate Northbrook, Family Dinner. Also, continued to support efforts in the Central Business District with installation of banners.

GOALS FOR FISCAL YEAR 2027

1. Execute facility and capital projects outlined in the CIP and subsequent budget appropriations encompassing the replacement of the rooftop HVAC unit at the Public Works Center, the installation of snow guards on the north slope of the roof to protect the parked cars and pedestrian traffic, replace the exterior windows at Fire Station 12, hire a structural engineer to evaluate the Village Hall stairwell and determine what actions are needed to address and correct any settlement or structural issues, and continue the Village Hall renovations by painting, replacing carpet, replacing staff and conference rooms identified in the plan.

2. Implement the CIP and subsequent budget appropriation by replacing the following units: Unit 228 (2009 International Dump Truck).

3. Transition the treatment of trees diseased with Dutch Elm and Emerald Ash Borers from external contractors to in-house staff by utilizing their experience and certifications to administer chemical treatments which will improve oversite of the program and maintain the Village's preferred treatment methods.

4. Continue with a comprehensive review and update, as necessary, of departmental Standard Operating Procedures, including procedures for handling road closures and detours, maintenance of public buildings and facilities, budget development and approval processes, internal communication procedures, and reporting of incidents or accidents.

5. Continue to support the Village's Strategic Planning efforts and implementation of Strategic Planning priorities.

6. Continuously review and expand the training program for departmental staff. Begin building a staff-created library of training videos regarding routine maintenance for the audience of new employees.

7. Review the Village's facilities and fleet operations to ensure they operate efficiently and meet the needs of the Village organization as a whole.

8. Support and/or assist in planning special events in the Village including Earth/Arbor Day, Memorial Day Parade, 4th of July, Northbrook Grand Prix, Northbrook Days, Illuminate Northbrook, and Family Dinner.

9. Continue to support the Central Business District by maintaining enhancements to updated infrastructure such as streetscape and other upgraded amenities.

10. Support the Village's efforts to implement the Climate Action Plan with the following efforts: support the Sustainability Coordinator's electric vehicle charging stations at Village facilities, propose the purchase of hybrid vehicles for the Village's fleet when appropriate and continue to work to support bicycle and pedestrian improvements as part of roadway and other Village projects as appropriate.

BOARDS/COMMISSION SUPPORT

1. Stormwater Management Commission

2. Pedestrian and Bicycle Commission

3. 125th Anniversary Commission

PUBLIC WORKS PERFORMANCE INDICATOR

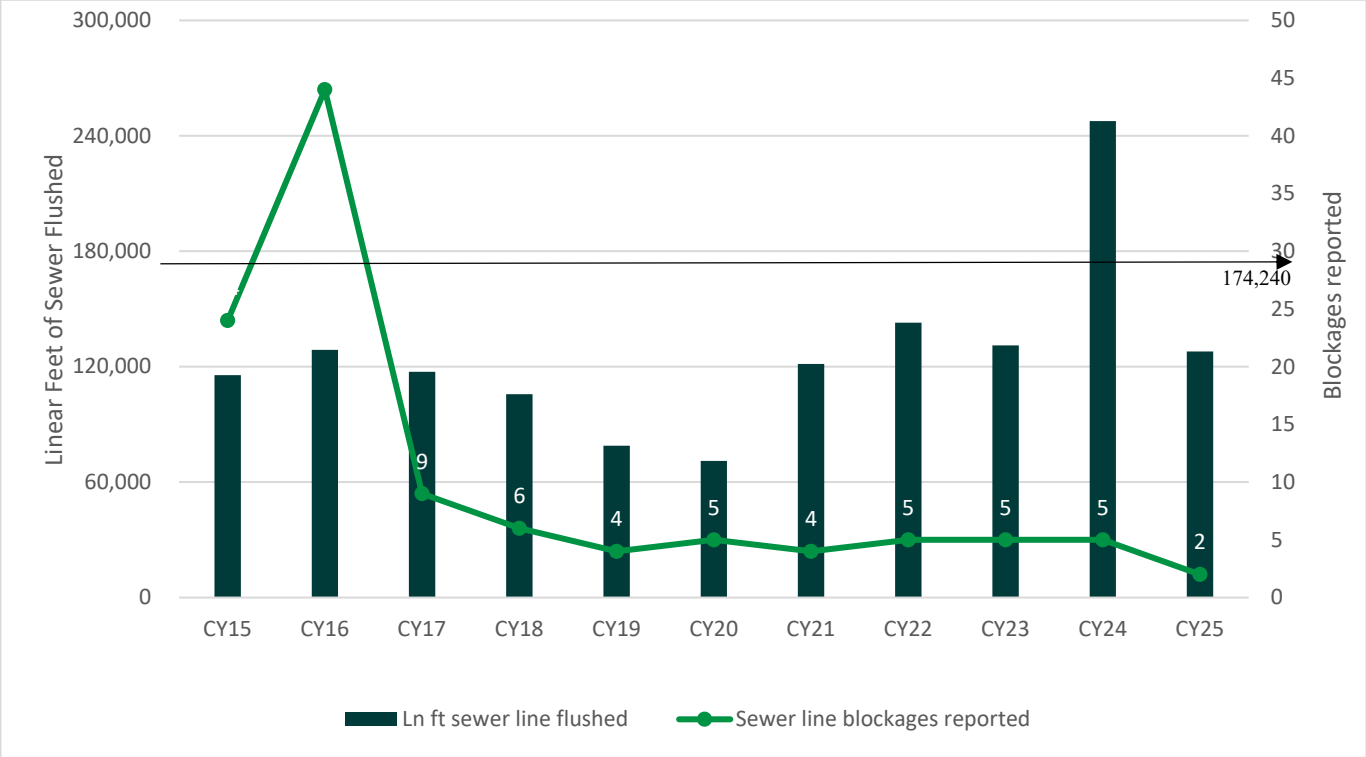
SANITARY SEWER FLUSHING

The Village maintains 132 miles of sanitary sewer system network, comprised of approximately 80-sub-systems, in order to provide an uninterrupted and reliable wastewater collection, conveyance and disposal system to its users. In this system, there are areas requiring annual maintenance and cleaning. The remaining network is on a preventive three-to-five-year program to limit the number of blockages that can cause or contribute to flooding in homes and businesses.

The performance benchmarks are to:

- **clean and flush each line in the sanitary sewer conveyance system at least once every 4 years;**
- **limit the number of home and business sewer backups received due to blockages in the Village's sanitary sewer system.**

Sanitary Sewer Flushing Service Indicator



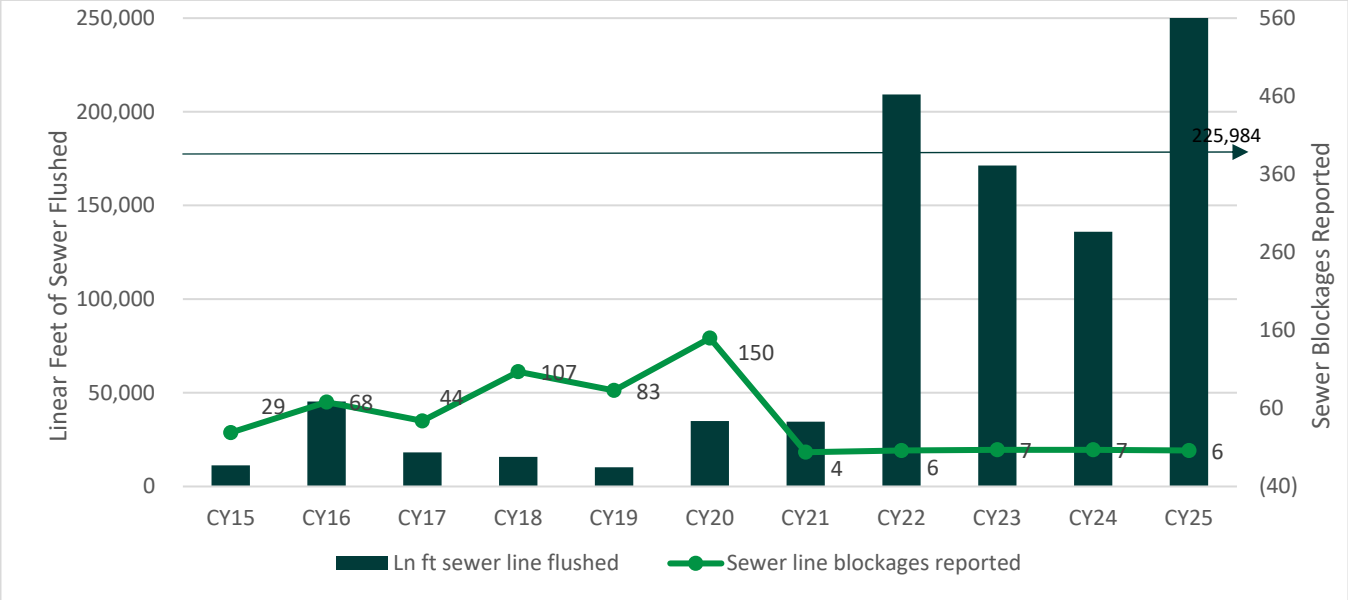
STORM SEWER FLUSHING

The Village of Northbrook uses an integrated system of 124 miles of storm sewer pipe, stormwater management facilities, ditches, structures, overland flood routes/paths and other flood control infrastructure for the purposes of managing stormwater runoff and reducing the impacts of flooding within the Village. Beginning with FY 2012/13, the maintenance, operations, and capital improvements to the storm sewer system are funded with a stormwater utility fee. Historically, the Village has judged the performance of our stormwater services by miles of storm sewer flushed and number of blockages removed. However, it is important to note that rainfall events impact the system and, in some cases, can negate the benefits of flushing. Beginning in FY 2022/2023, Public Works implemented a revised storm sewer flushing program to achieve the performance benchmarks listed below.

The performance benchmarks are to:

- **clean and flush each line in the storm sewer conveyance system at least once every 3-5 years;**
- **reduce the number of homes, business and street flooding as the result of blockages in the Village's storm sewer system compared to the preceding year with similar rainfall amounts.**

Storm Sewer Flushing Service Indicator



Please note that the number of requests for service involving flooding reported historically correlates with significant rain events of 2 inches or more over the course of a single day or continuous smaller rain events that span multiple days. Heavy rainfall over a brief duration of time (more than an inch over a six-hour period) can also lead to more requests for service. A summary of the significant rainfall events from 2011 to present is below.

Date(s)	Total Rainfall In Inches	Date(s)	Total Rainfall in Inches
July 23, 2011	5.25	May 17, 2020	2.76
April 17-18, 2013	4	May 23, 2020	1.44 (1.28 inches fell in 1 hour)
June 26, 2013	3.5	June 20, 2021	1.61 (1.1 inches fell in 1 hour)
July 11-12, 2017	3.75	June 24-26, 2021	4.43
May 20-21, 2018	2.02	October 24-25, 2021	2.6
June 26, 2018	1.45 (1.1 inches fell in 1 hour)	July 4-6, 2022	2.88*
July 18, 2019	2.3	July 23-24, 2022	2.29*
July 21, 2019	2.25	September 11, 2022	2.39*

*No callouts where required for these events

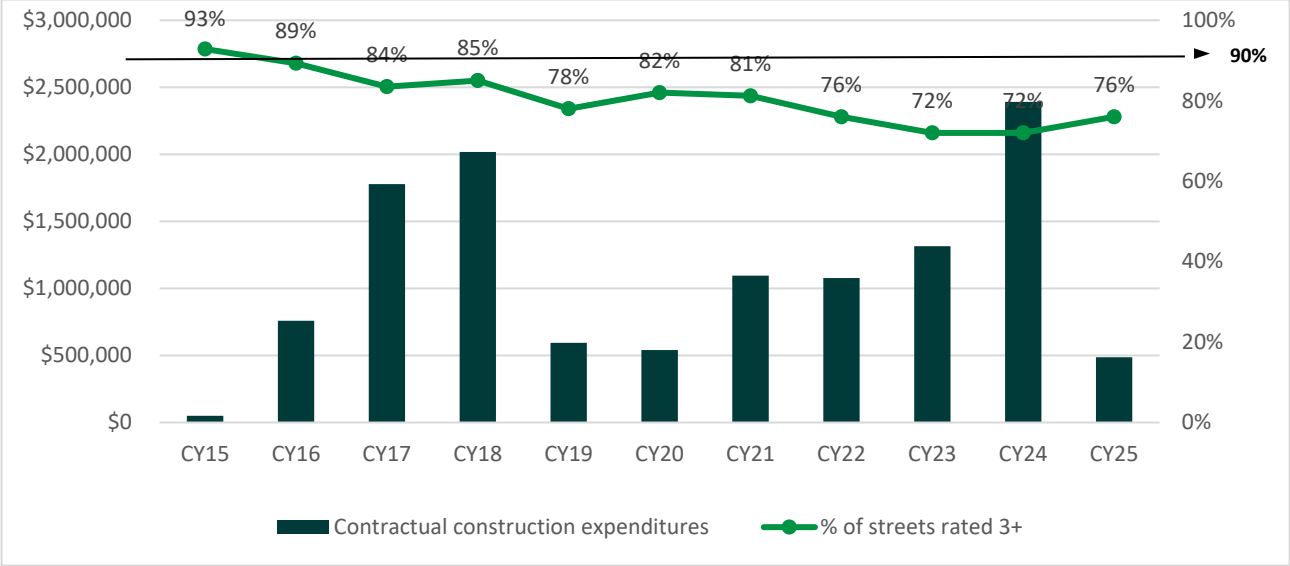
STREET RESURFACING AND REHABILITATION

The Village maintains 130 centerline miles of roadway within the Village's boundaries. Village staff conduct a survey of all Village-owned asphalt and concrete streets on annual basis. Asphalt streets are rated on a 5-point scale (with 1 being the worst and 5 the best). Similarly, concrete streets are rated based on the percentage of panels in the street that need to be removed and replaced. Staff also relies on the results of detailed pavement surveys completed by an independent consulting firm that uses radar and laser technology to analyze the roads. This survey was last completed in 2020. The data gathered from these sources about asphalt streets is analyzed by staff and streets are programmed into the CIP based a street's surface/base conditions, age, condition in relation to the adjacent streets and timing to select and complete the most cost-effective rehabilitation measure. Concrete streets are programmed based on their condition, the percentage of panels that have failed, and the condition of adjacent streets.

The performance benchmarks are to:

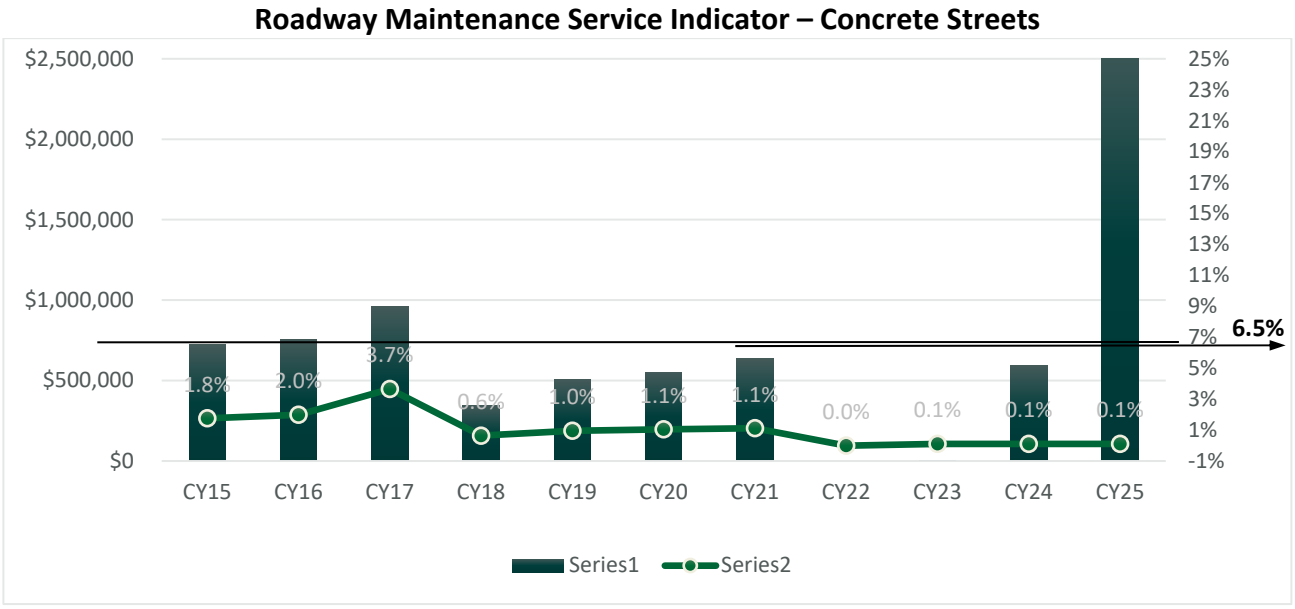
- **eliminate all deficient streets with a "1" rating (poor);**
- **rehabilitate as many "2's" as possible (many failures) with the funding available; and**
- **maintain a minimum of 90% of the streets with a rating of "3" or better.**

Roadway Maintenance Service Indicator – Asphalt Streets



The FY 2013/14 and FY 2014/15 Budgets incorporated an expanded asphalt street rehabilitation program which together addressed 53% of streets rated a "1" or a "2" as well as the removal and replacement of many of the failed panels in our concrete streets. The current Capital Improvement Plan includes $25.2 million in roadway improvements amongst the asphalt street rehabilitation program, MARs program, and concrete street rehabilitation program funded through a combination of Motor Fuel Tax, Transportation Renewal Fund proceeds collected by the State of Illinois as well as grants and one time revenue sources such as Rebuild Illinois Funds.

STREET RESURFACING AND REHABILITATION



Please note that in FY18, the Village completed the Central Business District Infrastructure Improvement project. This project included reconstruction of several streets as well as sidewalk replacement, streetscape improvements and other miscellaneous improvements. Due to the varied nature of items included in the project, the costs are not included in either the Asphalt Streets or Concrete Streets tables. However, both graphs do reflect the correct ratings or percentage of streets completed. Further, the costs for the Lee Road Conversion project (from concrete to asphalt) are included in the Asphalt Street streets graph.

Please note that in FY18, the Village reconstructed Western Avenue between Maple Avenue and Techny Road at a cost of $1,360,000 and Anthony Trail between Macarthur Boulevard and Commercial Avenue at a cost of $345,465. The Western Avenue project involved reconstructing the street with asphalt while the Anthony Trail project was reconstructed in concrete. The costs for Western Avenue have been included in the Asphalt Streets graphic while the costs for Anthony Trail have been included in the Concrete Streets graph.

Please note that for FY22 the Village decided to suspend the concrete street program to allow staff more time to design future projects in order to complete construction sooner in scheduled years. In FY24, Cherry Ln. from Cedar Ln. to Meadow Rd. was converted from a concrete street to asphalt street.

The Village is not meeting its goal for asphalt streets of not having more than 10% of its roads be rated Poor or Many Failures. The Village has not met its goal for performing major maintenance to 6-7% of its concrete streets annually.

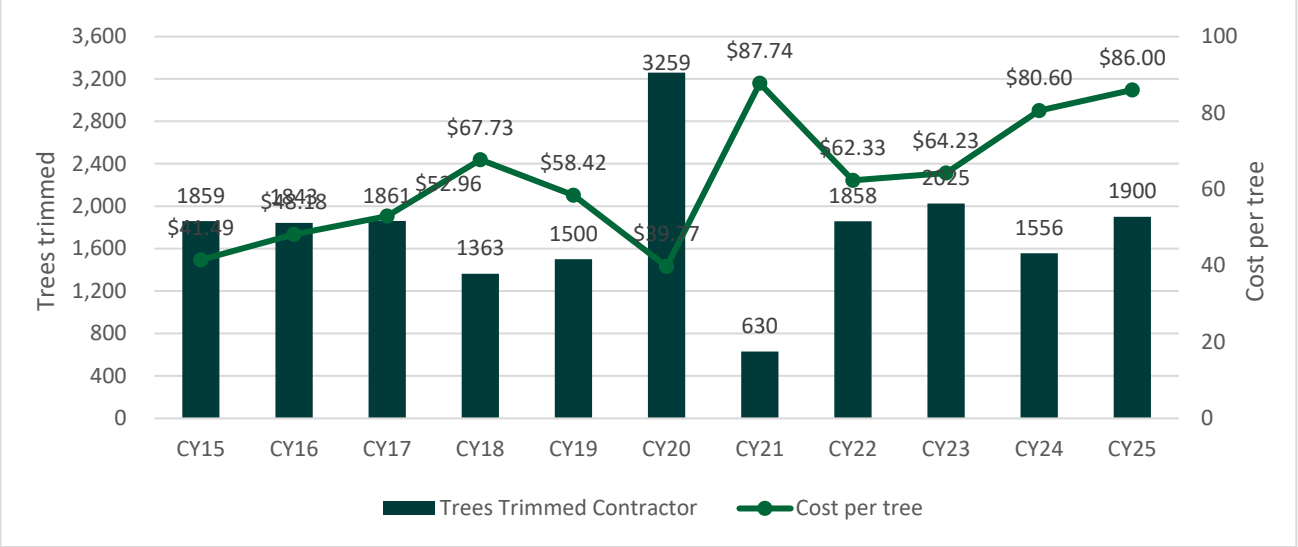
PARKWAY TREE TRIMMING

The Village owns and maintains approximately 17,100 parkway trees. Like all landscaping, trees require preventive maintenance to ensure their continued viability. Once such maintenance task is trimming, which is performed to maintain shape, remove dead and/or diseases limbs and to remove potential hazards to pedestrians, cyclists and vehicular traffic. The Village of Northbrook contract for the trimming of parkway trees and trees on their properties, while Village staff trims parkway trees on an individual request for service basis. The majority of tree trimming activities occur after January 1st every year when trees are dormant and pruning activities cause less stress for trees.

The performance benchmark is to:

- **provide an approximate seven-year pruning schedule program including an inventory update for all parkway trees and limit the cost per tree trimmed.**

Parkway Tree Trimming Service Indicator Goal



Trees Trimmed	CY 15	CY 16	CY 17	CY 18	CY 19	CY 20	CY 21	CY 22	CY 23	CY 24	CY25
Contractual	1,859	1,843	1,861	1,363	1,500	3,259	630	1,858	1,865	1,374	1,688
Village	114	198	174	203	221	207	177	221	160	192	212
	1,973	**2,041**	**2,035**	**1,566**	**1,721**	**3,499**	**807**	**2,079**	**2,025**	**1,566**	**1,900**
Contractual	$53,230	$67,576	$80,472	$76,556	$77,225	$116,654	$55,109	$93,145	$85,556	$83,200	$86,000
Village (labor)[1]	$28,629	$30,756	$27,293	$29,480	$23,319	$22,498	$15,613	$36,434	$44,513	$42,208	$85,304
	$81,859	**$98,332**	**$107,765**	**$106,036**	**$100,544**	**$139,152**	**$70,722**	**$129,579**	**$130,069**	**$125,408**	**$171,304**

Please note that in CY 18 and for a portion of CY 19, the Village's contractual tree trimming program included portions of the community with larger, more mature trees than it had in prior years. This increased the average cost per tree. In CY 20, the Village rebid and awarded a new agreement for parkway tree trimming which resulted in more favorable pricing. This allowed the trimming of more trees to be programmed. The increase in number of trees trimmed is attributable to not only the favorable pricing received but also timing of work. As the number of trees trimmed is reported on a calendar year, the quantities of trimming include work done over two trimming seasons. In CY 21, similar to CY 18 and CY 19, the contractual tree trimming program included portions of the community with larger, more mature trees which drove the unit price of trimming up.

1. Hours reported times employee's hourly rate. Labor cost does not include equipment costs or employee's fringe benefits.

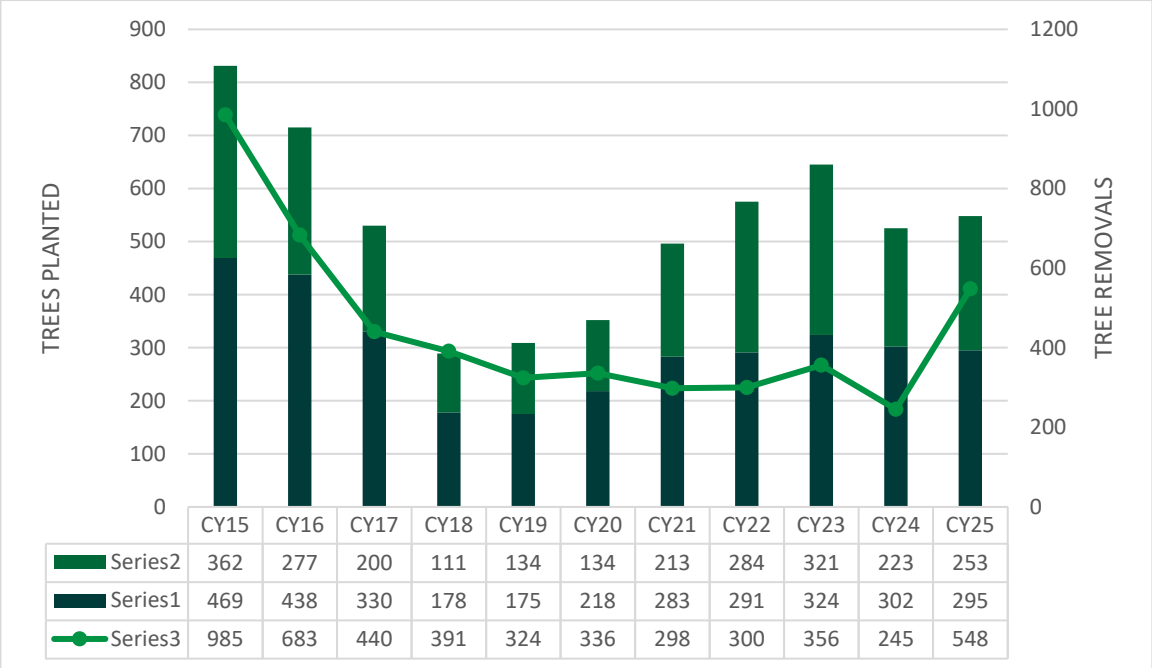
TREE PLANTING PROGRAM

The Village owns and maintains approximately 17,100 parkway trees. As part of its ongoing forestry program, the Village of Northbrook plants parkway trees in locations where a tree has been removed and to promote the quantity and diversity of trees in the urban forest. Additionally, residents can participate in the Village's parkway tree cost sharing program, which adds to the number of parkway trees in the community. As part of the Climate Action Plan (CAP), which began in August 2021, the Village prioritized the planting of 500 new trees annually. Plantings take place twice annually with a spring and fall planting season. It is important to note that the 500 trees planted benchmark includes replacements for trees that failed to thrive in the previous planting year(s).

The performance benchmark is to:

- **plant 500 parkway trees on an annual basis during the spring and fall planting seasons, and;**
- **replace removed trees at a 1-to-1 ratio.**

Tree Planting Indicator Goal



	CY15	CY16	CY17	CY18	CY19	CY20	CY21	CY22	CY23	CY24	CY25
Series2	362	277	200	111	134	134	213	284	321	223	253
Series1	469	438	330	178	175	218	283	291	324	302	295
Series3	985	683	440	391	324	336	298	300	356	245	548

Please note that the high removal rates in 2015 are due to the Emerald Ash Borer (EAB). The Village was not able to replace all the removed Ash trees at the 1:1 ratio due to location difficulties of certain trees. Further, the Village developed an EAB Plan which accounted for reforestation of the urban canopy over a five-year time period to help off-set the costs of the removal of diseased Ash trees.

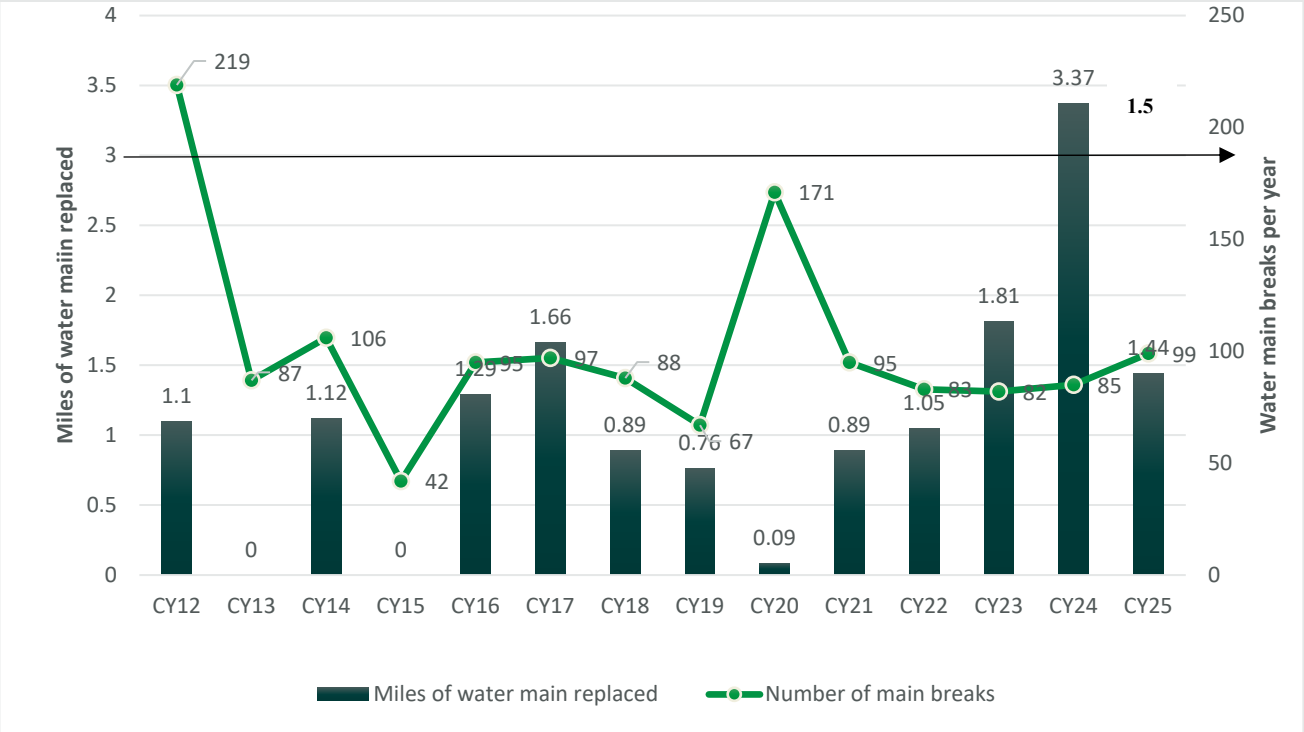
WATER MAIN REPLACEMENT PROGRAM

The Village owns and maintains a water production and distribution system that contains more than 205 miles of water main, 2,145 valves, 2,751 hydrants, and approximately 12,500 water meters. Beginning in FY 2016/17, the Village embarked on water main replacement program that targets 6" inch diameter cast iron mains that have historically been amongst the worst performing with a goal of replacing approximately 1.5 miles annually. In addition, the Village also began and continues with a critical main replacement program that will target water mains at critical points in the distribution system. These main replacements will occur every 2-3 years. This work will help to maintain a safe, reliable water distribution system.

The performance benchmarks are to:

- **ensure an uninterrupted delivery of potable water to residential, commercial and industrial customers; and**
- **maintain desirable fire flows throughout the distribution system.**

Water Main Replacement Service Indicator Goal



In CYs 20 and 21, the Village experienced a higher-than-normal number of water main breaks as the second pressure zone was brought online. This number gradually reduced throughout the fiscal year and returned to normal levels by January 2021.

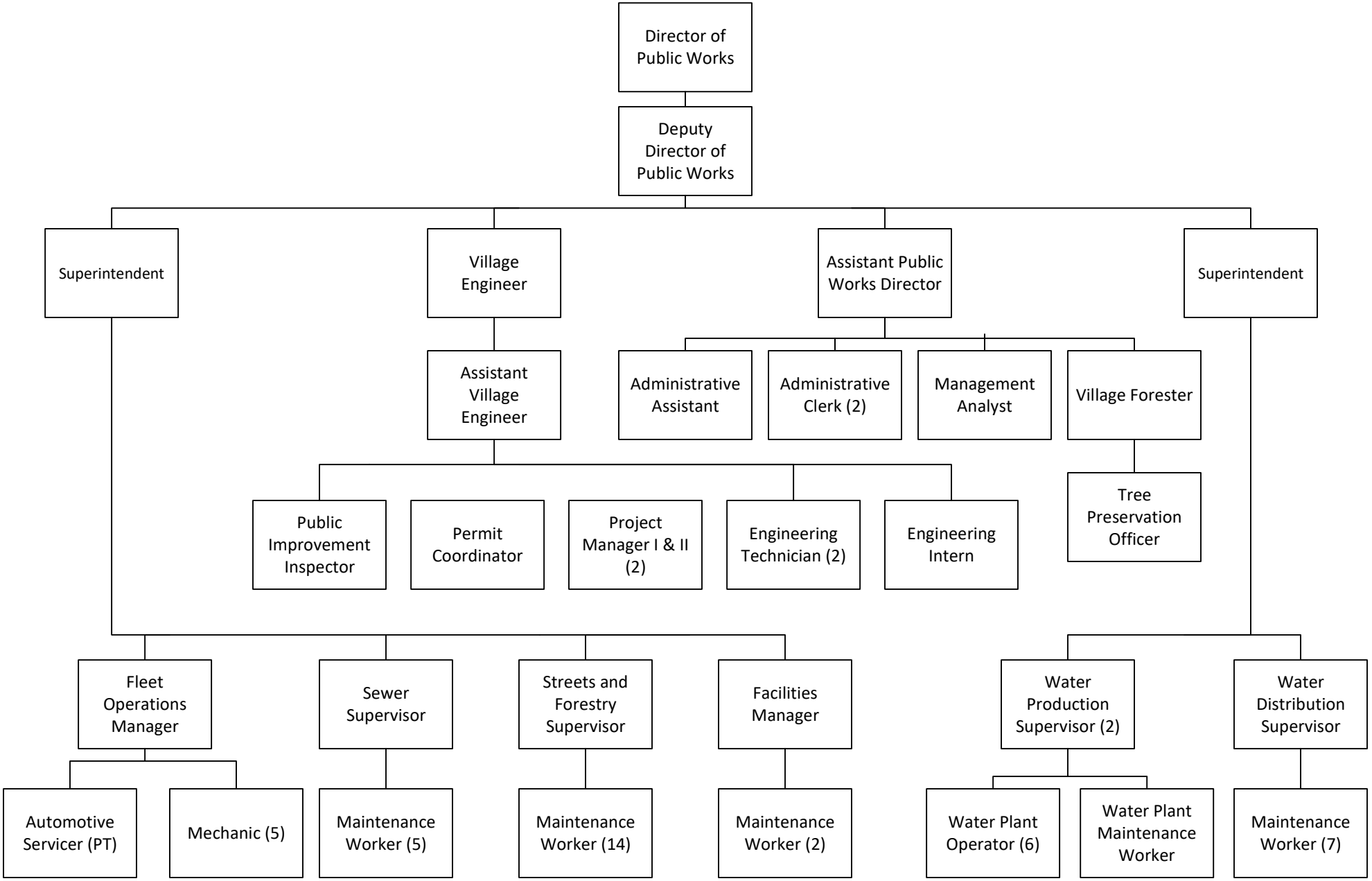
Village of Northbrook
Prior Year Performance Measurers
2025 Data for Fiscal Year 2027 Budget

PUBLIC WORKS

Category	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	2025 TOTAL	2024 TOTAL
Pieces of Equipment Serviced	98	95	74	107	87	75	82	68	78	63	97	103	1,027	965
Fuel Used (unleaded gallons)*	6,908	6,175	5,875	5,947	5,413	5,841	6,602	3,257	5,191	3,460	6,762	5,921	67,351	79,781
Fuel Used (diesel gallons)*	5,390	5,356	3,365	2,916	2,984	3,660	3,509	1,910	2,559	3,538	4,361	2,067	41,615	45,569
Snow Events/Plowing/Salting calls outs	0	0	2	0	0	0	0	0	0	0	2	4	8	12
Salt Used (tons)	1,111	849	91	0	0	0	0	0	0	0	664	895	3,609	1,120
Asphalt Paving (tons)	0	0	0	20	49	83	17	97	70	64	35	0	433	426
Concrete Repairs (yards)	0	0	8	37	45	34	36	64	41	32	40	0	335	255
Steet Lights Repaired	15	20	28	17	5	4	20	7	7	12	8	27	170	183
Steet Signals / EVP Repaired	0	2	0	1	2	3	0	0	2	1	2	0	13	70
Sanitary Sewer Lines Flushed (feet)	916	2,992	2,406	36,219	11,311	36,841	25,601	3,473	1,046	1,992	1,712	3,237	127,746	246,720
Storm Water Sewer Lines Flushed (feet)	21,664	25,861	65,692	36,743	11,807	37,853	53,892	19,529	39,342	43,540	27,758	31,030	414,711	135,965
Net New Water Meters Installed	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Water Meters Replaced	0	0	0	571	1,725	2,232	1,913	1,240	815	840	672	495	10,503	100
Water Main Breaks Repaired	27	12	6	2	0	5	5	11	4	7	8	12	99	85
Water Sold (per 1000 gallons sold)	128,704	113,797	115,870	119,737	160,635	200,864	204,247	213,859	193,406	151,831	112,096	118,847	1,833,893	1,459,492
Water Shut Offs	1	0	2	0	0	1	0	4	0	0	0	1	9	14
Engineering Permits Reviewed	18	16	30	50	46	56	40	50	50	58	30	31	475	347
JULIE Locates Performed	373	291	841	873	1,178	902	822	956	1,129	902	645	326	9,238	7,861
Total Tree Inspections	146	98	52	66	1	504	562	670	677	300	466	109	3,651	2,717
Trees Maintained/Trimmed	1,750	62	74	107	84	422	167	113	299	314	69	53	3,514	1,566
New Trees Planted	0	0	6	26	129	175	3	0	1	4	102	68	514	525
Trees Removed	22	20	22	21	39	24	76	56	57	93	24	26	480	247
Building Maintenance Requests	20	15	42	43	25	26	20	19	8	28	17	23	286	186
Block Party Street Closures Approved	0	0	0	0	0	1	6	11	7	5	0	0	30	31

*Fuel used by all entities utilizing the Village's fuel system.

Public Works Department



PUBLIC WORKS DEPARTMENT
ALL DIVISIONS
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Director of Public Works		1	1.00	1	1.00
Deputy Director of Public Works		1	1.00	1	1.00
Village Engineer		1	1.00	1	1.00
Assistant Village Engineer		1	1.00	1	1.00
Assistant Public Works Director		1	1.00	1	1.00
Superintendent		2	2.00	2	2.00
Maintenance Supervisor**		3	3.00	3	3.00
Facilities Manager		1	1.00	1	1.00
Fleet Operations Manager		1	1.00	1	1.00
Water Production Supervisor	1	1	1.00	2	2.00
Assistant Water Production Supervisor	1	1	1.00	0	0.00
Village Forester		1	1.00	1	1.00
Maintenance Worker		28	28.00	28	28.00
Mechanic		5	5.00	5	5.00
Water Plant Operator		6	6.00	6	6.00
Water Plant Maintenance Worker		1	1.00	1	1.00
Tree Preservation Officer		1	1.00	1	1.00
Public Improvement Inspector		1	1.00	1	1.00
Project Manager I		2	2.00	2	2.00
Permit Coordinator		1	1.00	1	1.00
Administrative Clerk		2	2.00	2	2.00
Administrative Assistant		1	1.00	1	1.00
Management Analyst		1	1.00	1	1.00
Engineering Technician		2	2.00	2	2.00
TOTAL		**66**	**66.00**	**66**	**66.00**
Regular Part-Time					
Automotive Servicer		1	0.50	1	0.50
TOTAL		**1**	**0.50**	**1**	**0.50**

* FTE - Full-Time Equivalents

** Sewer (1), Streets/Forestry (1), Water Distribution (1)

1 Reclassified Assistant Water Production Supervisor to Water Production Supervisor

PUBLIC WORKS DEPARTMENT
ALL DIVISIONS
AUTHORIZED POSITIONS

	FY 2026		FY 2027	
	Positions	FTE*	Positions	FTE*
Temporary/Seasonal Part-Time				
Engineering Intern	1	0.25	1	0.25
TOTAL	**1**	**0.25**	**1**	**0.25**
TOTAL POSITIONS FOR DEPARTMENT	**68**	**66.75**	**68**	**66.75**

* FTE - Full-Time Equivalents

PUBLIC WORKS DEPARTMENT
GENERAL OPERATIONS DIVISION
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Director of Public Works		1	1.00	1	1.00
Deputy Director of Public Works		1	1.00	1	1.00
Assistant Public Works Director		1	1.00	1	1.00
Assistant Village Engineer		1	1.00	1	1.00
Superintendent	1	2	2.00	1	1.00
Maintenance Supervisor		1	1.00	1	1.00
Facilities Manager		1	1.00	1	1.00
Fleet Operations Manager		1	1.00	1	1.00
Village Forester		1	1.00	1	1.00
Maintenance Worker		16	16.00	16	16.00
Mechanic		5	5.00	5	5.00
Tree Preservation Officer		1	1.00	1	1.00
Project Manager I or II		1	1.00	1	1.00
Permit Coordinator		1	1.00	1	1.00
Administrative Clerk		1	1.00	1	1.00
Management Analyst		1	1.00	1	1.00
Engineering Technician		2	2.00	2	2.00
TOTAL		**38**	**38.00**	**37**	**37.00**
Regular Part-Time					
Automotive Servicer		1	0.50	1	0.50
TOTAL		**1**	**0.50**	**1**	**0.50**
'Temporary/Seasonal Part-Time					
Engineering Intern		1	0.25	1	0.25
TOTAL		**1**	**0.25**	**1**	**0.25**
TOTAL POSITIONS FOR DEPARTMENT		**40**	**38.75**	**39**	**37.75**

* FTE - Full-Time Equivalents

1 Position moved to Water Fund/Distribution division

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - PUBLIC WORKS

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-4100-501-01	REGULAR SALARIES	3,452,042	3,331,520	3,855,705	3,855,705	3,582,450	3,742,655	3,871,770	-2.9%	4.5%
11-4100-502-01	REGULAR PART TIME SALARIES	13,152	8,065	19,425	19,425	15,682	20,150	20,150	3.7%	28.5%
11-4100-502-02	SEASONAL PERSONNEL	-	5,610	9,000	9,000	5,130	9,000	9,000	0.0%	75.4%
11-4100-503-00	OVERTIME	120,976	137,307	150,000	150,000	142,140	150,000	150,000	0.0%	5.5%
11-4100-504-00	GOOD HEALTH BENEFIT	53,336	52,195	53,500	53,500	59,620	60,000	60,000	12.1%	0.6%
11-4100-505-04	SUPERVISORY DIFFERENTIAL	12,466	5,814	6,000	6,000	6,000	6,000	6,000	0.0%	0.0%
11-4100-505-08	ON CALL PAY	15,000	15,900	15,600	15,600	15,900	15,900	15,900	1.9%	0.0%
	TOTAL PERSONAL SERVICES	3,666,972	3,556,411	4,109,230	4,109,230	3,826,922	4,003,705	4,132,820	-2.6%	4.6%
11-4100-511-00	IMRF EMPLOYER CONTRIBUTIONS	306,515	309,265	352,880	352,880	332,130	353,730	364,340	0.2%	6.5%
11-4100-512-00	FICA EMPLOYER CONTRIBUTIONS	272,695	268,229	312,740	312,740	287,250	315,990	325,465	1.0%	10.0%
11-4100-513-00	EMPLOYEE LIFE INSURANCE	4,369	4,275	5,000	5,000	5,000	5,000	5,000	0.0%	0.0%
11-4100-514-00	EMPLOYEE HEALTH INSURANCE	501,830	840,425	946,985	946,985	946,985	1,003,235	1,103,560	5.9%	5.9%
11-4100-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	-	-	-	-	-	-	-		
11-4100-515-00	WORKERS' COMPENSATION	49,250	49,250	49,250	49,250	49,250	49,250	49,250	0.0%	0.0%
	TOTAL FRINGE BENEFITS	1,134,659	1,471,444	1,666,855	1,666,855	1,620,615	1,727,205	1,847,615	3.6%	6.6%
11-4100-521-00	MAINTENANCE - EQUIPMENT	2,832	-	11,500	11,500	11,490	3,900	1,500	-66.1%	-66.1%
11-4100-524-00	MAINTENANCE - BUILDINGS AND GROUNDS	19,438	12,136	12,760	12,760	10,660	11,950	12,085	-6.3%	12.1%
11-4100-524-71	MAINTENANCE - FLEET MAINTENANCE GARAGE	6,654	4,951	6,520	6,520	5,420	5,720	5,825	-12.3%	5.5%
11-4100-524-73	MAINTENANCE - PUBLIC WORKS CENTER	17,706	19,530	23,725	44,680	44,680	26,915	27,000	-39.8%	-39.8%
11-4100-524-75	MAINTENANCE - POLICE DEPARTMENT	18,272	19,086	20,210	20,210	19,485	20,885	20,920	3.3%	7.2%
11-4100-524-76	MAINTENANCE - FIRE STATIONS	32,758	26,630	37,595	32,378	35,518	38,280	36,540	18.2%	7.8%
11-4100-524-77	MAINTENANCE - VILLAGE HALL	69,088	49,973	28,050	26,495	26,495	27,700	5,200	4.5%	4.5%
11-4100-524-78	GENERATOR MAINTENANCE	13,292	19,409	12,875	19,647	18,480	14,875	15,260	-24.3%	-19.5%
11-4100-524-79	HVAC MAINTENANCE	25,348	66,522	30,500	30,500	30,500	31,475	31,475	3.2%	3.2%
11-4100-524-80	CIVIC BUILDING MAINTENANCE	10,509	-	-	-	-	-	-		
11-4100-525-00	MAINTENANCE - VEHICLES	38,333	31,500	36,685	46,685	42,885	53,725	37,830	15.1%	25.3%
11-4100-530-71	VILLAGE SIGNALS	40,479	37,702	47,237	47,237	47,237	47,237	48,540	0.0%	0.0%
11-4100-530-72	COUNTY SIGNALS	52,266	50,794	58,200	58,200	58,200	58,200	59,945	0.0%	0.0%
11-4100-530-73	IDOT SIGNALS	15,486	28,726	20,800	33,430	33,430	39,430	40,465	17.9%	17.9%
11-4100-531-71	STREET REPAIRS	25,000	25,203	25,000	25,000	25,000	25,000	25,000	0.0%	0.0%
11-4100-531-72	PARKWAY MAINTENANCE	10,311	1,009	10,000	10,000	3,800	7,000	7,210	-30.0%	84.2%
11-4100-531-73	SIDEWALKS	23,753	19,999	45,000	45,000	45,000	25,000	20,000	-44.4%	-44.4%
11-4100-531-80	CAP FORESTRY EXPENSES	424,535	400,441	466,350	452,550	401,960	453,600	443,790	0.2%	12.8%
11-4100-531-92	TRAFFIC CONTROLS/PAVEMENT MARKINGS	49,796	70,810	60,810	60,810	58,590	46,805	63,115	-23.0%	-20.1%
11-4100-531-93	BIKE & PEDESTRIAN IMPROVEMENTS	-	24,000	24,000	24,000	24,000	24,000	18,200	0.0%	0.0%
11-4100-536-00	TRANSFER TO SELF INSURANCE	221,150	84,254	84,254	84,254	84,254	84,254	84,254	0.0%	0.0%
11-4100-537-01	MONTHLY SERVICE	2,349	2,389	2,580	2,580	2,580	2,580	2,580	0.0%	0.0%
11-4100-537-05	CELLULAR PHONE SERVICE	9,759	8,691	10,920	10,920	10,000	10,920	11,250	0.0%	9.2%
11-4100-538-73	ELECTRICITY - PUBLIC WORKS CENTER	9,249	10,242	4,675	8,475	10,250	4,850	4,996	-42.8%	-52.7%
11-4100-539-71	NATURAL GAS - FLEET MAINTENANCE GARAGE	1,227	1,483	3,500	3,500	2,000	3,500	3,605	0.0%	75.0%
11-4100-539-73	NATURAL GAS - PUBLIC WORKS CENTER	2,989	3,860	11,400	11,400	4,500	9,525	9,811	-16.4%	111.7%

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-4100-539-75	NATURAL GAS - POLICE STATIONS	4,601	3,203	7,200	7,200	4,500	6,500	6,500	-9.7%	44.4%
11-4100-539-76	NATURAL GAS - FIRE STATIONS	14,711	10,651	15,150	15,150	12,500	13,375	13,775	-11.7%	7.0%
11-4100-539-77	NATURAL GAS - VILLAGE HALL	3,874	558	8,300	8,300	8,300	8,300	8,300	0.0%	0.0%
11-4100-539-78	NATURAL GAS - 2002 WALTERS AVENUE	3,104	-	-	-	-	-	-		
11-4100-540-00	CONFERENCES	2,621	9,991	12,500	12,500	10,200	19,350	15,650	54.8%	89.7%
11-4100-541-00	GENERAL TRAINING/LOCAL SEMINARS	24,545	29,672	18,000	18,000	18,000	18,000	17,650	0.0%	0.0%
11-4100-542-00	MEMBERSHIPS	4,817	4,893	7,695	7,695	9,645	9,645	9,645	25.3%	0.0%
11-4100-543-01	SOFTWARE AS A SERVICE	-	-	2,500	2,500	2,898	3,200	3,200	28.0%	10.4%
11-4100-554-00	OTHER PROFESSIONAL SERVICES	450,015	346,230	384,145	384,145	367,305	395,995	387,050	3.1%	7.8%
11-4100-555-71	CUSTODIAL - FLEET MAINTENANCE GARAGE	2,079	1,656	2,820	7,674	7,674	7,674	7,674	0.0%	0.0%
11-4100-555-73	CUSTODIAL SERVICES - PUBLIC WORKS CENTER	13,864	12,922	16,050	16,050	12,766	12,766	12,766	-20.5%	0.0%
11-4100-555-76	CUSTODIAL SERVICES - FIRE STATIONS	9,299	9,604	12,350	13,060	13,060	13,060	13,060	0.0%	0.0%
11-4100-555-77	CUSTODIAL SERVICES - VILLAGE HALL	29,726	29,668	40,940	43,232	43,232	43,232	43,232	0.0%	0.0%
11-4100-558-02	PAGERS	796	911	825	825	825	825	825	0.0%	0.0%
11-4100-561-00	SERVICE RECOGNITION	375	633	3,500	3,500	1,200	1,200	1,200	-65.7%	0.0%
11-4100-562-72	COM ED RENTAL SYSTEM	43,800	49,023	56,200	56,200	53,340	56,200	57,890	0.0%	5.4%
11-4100-562-73	VILLAGE SYSTEM	117,706	137,635	105,000	92,370	82,700	87,410	87,410	-5.4%	5.7%
11-4100-585-72	PARKWAY TREE MAINTENANCE	16,095	12,669	12,125	28,125	48,575	36,575	38,640	30.0%	-24.7%
11-4100-585-77	ELECTRONICS RECYCLING	18,193	18,188	24,000	24,000	19,815	24,000	24,000	0.0%	21.1%
11-4100-585-78	STREET DEBRIS REMOVAL	-	-	15,000	2,000	15,000	15,000	15,000	650.0%	0.0%
11-4100-599-01	OTHER	1,074	166	1,000	1,000	300	1,000	1,000	0.0%	233.3%
11-4100-599-02	CANTEEN SERVICE	8,151	6,228	8,500	8,500	8,500	8,500	8,500	0.0%	0.0%
	TOTAL CONTRACTUAL SERVICES	1,912,025	1,703,841	1,848,946	1,880,757	1,796,749	1,859,133	1,809,363	-1.1%	3.5%
11-4100-601-00	OFFICE SUPPLIES	10,241	10,590	10,310	10,310	10,310	10,310	10,310	0.0%	0.0%
11-4100-612-71	FLEET MAINTENANCE GARAGE	8,513	7,668	7,000	7,000	7,300	7,000	7,210	0.0%	-4.1%
11-4100-612-73	PUBLIC WORKS CENTER	10,288	10,994	24,000	22,800	13,900	18,000	18,540	-21.1%	29.5%
11-4100-612-75	MAINTENANCE - POLICE DEPARTMENT	6,531	4,332	6,500	6,500	6,500	6,500	60,695	0.0%	0.0%
11-4100-612-76	MAINTENANCE - FIRE DEPARTMENT	23,215	8,133	16,500	16,500	16,500	16,500	16,500	0.0%	0.0%
11-4100-612-77	VILLAGE HALL	7,764	10,280	8,000	8,000	8,000	8,575	8,835	7.2%	7.2%
11-4100-613-71	PORTABLE MOTOR EQUIPMENT	1,530	1,916	3,000	3,000	3,000	3,000	3,000	0.0%	0.0%
11-4100-613-74	SNOW REMOVAL EQUIPMENT	49,248	19,608	51,700	51,700	51,700	53,000	35,000	2.5%	2.5%
11-4100-613-75	STREET LIGHTING REPAIRS	49,835	49,818	68,000	68,000	68,000	78,000	79,320	14.7%	14.7%
11-4100-614-71	GENERAL USE EQUIPMENT	64,409	52,217	40,000	40,000	40,000	40,000	40,000	0.0%	0.0%
11-4100-614-72	STREET SWEEPING EQUIPMENT	20,913	14,492	13,250	13,250	13,250	14,500	14,500	9.4%	9.4%
11-4100-614-73	CARS AND SMALL TRUCKS	38,400	38,169	35,000	35,000	37,500	38,000	39,140	8.6%	1.3%
11-4100-614-74	DUMP TRUCKS	34,162	39,177	35,000	35,000	35,000	35,000	35,000	0.0%	0.0%
11-4100-615-01	GASOLINE AND DIESEL FUEL	97,022	65,400	89,500	109,370	108,000	125,000	95,000	14.3%	15.7%
11-4100-615-71	PROPANE	486	1,929	1,100	4,725	3,170	3,200	3,296	-32.3%	0.9%
11-4100-615-72	OIL, GREASE, LUBE, ETC.	558	981	3,500	4,700	3,250	3,250	3,250	-30.9%	0.0%
11-4100-625-71	STREET MAINTENANCE	82,116	67,492	98,595	111,595	98,595	101,985	128,746	-8.6%	3.4%
11-4100-625-72	TREE AND PARKWAY MATERIALS	10,924	5,420	9,000	9,000	9,000	21,000	9,000	133.3%	133.3%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - PUBLIC WORKS

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-4100-625-73	SNOW AND ICE REMOVAL MATERIALS	229,672	172,987	156,150	272,051	230,000	271,230	225,582	-0.3%	17.9%
11-4100-625-74	TRAFFIC CONTROLS	40,140	28,539	32,050	32,050	32,050	32,050	32,730	0.0%	0.0%
11-4100-631-00	MATERIALS AND SUPPLIES	6,247	5,477	4,750	4,750	4,750	6,000	6,180	26.3%	26.3%
11-4100-632-00	CUSTODIAL SUPPLIES	13,270	10,348	11,250	11,250	10,200	11,250	11,250	0.0%	10.3%
11-4100-649-00	TOOLS	28,018	15,390	29,700	29,700	29,700	29,700	30,450	0.0%	0.0%
11-4100-653-72	UNIFORM ISSUE	16,928	18,139	20,000	20,000	17,300	20,000	20,000	0.0%	15.6%
11-4100-653-73	PROTECTIVE GEAR	4,663	6,531	4,900	4,900	5,400	5,400	5,400	10.2%	0.0%
	TOTAL COMMODITIES	855,093	666,027	778,755	931,151	862,375	958,450	938,934	2.9%	11.1%
11-4100-703-00	BUILDING AND PERMANENT IMPROVEMENTS	1,089,315	546,190	1,227,000	1,227,000	994,405	1,202,500	781,000	-2.0%	20.9%
11-4100-708-00	VEHICLES	215,669	550,766	506,059	506,059	425,000	327,597	359,879	-35.3%	-22.9%
	TOTAL CAPITAL OUTLAY	1,304,984	1,096,956	1,733,059	1,733,059	1,419,405	1,530,097	1,140,879	-11.7%	7.8%
	TOTAL	8,873,733	8,494,679	10,136,845	10,321,052	9,526,066	10,078,590	9,869,611	-2.3%	5.8%

Fund: General (11) Department: Public Works (4100)			Account Total
	PERSONAL SERVICES		
11-4100-501-01 FULL-TIME SALARIES			
	Regular Salaries - Full Time Employees		**3,742,655**
11-4100-502-XX PART-TIME SALARIES			
11-4100-502-01	Regular Part-Time Salaries	20,150	
11-4100-502-02	Seasonal Personnel	9,000	
	TOTAL		**29,150**
11-4100-503-00 OVERTIME			**150,000**
11-4100-504-00 GOOD HEALTH BENEFIT			**60,000**
11-4100-505-XX OTHER COMPENSATION			
11-4100-505-04	Supervisory Differential	6,000	
11-4100-505-08	On-Call Pay	15,900	
	TOTAL		**21,900**
	TOTAL PERSONAL SERVICES		**4,003,705**
	FRINGE BENEFITS		
11-4100-511-00 IMRF EMPLOYER CONTRIBUTIONS			**353,730**
11-4100-512-00 FICA EMPLOYER CONTRIBUTIONS			**315,990**
11-4100-513-00 EMPLOYEE LIFE INSURANCE			**5,000**
11-4100-514-00 EMPLOYEE HEALTH / DENTAL INSURANCE			**1,003,235**
11-4100-515-00 WORKERS' COMPENSATION			**49,250**
	TOTAL FRINGE BENEFITS		**1,727,205**

Fund: General (11)
Department: Public Works (4100)

Account Total

CONTRACTUAL SERVICES

11-4100-521-00 MAINTENANCE - EQUIPMENT

	General Equipment	1,500	
	Equipment Rental	2,400	
	TOTAL		**3,900**

11-4100-524-XX MAINTENANCE - BUILDINGS AND GROUNDS

11-4100-524-00	Maintenance	11,950	
11-4100-524-71	Fleet Maintenance Garage	5,720	
11-4100-524-73	Public Works Center	26,915	
11-4100-524-75	Police Department	20,885	
11-4100-524-76	Fire Stations	38,280	
11-4100-524-77	Village Hall	27,700	
11-4100-524-78	Generator Maintenance	14,875	
11-4100-524-79	HVAC Maintenance	31,475	
	TOTAL		**177,800**

11-4100-525-00 MAINTENANCE - VEHICLES

	General Use Equipment	14,100	
	Street Sweeping Equipment	5,225	
	Cars and Small Trucks	5,800	
	Dump Trucks - Routine	11,600	
	Hydraulic Valve Replacement	10,000	
	Breaker Rebuild	7,000	
	TOTAL		**53,725**

11-4100-530-XX MAINTENANCE - TRAFFIC SIGNALS

11-4100-530-71	Village Signals	47,237	
11-4100-530-72	County Signals	58,200	
11-4100-530-73	IDOT Signals	39,430	
	TOTAL		**144,867**

11-4100-531-XX MAINTENANCE - STREETS

11-4100-531-71	Street Repairs	25,000	
11-4100-531-72	Parkway Maintenance	7,000	
11-4100-531-73	Sidewalks	25,000	
11-4100-531-80	Climate Action Plan Forestry Expenses	453,600	
11-4100-531-92	Traffic Controls/Pavement Markings	46,805	
11-4100-531-93	Bike and Pedestrian Improvements	24,000	
	TOTAL		**581,405**

Fund: General (11)
Department: Public Works (4100)

Account Total

CONTRACTUAL SERVICES (CONT'D)

11-4100-536-00 INSURANCE

	Transfer to Self Insurance for Property, Casualty, and Liability Insurance		**84,254**

11-4100-537-XX TELEPHONE SERVICE

11-4100-537-01	Monthly Service	2,580	
11-4100-537-05	Cellular Phone Service	10,920	
	TOTAL		**13,500**

11-4100-538-73 ELECTRICITY

	Public Works Center	4,850	
	TOTAL		**4,850**

11-4100-539-XX NATURAL GAS

11-4100-539-71	Fleet Maintenance Garage	3,500	
11-4100-539-73	Public Works Center	9,525	
11-4100-539-75	Police Station	6,500	
11-4100-539-76	Fire Stations	13,375	
11-4100-539-77	Village Hall	8,300	
	TOTAL		**41,200**

11-4100-540-00 CONFERENCES

	IPELRA	2,500	
	APWA	4,500	
	IAWWA	1,000	
	IPSI	2,500	
	NPELRA	2,000	
	WATERCON	3,150	
	MAPSI	3,700	
	TOTAL		**19,350**

11-4100-541-00 GENERAL TRAINING/LOCAL SEMINARS

	Workshop Training	5,000	
	NIPSTA	12,500	
	Laserfiche Training and License	500	
	TOTAL		**18,000**

Fund: General (11)
Department: Public Works (4100)

Account Total

CONTRACTUAL SERVICES (CONT'D)

11-4100-542-00 MEMBERSHIPS

	ILCMA	700
	IPELRA/NPELRA	400
	Municipal Fleet	30
	NIPSTA	2,000
	Suburban Tree Consortium	575
	American Society of Civil Engineers	250
	American Public Works Association	4,000
	International Society Of Arbor	600
	PE Licensing	125
	IFMA	435
	IPWMAN	250
	SHRM	280
	TOTAL	**9,645**

11-4100-543-01 SOFTWARE AS A SERVICE

	JULIE Ticket Software	**3,200**

11-4100-554-00 OTHER PROFESSIONAL SERVICES

	CDL Renewal Reimbursement	500
	Physicals/Mandated CDL Drug/Alcohol Testing	6,500
	SCBA Medical Examinations	250
	Downtown Landscape Maintenance	274,890
	Holiday Decorations	31,500
	Bridge Inspections (2-Year Cycle)	18,700
	Subscriptions	55
	Clean Construction or Demolition Debris (CCDD)	18,600
	Vehicle Locating Services	7,500
	JULIE Message Charges	11,500
	Big Belly Trash/Recycling Bins for CBD	26,000
	TOTAL	**395,995**

11-4100-555-XX CUSTODIAL SERVICES

11-4100-555-71	Fleet Maintenance Garage	7,674
11-4100-555-73	Public Works Center	12,766
11-4100-555-76	Fire Stations	13,060
11-4100-555-77	Village Hall	43,232
	TOTAL	**76,732**

11-4100-558-02 EQUIPMENT RENTAL

	Pagers	**825**

Fund: General (11)
Department: Public Works (4100)

			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
11-4100-561-00	SERVICE RECOGNITION		**1,200**
11-4100-562-XX	STREET LIGHTING		
11-4100-562-72	Com Ed Rental System	56,200	
11-4100-562-73	Village System	87,410	
	TOTAL		**143,610**
11-4100-585-XX	SOLID WASTE MANAGEMENT		
11-4100-585-72	Parkway Trees	36,575	
11-4100-585-77	Resident-Specialty Recycling	24,000	
11-4100-585-78	Street Debris Removal	15,000	
	TOTAL		**75,575**
11-4100-599-XX	MISCELLANEOUS		
11-4100-599-01	Other	1,000	
11-4100-599-02	Canteen Service (Partially Reimbursable)	8,500	
	TOTAL		**9,500**
	TOTAL CONTRACTUAL SERVICES		**1,859,133**
	COMMODITIES		
11-4100-601-00	OFFICE SUPPLIES		**10,310**
11-4100-612-XX	BUILDING MAINTENANCE PARTS & SUPPLIES		
11-4100-612-71	Fleet Maintenance Garage	7,000	
11-4100-612-73	Public Works Center	18,000	
11-4100-612-75	Police Department	6,500	
11-4100-612-76	Fire Department	16,500	
11-4100-612-77	Village Hall	8,575	
	TOTAL		**56,575**
11-4100-613-XX	MAINTENANCE PARTS AND SUPPLIES		
11-4100-613-71	Portable Motor Equipment	3,000	
11-4100-613-74	Snow Removal Equipment	53,000	
11-4100-613-75	Street Lighting Repairs	78,000	
	TOTAL		**134,000**

Fund: General (11)
Department: Public Works (4100)

Account Total

COMMODITIES (CONT'D)

11-4100-614-XX AUTOMOTIVE PARTS & SUPPLIES

11-4100-614-71	General Use Equipment		40,000	
11-4100-614-72	Street Sweeping Equipment		14,500	
11-4100-614-73	Cars And Small Trucks		38,000	
11-4100-614-74	Dump Trucks		35,000	
	TOTAL			**127,500**

11-4100-615-XX PETROLEUM PRODUCTS

11-4100-615-01	Gasoline and Diesel Fuel		125,000	
11-4100-615-71	Propane		3,200	
11-4100-615-72	Oil, Grease, Lube, Etc.		3,250	
	TOTAL			**131,450**

11-4100-625-XX STREET MAINTENANCE SUPPLIES

11-410-625-71	Street Maintenance			
	Asphalt	34,850		
	Stone	2,560		
	Concrete	38,510		
	Other Materials	5,380		
	In-House Concrete Panel Replacement Program	20,685		
	SUBTOTAL		101,985	
11-4100-625-72	Tree and Parkway Materials			
	Tree and Parkway Materials	9,000		
	EAB Treatments/Tree Feeding	12,000		
	SUBTOTAL		21,000	
11-4100-625-73	Snow and Ice Removal Materials			
	Salt	220,000		
	Calcium Chloride	17,050		
	Restorations	7,500		
	Organic Deicing Material	26,680		
	SUBTOTAL		271,230	
11-4100-625-74	Traffic Controls			
	Sign Facings and Blanks	15,550		
	Barricades, Cones and Parts	7,000		
	Striping Paint and Materials	500		
	Other Materials	9,000		
	SUBTOTAL		32,050	
	TOTAL			**426,265**

Fund: General (11)
Department: Public Works (4100)

			Account Total
	COMMODITIES (CONT'D)		
11-4100-631-00 MATERIALS AND SUPPLIES			
	JULIE Location Supplies		**6,000**
11-4100-632-00 CUSTODIAL SUPPLIES			**11,250**
11-4100-649-00 TOOLS			**29,700**
11-4100-653-XX UNIFORMS			
11-4100-653-72	Uniform Issue	20,000	
11-4100-653-73	Protective Gear	5,400	
	TOTAL		**25,400**
	TOTAL COMMODITIES		**958,450**
	CAPITAL OUTLAY		
11-4100-703-00 BUILDING AND PERMANENT IMPROVEMENTS			
	Fuel Island Replacement	620,000	
	HVAC System and BAS Replacement	200,000	
	Public Works Center Snow Guard Installation	65,000	
	Fire Station 12 Exterior Window Replacement	62,500	
	Village Hall Stairwell Repairs	50,000	
	Village Hall Renovations	145,000	
	Police Department Gate	60,000	
	TOTAL		**1,202,500**
11-4100-708-00 VEHICLES			
	Unit 432: 2013 Ford Escape	65,000	
	Unit 228: 2009 International Dump Truck	262,597	
	TOTAL		**327,597**
	TOTAL CAPITAL OUTLAY		**1,530,097**
TOTAL FOR DEPARTMENT			**10,078,590**

DEPARTMENT OF DEVELOPMENT & PLANNING SERVICES

PROGRAM DETAIL
FISCAL YEAR 2027

DEPARTMENT RESPONSIBILITIES

The Department of Development and Planning Services is established pursuant to Chapter 2, Article V, of the Municipal Code. The Department of Development & Planning Services (DPS) was established to: ensure the proper construction of buildings in the Village; monitor the sanitary conditions in food service establishments; and promote the orderly development of the community in conformance with the Comprehensive Plan, Zoning Code and other established Village policies. The primary functional areas of the department include the following: (1) building plan review and permit issuance; (2) inspection of permitted construction activities and food establishments; (3) zoning and property maintenance code enforcement and general code administration; (4) review and processing of major and minor land development and subdivision activities; (5) long-range land use, housing, and all mode transportation planning activities in accordance with the Comprehensive Plan; (6) targeted business retention and expansion support programs; (7) targeted economic development initiatives; (8) expansion of housing alternatives and affordable housing; and (9) support to the Village Manager's Office, departments, and a variety of Commissions and Committees.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Public engagement, review, approval, and implementation of a new Zoning Code replacing the 1988 code as amended. The team focused on public engagement including multiple open-house events, email correspondence, public meetings, formal public hearings and direct discussions with property owners and business operators. Following adoption, staff created a webpage dedicated to sharing the new Zoning Code and accompanying electronic online Zoning Application Manual. Staff supported members of the Plan Commission and Zoning Board of Appeals by hosting one on one and group training sessions.

2. Presented to the Village Board for approval updates to the 2023 and 2024 International Code Commission (ICC) approved codes and associated Village Municipal Code modifications. Met with the Electrical Commission and the Architectural Control Commission to review and approve proposed changes. Hosted an open house with architects, engineers, builders, and other customers to share and receive feedback on changes.

3. Administered the first electronic annual license or certification process for business, outdoor dining, elevator, and health in 2025/26 including over 450 business licenses and payments while retaining and maintaining the records going forward.

4. Researched and implemented system and process updates to consistent addressing and naming standards in the building and business license modules in preparation for the implementation of BSA Cloud.

5. Implemented first steps on digital permitting by developing internal practices and procedures for electronic application submittals for plan review, planning, zoning, electrical, plumbing and building permits.

6. Implemented first steps for streamlining processes for Code Enforcement and Administrative Adjudication working on compliance for property maintenance violations, while also administering the first enforcement season for electric-powered leaf blowers.

7. Contracted for back up inspection and plan review services to support employees, and modernize existing service contracts, while maintaining a system to consistently provide timely development services during employee vacancy or absence.

8. Managed the review process for development applications submitted to the Plan Commission, Zoning Board of Appeals and Architectural Control Commission. Noteworthy applications reviewed included:

    a. 53 units of for sale townhomes, inclusive of eight affordable units, at 1825 Shermer Road
    b. Multiple Special Permits including accessory day care at a corporate headquarters on Techny
    c. 53 units of age-restricted townhomes, inclusive of eight affordable housing units located at 3700 Dundee Road
    d. New testing facility construction and existing facility renovation projects on the Underwriter Laboratory Campus
    e. Rivian electric vehicle sales and service facility at 1810 Skokie Blvd.
    f. Highland Baking freezer expansion, including a 108' tall fully automated freezer addition at 2300 Shermer Road

9. Increased applications for plan review, permits, and inspections including building, electrical, plumbing, and health for major construction projects. Noteworthy construction projects include:
    a. *Poupard Place* (1593 Shermer Road) – Construction of a 48-unit of supportive and permanently affordable apartment building consisting of a mix of one-, two-, and three-bedroom dwellings.
    b. *Covenant Living* Expansion Development – Construction of three new carriage home facilities adding 36 new one- and two- bedroom apartments along with building addition to the Town Centre for new food court.
    c. *Northbrook Pointe* Townhome Development (Pointe Drive) – Construction of a new 34-unit townhome development consisting of 3-bedroom townhomes.
    d. *Gateway Townhome* Development (Shermer Road) – Construction of an additional 4 multi-family buildings within the subject development consisting of 20 townhome units.
    e. *Underwriters Laboratory* (333 Pfingsten) – Construction of 80,000 SF *Fire Science Center* which will combine updated fire laboratories with newly built spaces to expand its testing capabilities.
    f. *Toyota On Edens* (1530 Skokie) – Construction of a new 50,000 SF Car Dealership
    g. *LIFEtime Fitness* (1300 Techny) – Renovation of 100,000 SF pre-existing physical fitness facility and sports club.
    h. *Highland Baking Company* (2301 Shermer) – Construction of 300,000 SF spiral freezer addition
    i. *Shelle Jewelers* (322 Dundee) – Major renovation and 2nd story building addition to the retail store.
    j. Total *New Single Family* permits issued - 19
    k. Total *Single-Family Addition* permits issued - 24

10. Updated and received approval for the Northbrook affordable housing plan as required by the State of Illinois as detailed in the Affordable Housing Fund.

11. Enhanced transparency by creating and updating a new development project webpage for applications undergoing zoning relief or under construction to support customers and assist residents in finding new construction information.

12. Lead economic development initiatives with Rivian, Hometown Coffee, Northbrook Downtown, former Grainger parcel, Highland Baking, Meadow Plaza and working toward the redevelopment of Northbrook Court. Developed a Statement and Qualifications and Proposals to seek market driven data and information on vacant or under-utilized sites in key commercial areas including the downtown. Responded to inquiries and completed 6B applications.

GOALS FOR FISCAL YEAR 2027

1. Review and establish additional building/construction permits classifications that are eligible for a quick turnaround review process. Continue to review all permit types and consider opportunities to recommend to the Village Board where a shift to registrations is appropriate and reduce the overall number of required permits.

2. Modernize permit systems and digital review through a review all BS&A permit processes, update and streamline, and prepare for Implementation of an upgrade to the building and business license module. Implement strategies to provide digital submittal and review of planning, zoning, and building permits.

3. Review current performance measures in alignment with the Strategic Plan and recommend modifications to ensure the collection of meaningful data and compare with comparable communities. Additionally, review the new reporting functionality in BS&A Cloud, and develop a set of consistent and informative performance measures to track progress in the areas of highest priority.

4. Conduct a year-end review of the newly adopted Zoning Code for lessons learned and potential modifications that may be necessary.

5. Develop and recommend a systemic business retention and expansion program to the Village Board.

6. Work creatively and collaboratively with the property owner on the redevelopment of Northbrook Court mall property and other key properties suitable for redevelopment.

7. In alignment with the Strategic Plan, hold engagement sessions with the community to identify priorities and contract for the creation of a Downtown Plan including market-based strategies to enhance the economic vitality of the Village Green Overlay District.

8. Develop a list of potential opportunities to enhance customer experience in the zoning and building development process that is based upon customer feedback and research. Present recommended options for implementation.

9. In conjunction with the VMO and Finance Department, identify policy changes to support collection of fines assessed through the administrative adjudication process.

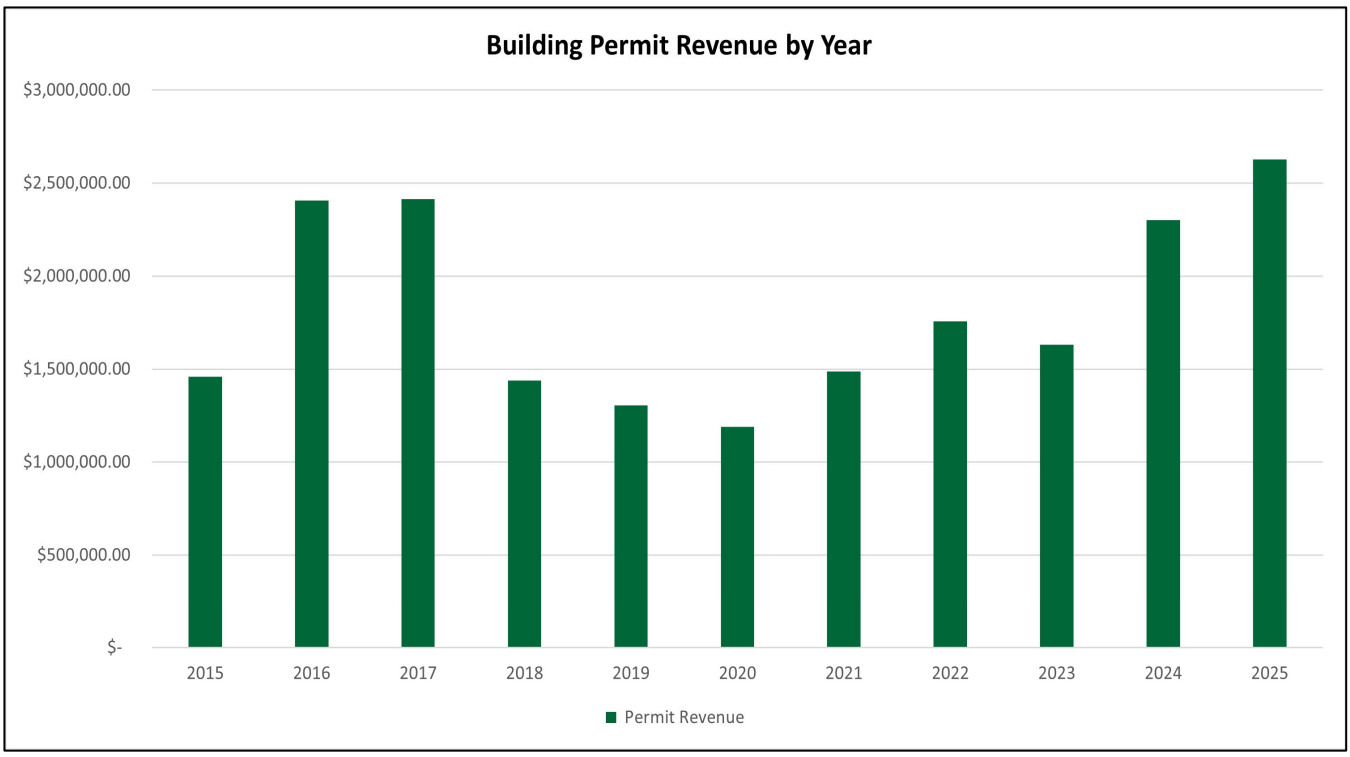
10. Review best practices in comparable and neighboring communities in order to present recommendations to streamline and enhance processes in Northbrook.

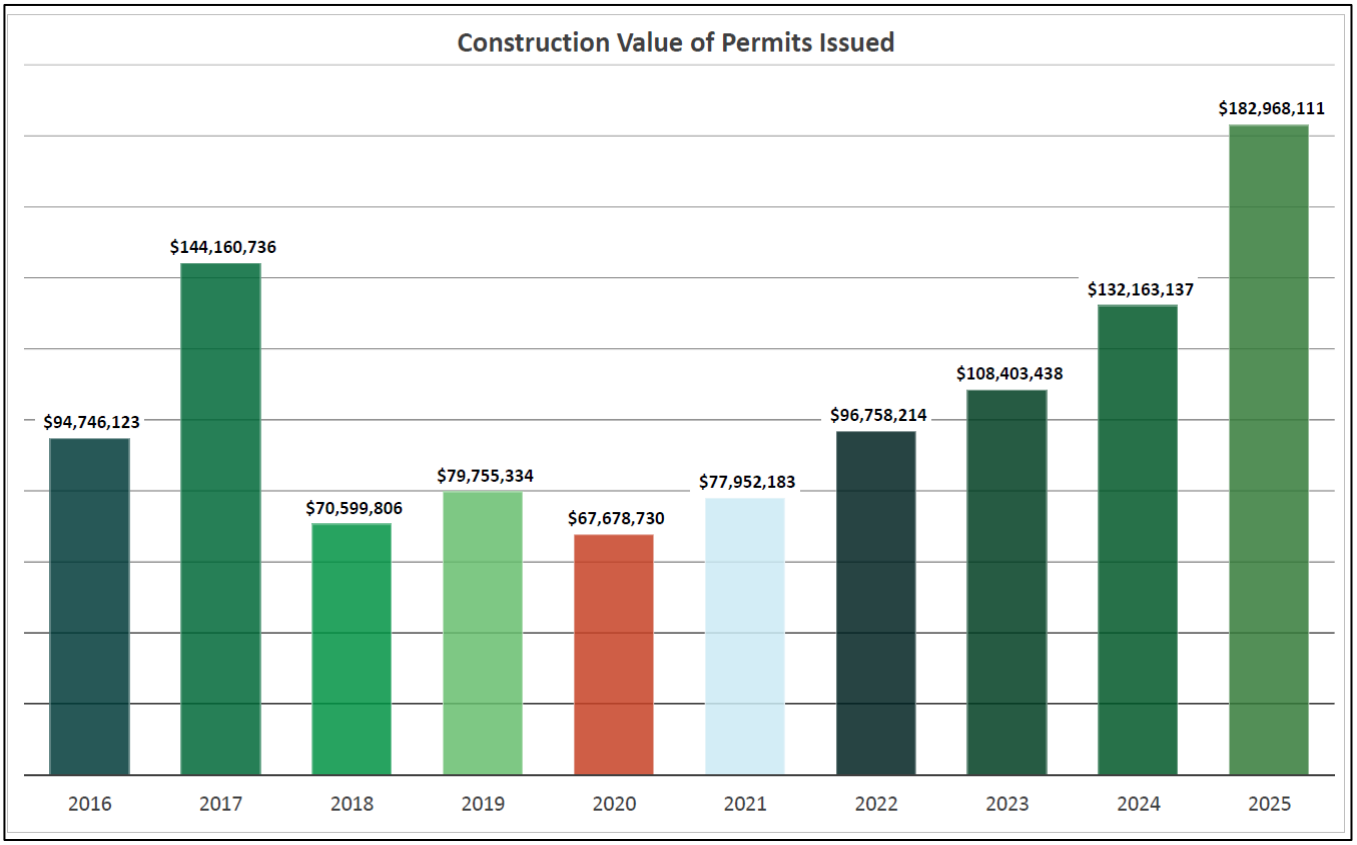
BOARDS/COMMISSION SUPPORT

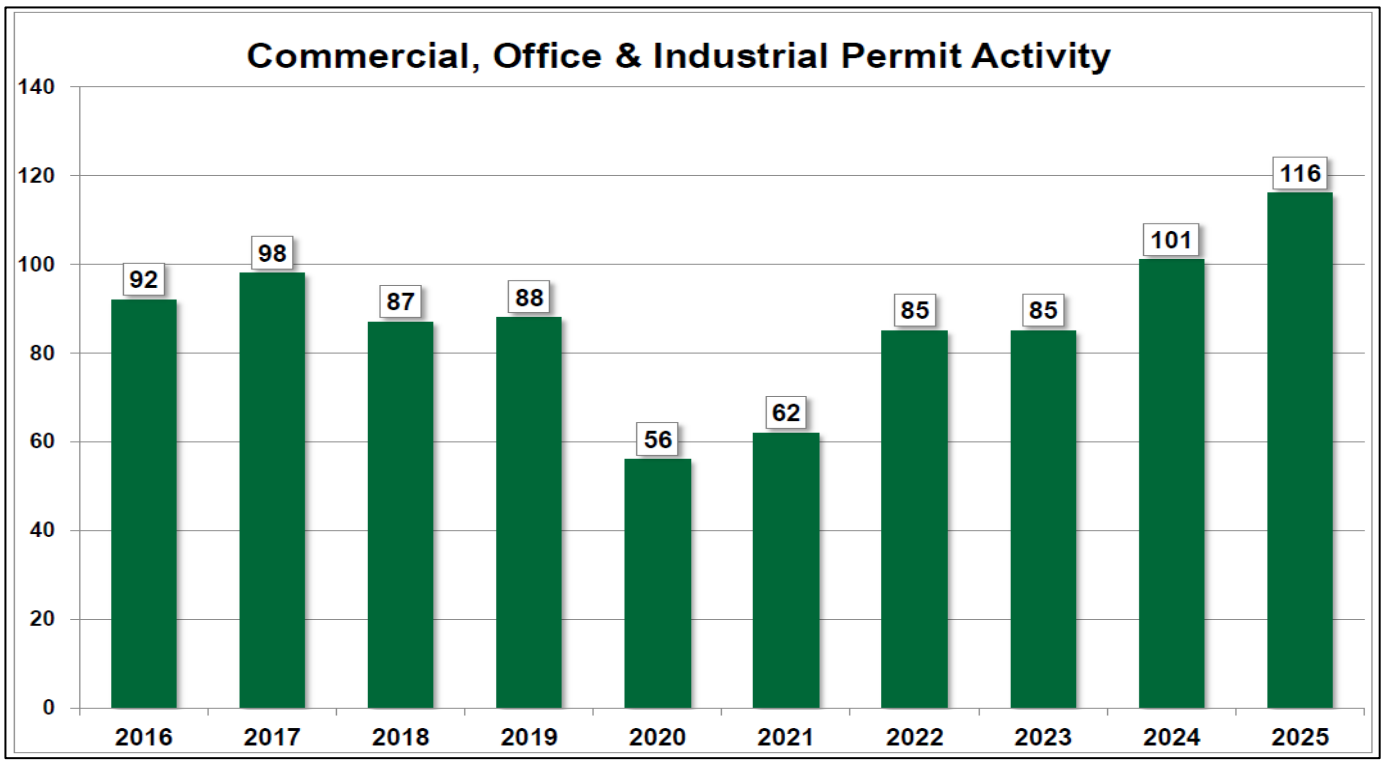
1. Electrical Commission

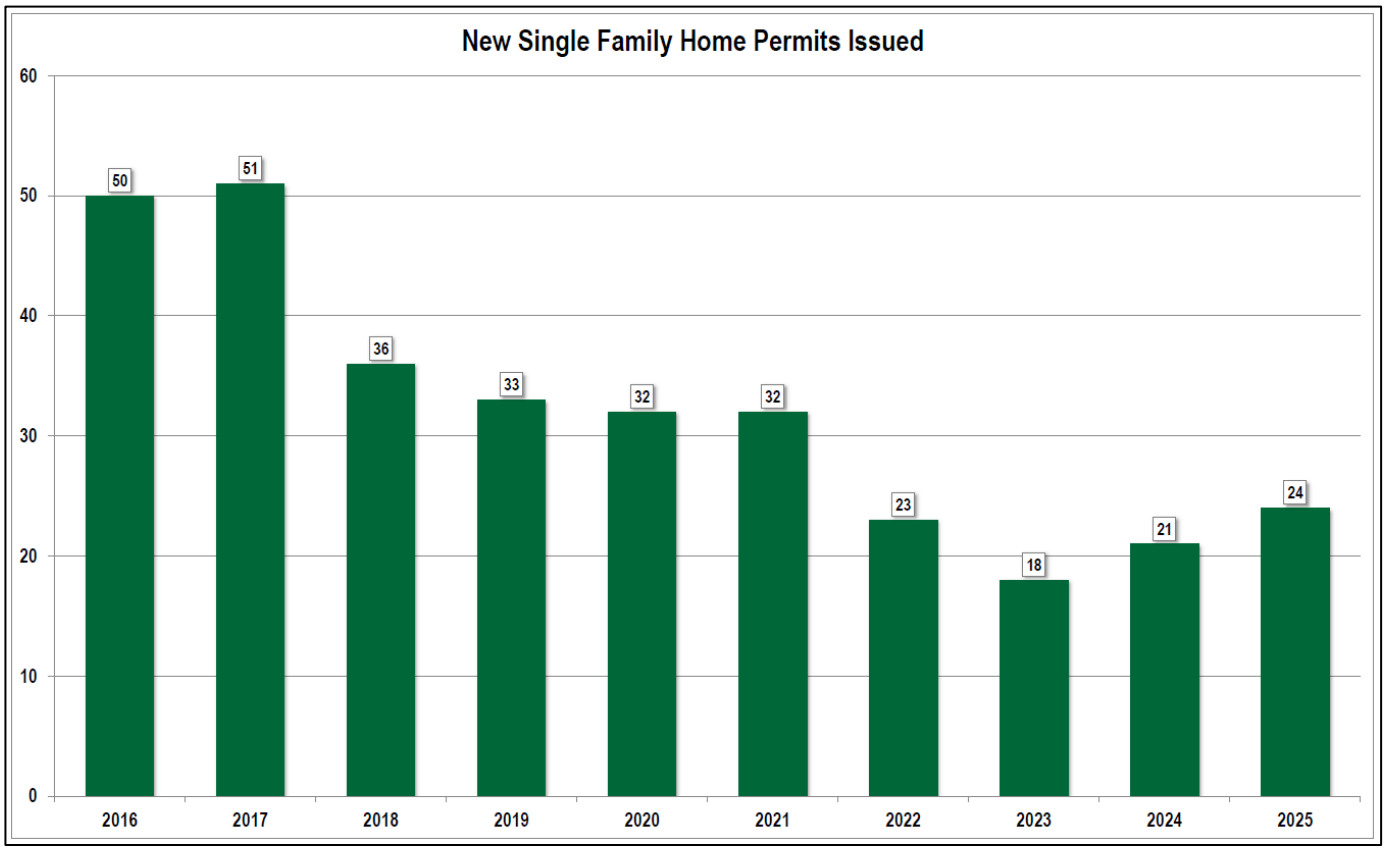
2. Plan Commission

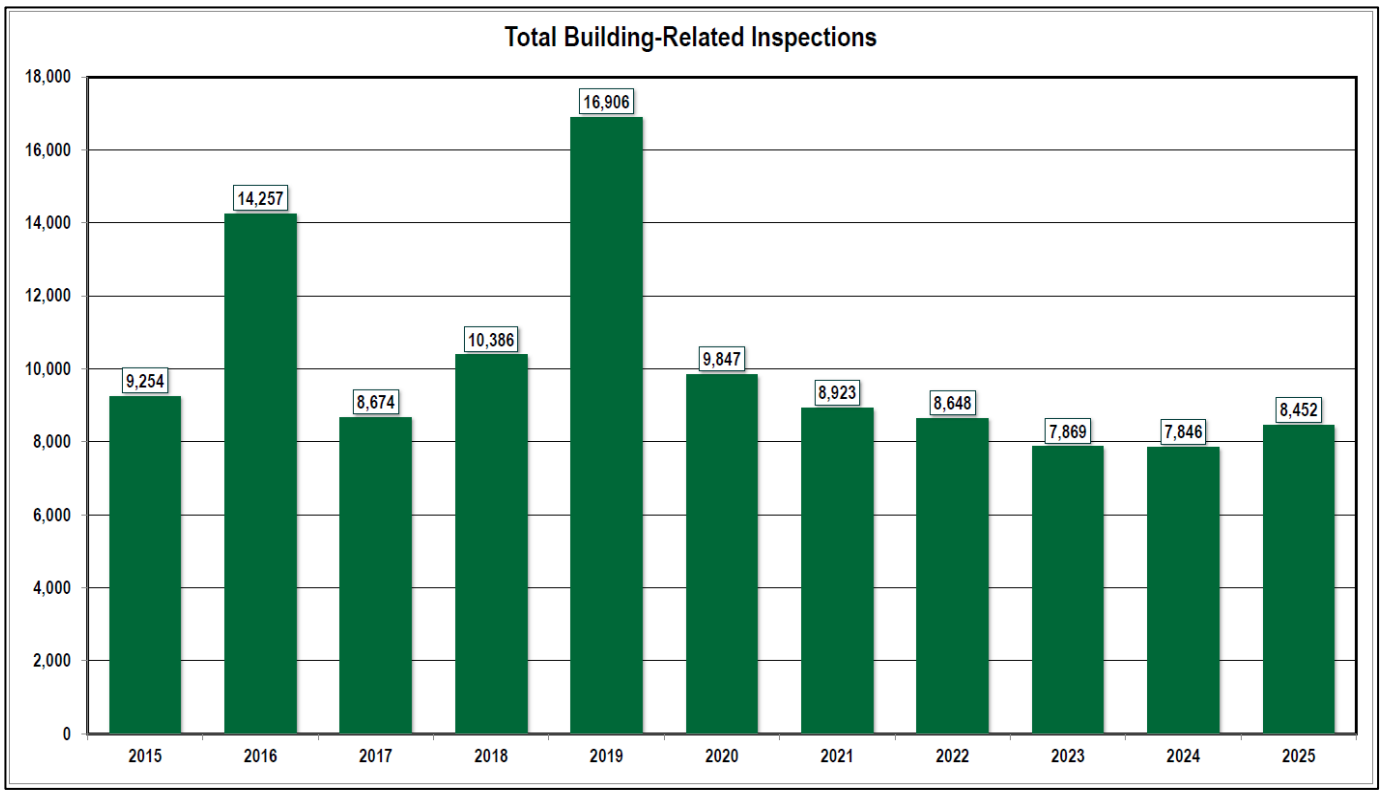
3. Zoning Board of Appeals

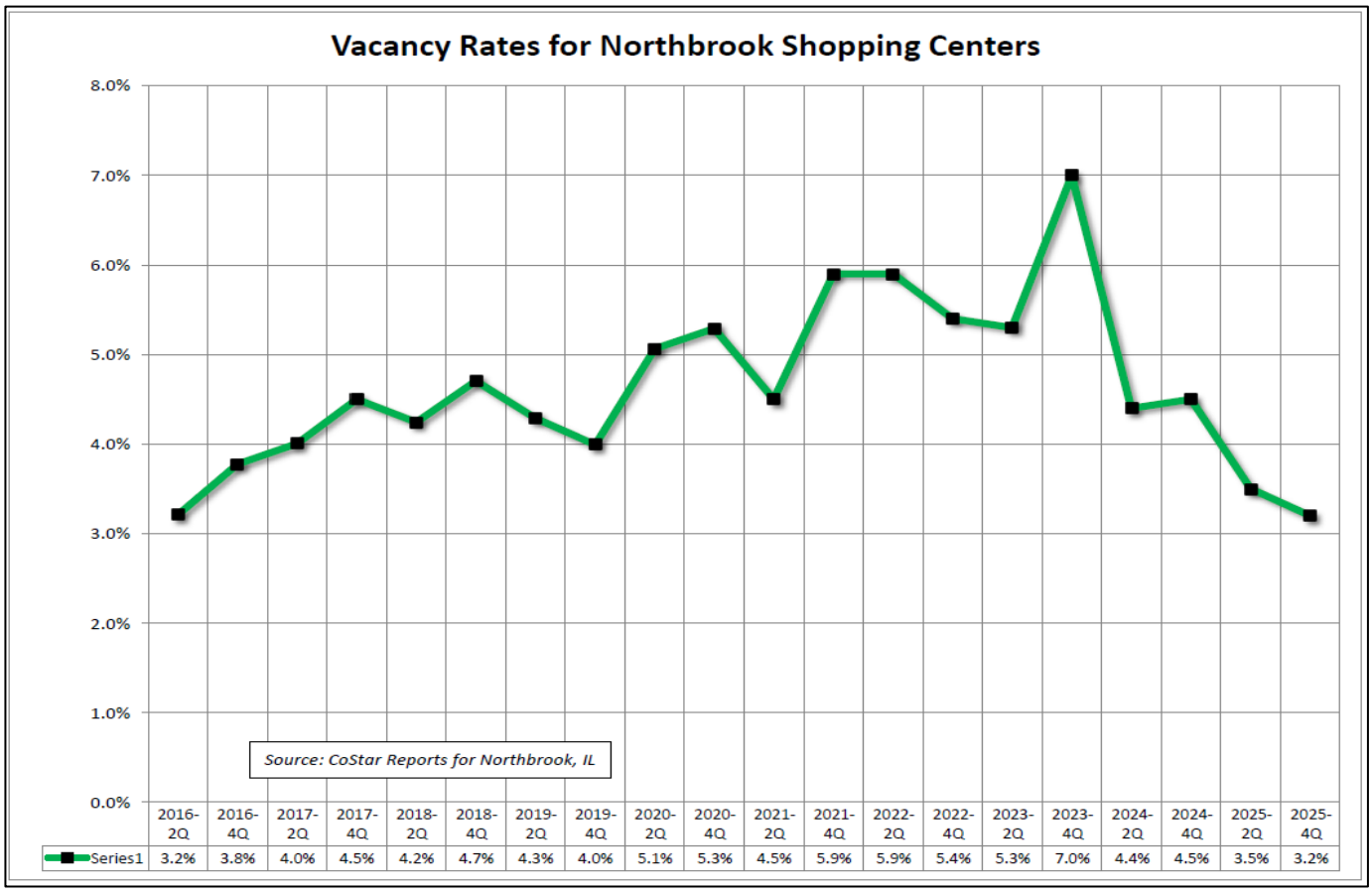

Building Permit Revenue by Year
$3,000,000.00
$2,500,000.00
$2,000,000.00
$1,500,000.00
$1,000,000.00
$500,000.00
$-
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
Permit Revenue

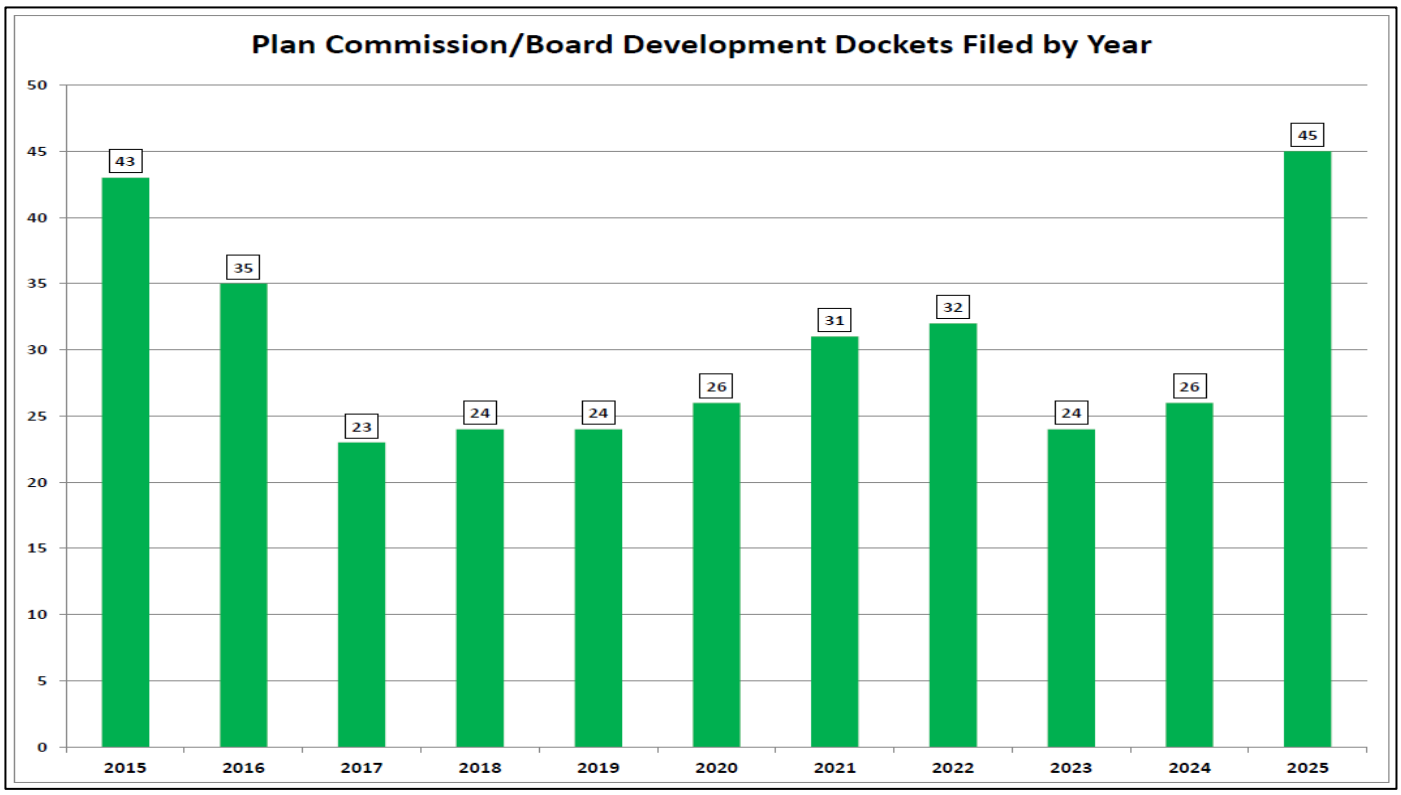

Construction Value of Permits Issued
$94,746,123
$144,160,736
$70,599,806
$79,755,334
$67,678,730
$77,952,183
$96,758,214
$108,403,438
$132,163,137
$182,968,111
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025

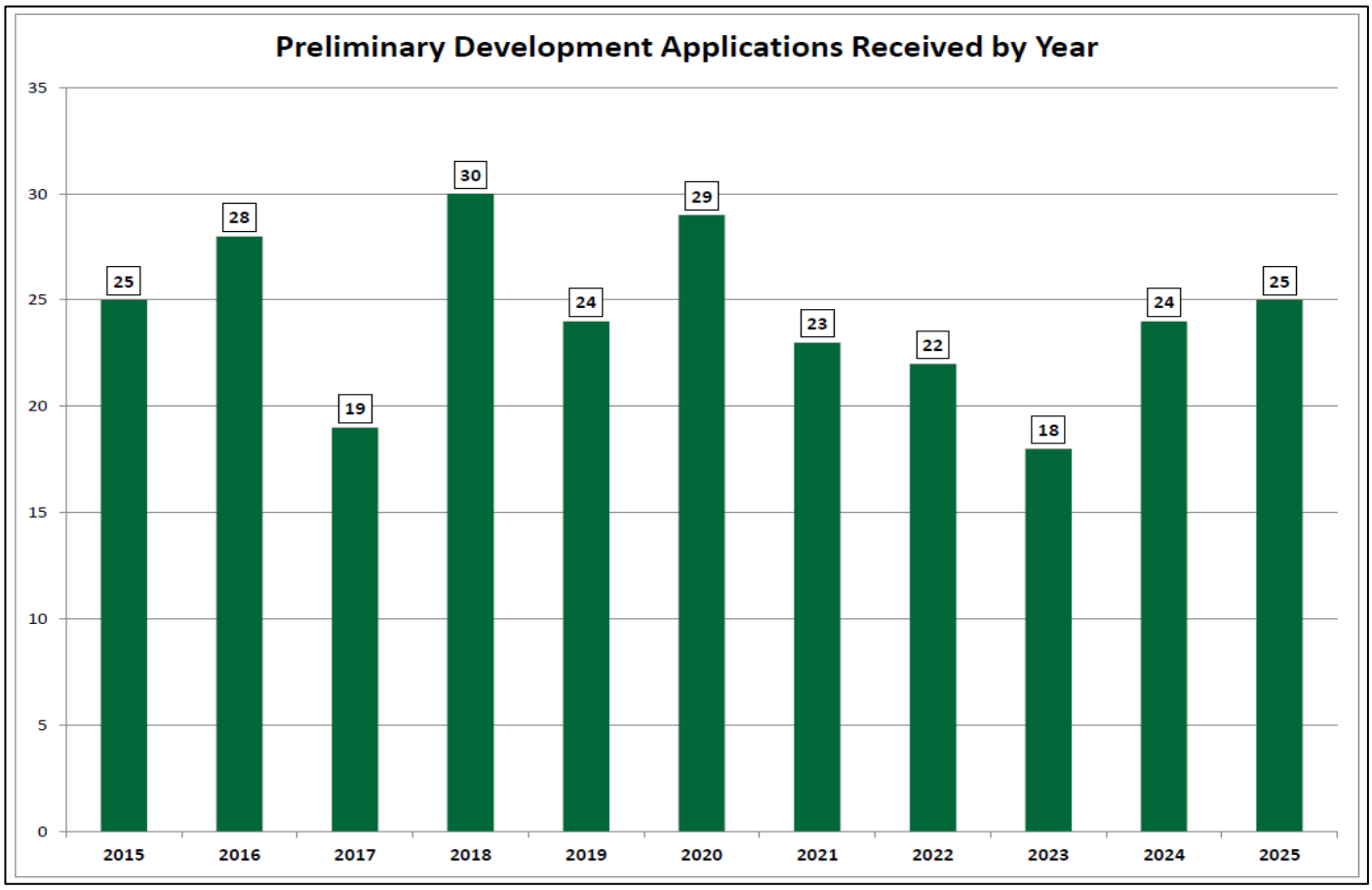

Commercial, Office & Industrial Permit Activity
140
120
100
80
60
40
20
0
92
98
87
88
56
62
85
85
101
116
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025


New Single Family Home Permits Issued
60
50
40
30
20
10
0
50
51
36
33
32
32
23
18
21
24
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025


Total Building-Related Inspections
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
9,254
14,257
8,674
10,386
16,906
9,847
8,923
8,648
7,869
7,846
8,452
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025


Vacancy Rates for Northbrook Shopping Centers
8.0%
7.0%
6.0%
5.0%
4.0%
3.0%
2.0%
1.0%
0.0%
Source: CoStar Reports for Northbrook, IL
2016-2Q 2016-4Q 2017-2Q 2017-4Q 2018-2Q 2018-4Q 2019-2Q 2019-4Q 2020-2Q 2020-4Q 2021-2Q 2021-4Q 2022-2Q 2022-4Q 2023-2Q 2023-4Q 2024-2Q 2024-4Q 2025-2Q 2025-4Q
Series1 3.2% 3.8% 4.0% 4.5% 4.2% 4.7% 4.3% 4.0% 5.1% 5.3% 4.5% 5.9% 5.9% 5.4% 5.3% 7.0% 4.4% 4.5% 3.5% 3.2%


Plan Commission/Board Development Dockets Filed by Year
50
45
40
35
30
25
20
15
10
5
0
43
35
23
24
24
26
31
32
24
26
45
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025

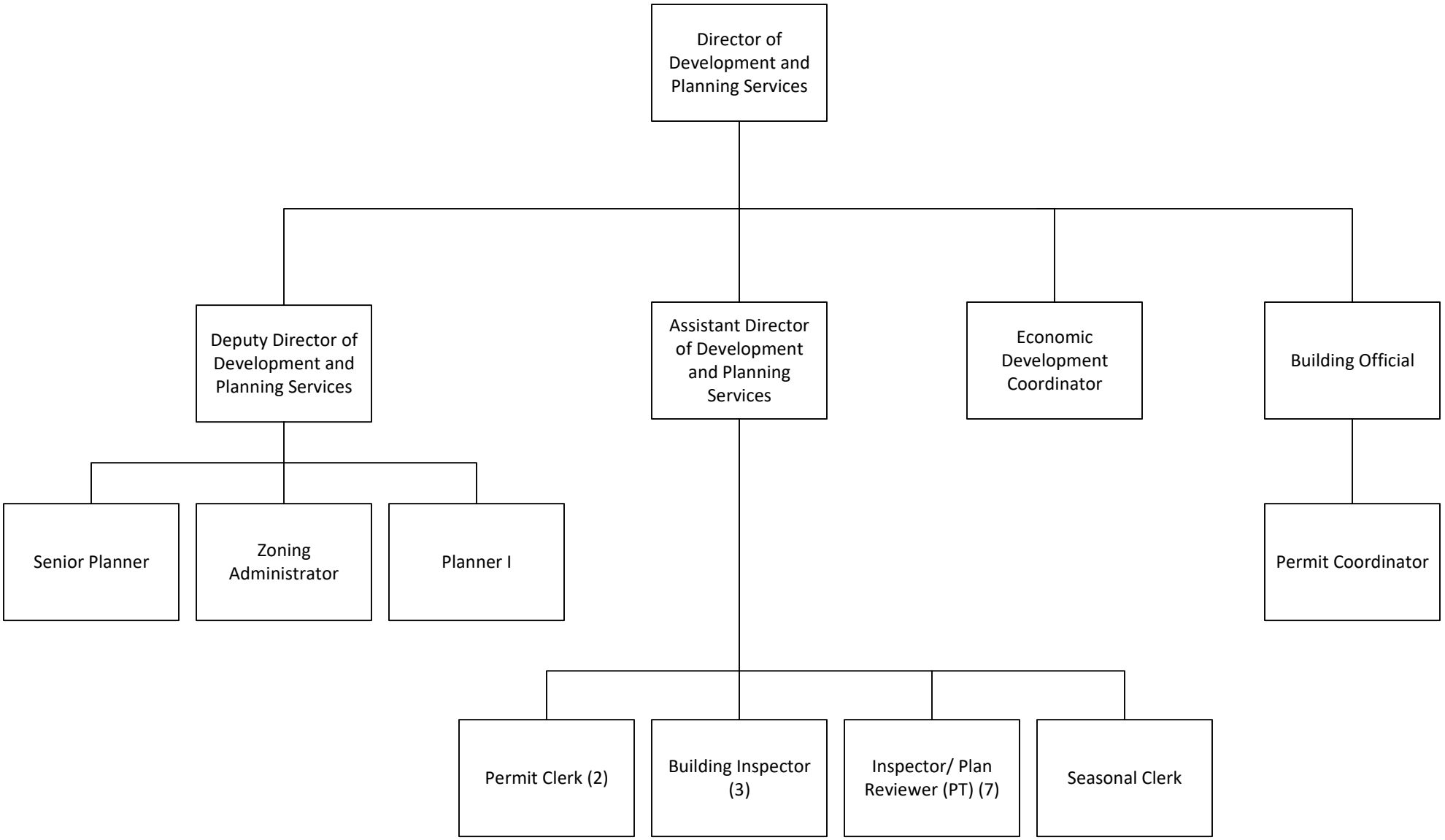

Preliminary Development Applications Received by Year
35
30
25
20
15
10
5
0
25
28
19
30
24
29
23
22
18
24
25
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025

Village of Northbrook
Prior Year Performance Measurers
2025 Data for Fiscal Year 2027 Budget

DEVELOPMENT & PLANNING SERVICES

Category	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	2025 TOTAL	2024 TOTAL
Preliminary Review Applications Received	5	4	2	1	1	4	2	3	1	1	1	0	25	18
Formal Plan Commission & Board Applications Received	4	4	3	4	1	4	4	8	2	2	5	4	45	26
Zoning Board of Appeals Applications & Administrative Variations	*1*	*0*	*3*	*0*	*0*	*1*	*2*	*0*	*2*	*1*	*1*	0	11	12
Building Permit Plan Reviews Completed	196	198	268	398	281	245	248	249	195	240	163	139	2,820	1,983
Large Permits Issued														
Residential (Single & Multi-Family)	18	13	19	16	20	25	29	28	20	34	28	4	254	241
Commercial	7	12	3	14	7	12	6	7	7	8	6	9	98	100
All Permits Issued	65	69	88	121	192	192	222	168	184	184	127	113	1,725	1,260
Permit Revision Applications														
Reviewed	6	16	20	21	25	44	32	28	25	42	28	25	312	268
Issued	6	11	8	10	48	28	14	7	21	23	15	14	205	181
Building Inspections	456	443	665	661	678	727	850	761	821	779	664	947	8,452	7,846
Property & Building Code Violations Complaints Filed	10	4	39	24	84	65	42	51	36	15	21	16	407	220
Inspections of Complaints	22	21	40	52	58	75	96	94	91	37	30	37	653	587
Code Enforcement Citations Issued	0	7	11	6	10	6	5	8	3	11	8	1	76	78
FOIAs Processed by DPS	13	25	38	23	29	32	18	19	21	18	21	16	273	148

Development and Planning Services Department



DEVELOPMENT & PLANNING SERVICES
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Director of DPS		1	1.00	1	1.00
Deputy Director of DPS		1	1.00	1	1.00
Assistant Director of DPS		1	1.00	1	1.00
Building Official		1	1.00	1	1.00
Senior Planner		1	1.00	1	1.00
Building Inspector		3	3.00	3	3.00
Planner I	1	1	1.00	1	1.00
Permit Coordinator		1	1.00	1	1.00
Permit Clerk		2	2.00	2	2.00
Zoning Administrator		1	1.00	1	1.00
Economic Development Coordinator	2	0	0.00	1	1.00
TOTAL		**13**	**13.00**	**14**	**14.00**
Temporary/Seasonal Part-Time					
Inspector & Plan Reviewer		7	1.50	7	1.50
Seasonal Clerk		1	0.25	1	0.25
TOTAL		**8**	**1.75**	**8**	**1.75**
TOTAL POSITIONS FOR DEPARTMENT		**21**	**14.75**	**22**	**15.75**

* FTE - Full-Time Equivalents

1 Reclassified Planning and Zoning Technician to Planner I

2 Newly requested position

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND - DEVELOPMENT & PLANNING SERVICES

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-6300-501-01	REGULAR SALARIES	1,310,950	1,309,669	1,392,830	1,292,830	1,302,500	1,472,475	1,516,290	13.9%	13.0%
11-6300-502-01	REGULAR PART TIME SALARIES	41,275	53,229	56,840	56,840	56,840	57,540	59,265	1.2%	1.2%
11-6300-502-02	SEASONAL PERSONNEL	12,074	14,408	7,080	7,080	7,217	7,350	7,565	3.8%	1.8%
11-6300-503-00	OVERTIME	2,535	6,649	5,000	5,000	7,500	7,500	7,500	50.0%	0.0%
11-6300-504-00	GOOD HEALTH BENEFIT	12,573	10,521	13,500	13,500	11,500	13,500	13,500	0.0%	17.4%
	TOTAL PERSONAL SERVICES	1,379,407	1,394,476	1,475,250	1,375,250	1,385,557	1,558,365	1,604,120	13.3%	12.5%
11-6300-511-00	IMRF EMPLOYER CONTRIBUTIONS	112,077	113,998	121,680	112,880	113,915	128,230	132,075	13.6%	12.6%
11-6300-512-00	FICA EMPLOYER CONTRIBUTIONS	102,693	102,628	112,860	105,660	101,900	119,215	122,790	12.8%	17.0%
11-6300-513-00	EMPLOYEE LIFE INSURANCE	1,886	1,733	1,600	1,600	1,600	1,600	1,600	0.0%	0.0%
11-6300-514-00	EMPLOYEE HEALTH INSURANCE	245,390	384,210	345,060	326,060	326,060	408,715	449,585	25.3%	25.3%
11-6300-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	-	-	3,000	3,000	3,000	-	-	-100.0%	-100.0%
11-6300-515-00	WORKERS' COMPENSATION	2,015	2,015	2,015	2,015	2,015	2,015	2,015	0.0%	0.0%
	TOTAL FRINGE BENEFITS	464,061	604,584	586,215	551,215	548,490	659,775	708,065	19.7%	20.3%
11-6300-536-00	TRANSFER TO SELF INSURANCE	90,405	34,442	34,442	34,442	34,442	34,442	34,442	0.0%	0.0%
11-6300-537-05	CELLULAR PHONE SERVICE	5,098	780	1,560	1,560	1,560	780	780	-50.0%	-50.0%
11-6300-540-00	CONFERENCES	4,290	3,222	8,900	8,900	6,000	8,500	8,500	-4.5%	41.7%
11-6300-541-00	GENERAL TRAINING/LOCAL SEMINARS	1,984	3,943	5,460	5,460	5,460	6,083	5,783	11.4%	11.4%
11-6300-542-00	MEMBERSHIPS	3,290	2,786	7,820	7,820	7,820	6,120	6,130	-21.7%	-21.7%
11-6300-543-00	SUBSCRIPTIONS	11,273	13,815	-	-	-	-	-		
11-6300-543-01	SOFTWARE AS A SERVICE	-	-	13,100	13,100	13,000	50,700	25,250	287.0%	290.0%
11-6300-545-00	PRINTING	2,960	3,588	3,800	3,800	2,000	2,000	2,100	-47.4%	0.0%
11-6300-554-00	OTHER PROFESSIONAL SERVICES	132,026	145,306	163,600	341,417	181,600	361,480	321,400	5.9%	99.1%
11-6300-554-08	SUSTAINABILITY INITIATIVES	45,566	63,516	-	-	-	-	-		
11-6300-584-00	CONTRIBUTIONS	103,648	119,015	120,000	125,827	125,723	130,000	136,000	3.3%	3.4%
11-6300-599-00	MISCELLANEOUS	-	570	550	550	550	575	600	4.5%	4.5%
	TOTAL CONTRACTUAL SERVICES	400,540	390,983	359,232	542,876	378,155	600,680	540,985	10.6%	58.8%
11-6300-601-00	OFFICE SUPPLIES	1,465	1,493	2,500	2,500	2,000	2,500	2,500	0.0%	25.0%
11-6300-631-00	MATERIALS AND SUPPLIES	1,831	1,827	2,200	2,200	2,000	2,100	2,100	-4.5%	5.0%
11-6300-651-00	PUBLICATIONS	-	-	3,400	3,400	2,000	2,000	2,000	-41.2%	0.0%
11-6300-653-00	UNIFORMS	2,070	1,501	2,200	2,200	2,200	2,300	2,300	4.5%	4.5%
	TOTAL COMMODITIES	5,366	4,821	10,300	10,300	8,200	8,900	8,900	-13.6%	8.5%
11-6300-705-00	DEPARTMENT EQUIPMENT	-	-	-	-	-	-	-		
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-		
	TOTAL	2,249,374	2,394,864	2,430,997	2,479,641	2,320,402	2,827,720	2,862,070	14.0%	21.9%

Fund: General (11) Department: Development & Planning Services (6300)			Account Total
PERSONAL SERVICES			
11-6300-501-01 FULL-TIME SALARIES			
	Regular Salaries - Full Time Employees		**1,472,475**
11-6300-502-XX PART-TIME SALARIES			
11-6300-502-01	Regular Part-Time Salaries	57,540	
11-6300-502-02	Seasonal Personnel	7,350	
	TOTAL		**64,890**
11-6300-503-00 OVERTIME			**7,500**
11-6300-504-00 GOOD HEALTH BENEFIT			**13,500**
	TOTAL PERSONAL SERVICES		**1,558,365**
FRINGE BENEFITS			
11-6300-511-00 IMRF EMPLOYER CONTRIBUTIONS			**128,230**
11-6300-512-00 FICA EMPLOYER CONTRIBUTIONS			**119,215**
11-6300-513-00 EMPLOYEE LIFE INSURANCE			**1,600**
11-6300-514-XX EMPLOYEE HEALTH / DENTAL INSURANCE			**408,715**
11-6300-515-00 WORKERS' COMPENSATION			**2,015**
	TOTAL FRINGE BENEFITS		**659,775**
CONTRACTUAL SERVICES			
11-6300-536-00 INSURANCE			
	Transfer to Self Insurance for Property, Casualty and Liability Insurance		**34,442**
11-6300-537-05 TELEPHONE SERVICE			
	Cellular Phone Service		**780**
11-6300-540-00 CONFERENCES			
	American Planning Association Conferences	5,500	
	International City County Manager Association	2,500	
	Illinois Economic Development Association	500	
	TOTAL		**8,500**

Fund: General (11)
Department: Development & Planning Services (6300)

Account Total

CONTRACTUAL SERVICES (CONT'D)

11-6300-541-00 GENERAL TRAINING/LOCAL SEMINARS

Illinois Plumbing Inspector Association CEU	1,302	
Illinois Association of Electrical Inspectors CEU	231	
ICC Training	2,800	
American Planning Online CEU	1,500	
IACE Enforcement Training	200	
Northwest BOCA	50	
TOTAL		**6,083**

11-6300-542-00 MEMBERSHIPS

American Planning Association	2,500	
American Association of Code Enforcement	100	
Illinois Association of Code Enforcement	50	
International City County Manager Association	1,400	
International Code Council	170	
American Institute of Architects	800	
National Fire Protection Association	225	
International Association of Electrical Inspectors	125	
Illinois Plumbing Inspectors Association	250	
Illinois Economic Development Association	500	
TOTAL		**6,120**

11-6300-543-01 SOFTWARE AS A SERVICE

Costar Annual Subscription	15,700	
Eplan Software	35,000	
TOTAL		**50,700**

11-6300-545-00 PRINTING **2,000**

11-6300-554-00 OTHER PROFESSIONAL SERVICES

Health/Food Inspection	70,380	
Elevator Inspections (Reimbursed in full from fees)	39,500	
Economic Development Resources	75,000	
Property Maintenance	6,000	
Downtown Plan	25,000	
Plan Review and Inspection Services	145,600	
TOTAL		**361,480**

11-6300-584-00 CONTRIBUTIONS

Chicago North Shore Convention & Visitors Bureau	55,000	
Northbrook Chamber of Commerce (Annual contribution)	75,000	
TOTAL		**130,000**

Fund: General (11) Department: Development & Planning Services (6300)	Account Total
CONTRACTUAL SERVICES (CONT'D)	
11-6300-599-00 MICELLLANEOUS	
Miscellaneous Expense	**575**
TOTAL CONTRACTUAL SERVICES	**600,680**
COMMODITIES	
11-6300-601-00 OFFICE SUPPLIES	
General Office Supplies	**2,500**
11-6300-631-00 MATERIALS AND SUPPLIES	
DPS Supplies	**2,100**
11-6300-651-00 PUBLICATIONS	
ICC Code Update	**2,000**
11-6300-653-00 UNIFORMS	**2,300**
TOTAL COMMODITIES	**8,900**
TOTAL FOR DEPARTMENT	**2,827,720**

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
GENERAL FUND EXPENSES - ECONOMIC INCENTIVES

Beginning with FY27, Economic Incentives is budgeted as a separate division within the Development & Planning Services Department
Historical data is shown within the Finance Department.

GL Number	Description	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY28 FORECAST BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
11-6310-560-00	ECONOMIC INCENTIVE PAYMENTS	-	-	-	-	-	1,580,000	1,190,000		
	TOTAL CONTRACTUAL SERVICES	-	-	-	-	-	1,580,000	1,190,000		
	TOTAL	-	-	-	-	-	1,580,000	1,190,000		

Fund: General (11) Division: Economic Incentives (6310)	Account Total
CONTRACTUAL SERVICES	
11-6310-560-00 ECONOMIC INCENTIVE PAYMENTS	**1,580,000**
TOTAL CONTRACTUAL SERVICES	**1,580,000**
TOTAL FOR DIVISION	**1,580,000**

Village of Northbrook

Capital Improvement Plan - Summary FY 2027 - 2031

General Fund Capital Projects

Project Name	CAP	Fund	Dept	Account	Actuals FY 2024	Actuals FY 2025	Budget FY 2026	Amended Budget FY 2026	Year End Estimate FY 2026	Recommended Budget FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Automated License Plate Readers	No	11	2100	705-31	55,848	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500
Barrier System Equipment Replacement	No	11	2100	705-31	-	-	412,000	412,000	355,000	-	-	-	-	-
Body Armor/Vests	No	11	2100	705-31	-	-	-	-	-	-	-	-	-	175,000
Duty Weapons	No	11	2100	705-31	-	-	-	-	-	-	-	-	-	150,000
Body-Worn Cameras	No	11	2100	705-31	117,932	225,410	196,800	196,800	196,800	201,200	205,800	228,400	239,820	251,815
E911 Equipment - Portable Radio Replacement (Fire)	No	11	2300	705-13	-	-	-	-	-	-	-	1,160,000	-	-
E911 Equipment - Portable Radio Replacement (Police)	No	11	2300	705-99	-	-	-	-	-	-	-	-	190,860	190,860
E911 Equipment - Starcom Equipment Replacement	No	11	2300	554-00	-	-	-	-	-	-	-	-	216,500	216,500
IT Equipment - End-User Computing Device Replacement	No	11	1400	706-00	120,827	190,046	125,000	125,000	125,000	100,000	195,000	283,000	277,000	105,000
IT Equipment - Cybersecurity Enhancements	No	11	1400	706-00	43,726	87,339	65,000	65,000	65,000	40,000	40,000	40,000	150,000	50,000
IT Equipment - Network Upgrades & Replacement	No	11	1400	706-00	68,145	1,394	300,000	300,000	300,000	70,500	-	40,000	-	50,000
IT Equipment - Physical Security Enhancements	No	11	1400	706-00	-	-	235,000	235,000	235,000	215,000	240,000	65,000	125,000	65,000
IT Equipment - Technology Equipment Upgrades	No	11	1400	706-00	151,378	-	150,000	150,000	150,000	140,000	130,000	250,000	50,000	50,000
Drone As First Responder	No	11	2100	705-31	-	-	-	-	-	-	-	-	300,000	-
Knoxbox Key Replacement	No	11	3100	705-00	-	-	-	-	-	378,300	-	-	-	-
Hydraulic Rescue Tools	No	11	3100	705-00	-	-	-	-	-	201,500	-	-	-	-
Facility Improvements	Yes	11	4100	703-00	-	-	1,002,000	1,002,000	1,275,000	377,500	506,000	805,000	355,000	112,640
Taser Replacement	No	11	2100	705-31	100,800	50,400	50,400	50,400	50,400	73,400	73,400	73,400	73,400	73,400
Report Writing Software	No	11	2100	543-01	-	-	-	-	-	-	145,000	145,000	145,000	145,000
Facility Improvements - Village Hall Renovations	No	11	4100	703-00	260,000	139,241	125,000	125,000	125,000	145,000	275,000	150,000	150,000	200,000
Unit 005: 2008 Chrysler Town & Country	Yes	11	4100	708-00	-	-	-	-	-	-	41,200	-	-	-
Unit 007: 2024 Ford Explorer Utility Patrol	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	72,180	-
Unit 008: 2021 Ford Explorer Utility Patrol K9	Yes	11	2100	708-00	-	-	-	-	-	-	-	72,180	-	-
Unit 012: 2016 Ford Explorer Utility Patrol	Yes	11	2100	708-00	-	-	-	-	-	-	-	67,780	-	-
Unit 016: 2018 Ford Explorer Utility Admin	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	-	67,780
Unit 022: 2018 Ford Explorer Utility Admin	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	-	67,780
Unit 028: 2018 Ford Explorer Utility Patrol	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	67,780	-
Unit 029: 2017 Ford Explorer Utility Admin	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	-	67,780
Unit 030: 2023 Dodge Durango	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	72,180	-
Unit 031: 2021 Ford Explorer Utility Hybrid	Yes	11	2100	708-00	-	-	-	-	-	65,620	-	-	-	-
Unit 032: 2023 Dodge Durango Pursuit	Yes	11	2100	708-00	-	-	-	-	-	-	72,180	-	-	-
Unit 033: 2023 Dodge Durango Pursuit	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	-	72,180
Unit 034: 2021 Ford Explorer Utility Hybrid	Yes	11	2100	708-00	-	-	-	-	-	65,620	-	-	-	-
Unit 035: 2023 Dodge Durango	Yes	11	2100	708-00	-	-	-	-	-	-	72,180	-	-	-
Unit 036: 2021 Ford Explorer Utility Hybrid	Yes	11	2100	708-00	-	-	-	-	-	65,620	-	-	-	-
Unit 036R: 2017 Ford Explorer Utility	Yes	11	4100	708-00	-	-	-	-	-	-	-	-	43,775	-
Unit 037: 2021 Ford Explorer Utility Hybrid	Yes	11	2100	708-00	-	-	-	-	-	65,620	-	-	-	-
Unit 038: 2023 Dodge Durango Pursuit	Yes	11	2100	708-00	-	-	-	-	-	-	-	72,180	-	-
Unit 040: 2024 Ford Explorer Utility Patrol	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	-	72,180
Unit 041: 2018 Ford Explorer Utility Patrol	Yes	11	2100	708-00	-	-	65,620	65,620	65,620	-	-	-	-	-
Unit 042: 2023 Dodge Durango	Yes	11	2100	708-00	-	-	-	-	-	-	-	-	72,180	-
Unit 045: 2020 Ford Explorer Utility K9	Yes	11	2100	708-00	-	-	-	-	-	-	-	72,180	-	-
Unit 048: 2016 Ford Explorer	Yes	11	2100	708-00	-	-	-	-	-	-	61,620	-	-	-
Unit 050: 2020 Ford Explorer Utility Patrol	Yes	11	2100	708-00	-	-	65,620	65,620	65,620	-	-	-	-	-
Unit 051: 2016 Ford Explorer Utility	Yes	11	3100	708-00	-	-	-	-	-	59,550	-	-	-	-
Unit 052: 2018 Ford Explorer Utility	Yes	11	3100	708-00	-	-	-	-	-	-	-	67,600	-	-
Unit 053: 2018 Ford Explorer Utility	Yes	11	3100	708-00	-	-	-	-	-	-	-	65,620	-	-
Unit 054: 2018 Ford Escape	Yes	11	3100	708-00	-	-	-	-	-	59,550	-	-	-	-
Unit 056: 2004 Pierce Saber Engine	Yes	11	3100	708-00	-	-	-	-	-	969,653	-	-	-	-
Unit 058: 2008 Pierce Engine	Yes	11	3100	708-00	-	-	-	-	-	-	-	1,330,000	-	-
Unit 059: 2021 Pierce Engine	No	11	3100	708-00	-	-	-	-	-	-	-	-	50,000	-
Unit 061: 2009 Velocity Tower Ladder	Yes	11	3100	708-00	-	-	-	-	-	-	-	-	3,362,000	-
Unit 062: 2019 Velocity Tower Ladder	No	11	3100	708-00	-	-	-	-	-	-	-	-	-	100,000
Unit 064: 2014 Medtec w/ Freightliner Chassis	Yes	11	3100	708-00	-	-	456,277	456,277	456,277	-	-	-	-	-

Village of Northbrook

Capital Improvement Plan - Summary FY 2027 - 2031

General Fund Capital Projects

					Actuals		Budget	Amended Budget	Year End Estimate	Recommended Budget				
Project Name	CAP	Fund	Dept	Account	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Unit 065: 2017 Medtec w/ Freightliner Chassis	Yes	11	3100	708-00	-	-	-	-	-	-	-	556,320	-	-
Unit 068: 2016 Ambulance Replacement	Yes	11	3100	708-00	-	-	-	-	-	519,328	-	-	-	-
Unit 069: 2018 Medtec w/ Freightliner Chassis	Yes	11	3100	708-00	-	-	-	-	-	-	-	-	-	596,000
Unit 070: 2017 Ford F250 Pick Up /w Plow	No	11	3100	708-00	-	-	-	-	-	-	-	-	-	69,494
Unit 073: 2017 Ford Expedition	Yes	11	3100	708-00	-	-	-	-	-	69,295	-	-	-	-
Unit 075: 2016 Ford Explorer Utility	Yes	11	3100	708-00	-	-	-	-	-	59,550	-	-	-	-
Unit 200: 2016 Ford F250 Pickup Truck w/Plow	No	11	4100	708-00	-	-	-	-	-	-	-	62,600	-	-
Unit 202: 2014 Ford Fusion	No	11	4100	708-00	-	-	-	-	-	-	-	-	-	46,800
Unit 209: 2008 Ford F550 Dump Truck	No	11	4100	708-00	-	-	112,472	112,472	112,472	-	-	-	-	-
Unit 212: 2016 Ford F250 Pickup Truck w/Plow	No	11	4100	708-00	-	-	-	-	-	-	-	62,600	-	-
Unit 222: 2012 International 7400 Dump Truck	Yes	11	4100	708-00	-	-	-	-	-	-	-	310,441	-	-
Unit 224: International 7400 2010 Dump Truck	Yes	11	4100	708-00	-	-	-	-	-	-	277,479	-	-	-
Unit 225: 2014 International 7400 Dump Truck w/ Front Wing Plow	Yes	11	4100	708-00	-	-	-	-	-	-	-	-	-	294,324
Unit 228: 2009 International Dump Truck	Yes	11	4100	708-00	-	-	-	-	-	262,597	-	-	-	-
Unit 246: 2007 John Deere 544J Loader	Yes	11	4100	708-00	-	-	-	-	-	-	-	-	300,000	-
Unit 251: 1998 Wacker Asphalt Roller Replacement	Yes	11	4100	708-00	-	-	-	-	-	-	-	-	-	26,300
Unit 252: 2007 Morbark Hurricane Chipper	No	11	4100	708-00	-	-	150,000	150,000	150,000	-	-	-	-	-
Unit 277: 2009 Skid Steer Loader Replacement	Yes	11	4100	708-00	-	-	-	-	-	-	-	-	77,460	-
Unit 411: 2009 Ford F250 Pickup Truck w/Plow	No	11	4100	708-00	-	-	62,000	62,000	62,000	-	-	-	-	-
Unit 422: 2013 Ford Explorer	No	11	4100	708-00	-	-	-	-	-	-	-	-	-	-
Unit 423: 2016 Ford F250 Pick Up /w Plow	Yes	11	4100	708-00	-	-	-	-	-	-	-	-	-	69,494
Unit 427: 2014 Ford Focus	Yes	11	4100	708-00	-	-	-	-	-	-	-	42,500	-	-
Unit 432: 2013 Ford Escape	Yes	11	4100	708-00	-	-	65,000	65,000	65,000	-	-	-	-	-
Unit 433: 2016 Ford Escape	No	11	4100	708-00	-	-	-	-	-	-	41,200	-	-	-
Unit 434: 2008 Toyota Highlander	Yes	11	4100	708-00	-	-	-	-	-	-	-	-	-	43,200
Unit 439: 2013 Ford Explorer	No	11	1400	708-00	-	-	-	-	-	-	-	-	-	-
Unit A10: 2008 Prius	Yes	11	1110	708-00	-	-	-	-	-	-	-	-	43,775	-
Unit D17: 2014 Ford Explorer	No	11	6300	708-00	-	-	-	-	-	-	-	-	-	-
Total					918,656	746,329	3,690,689	3,690,689	3,906,689	4,256,903	2,428,559	6,074,301	6,486,410	3,481,027

OTHER FUNDS

- Capital Improvement Funds
- Debt Service Fund
- Enterprise Funds
- Internal Service Funds
- Fiduciary Funds
- Permanent Fund
- Special Revenue Funds

FACILITY CAPITAL PROJECTS FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

Pursuant to Board direction, the Fund was established as part of the adoption of the FY 2022/2023 Budget and pursuant to the policy direction of the Village Board, the Fund is support with a transfer of funds that are in excess of the General Fund's 40% fund balance. Specifically, following the annual independent financial audit, 70% of the Fund Balance above the Board's 40% target policy as identified in the Comprehensive Annual Financial Audit is transferred to the Facility Capital Projects Fund. The purpose of the Facility Capital Projects Fund is to account and provide financial resources for capital improvements to or replacement of Village facilities which are not exclusively associated with an Enterprise Fund operation. At the time of the Fund's creation, the primary focus was the renovation or replacement of Fire Station 11/Headquarters, the Fleet Maintenance Garage and the Police Station. The Village additionally owns Village Hall, the Public Works Center, Fire Stations 10 and 12 and Crestwood Place apartment complex.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. Completed the Schematic Design, Design Development and Construction Drawings for Fire Station 11, which resulted in Board approval of the Final Guaranteed Maximum Price for construction of the facility at 820 Dundee Road.

2. Completed the demolition of the existing structure at 820 Dundee Road and prepared the site for the future construction of Fire Station 11.

3. Obtained the required variances, zoning relief and special permits to allow for the construction of Fire Station 11 at 820 Dundee Road.

4. Executed a Temporary Construction Easement with DuPage Water Commission for material storage and for construction worker vehicles and trailer parking in connection with the construction of Fire Station 11 at 820 Dundee Road.

5. Completed the Schematic Design, Design Development and Construction Drawings for the Fleet Maintenance Garage which resulted in Board approval of the Final Guaranteed Maximum Price for construction of the facility as an adaptive reuse of 3504 Commercial Avenue.

6. Continued review and analysis of site alternatives that would be suitable for a new Fire Headquarters.

7. Continued review and analysis of sites that would be suitable for a new Police Station in order to identify a suitable location for new construction, including a review of the 1401 Landwehr combined parcel in order to present recommendations to the Village Board for consideration.

8. Completed the demolition of the property at 3105 Walters Avenue which is contiguous to 1401 Landwehr.

GOALS FOR FISCAL YEAR 2027

1. Complete the construction and commissioning of the new Fleet Maintenance Garage and Fire Station 11 facilities.

2. Select site for new Police Facility and with continued support of the Construction Manager and Architect in project management work related to the pre-construction and design services for the new Police Facility.

3. Select site for new Fire Headquarters and with continued support of the Construction Manager and Architect in project management work related to the pre-construction and design services for the new Fire Headquarters.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
FACILITY CAPITAL PROJECTS FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
38-0000-406-01	BOND ISSUANCE PROCEEDS	Revenue	-	-	23,820,000	23,820,000	5,776,627	38,000,000	59.53%	557.82%
38-0000-406-03	BOND ISSUANCE PREMIUM	Revenue	-	-	-	-	392,633	-		-100.00%
38-0000-426-01	INTEREST INCOME	Revenue	463,339	510,945	300,000	300,000	550,000	500,000	66.67%	-9.09%
38-0000-461-01	RENTAL INCOME	Revenue	-	-	-	-	50,000	50,000		0.00%
38-0000-475-11	INTERFUND TRANSFER - GENERAL FUND	Revenue	5,900,127	4,010,665	-	-	2,539,814	-		-100.00%
	TOTAL REVENUES		6,363,466	4,521,610	24,120,000	24,120,000	9,309,074	38,550,000	59.83%	314.11%
38-7800-703-00	BUILDING AND PERMANENT IMPROVEMENTS	Expense	27,362	107,070	-	-	-	-		
38-7800-703-00-33001	FLEET MAINTENANCE GARAGE	Expense	-	2,606,957	11,605,000	11,605,000	8,250,275	14,138,225	21.83%	71.37%
38-7800-703-00-33002	FIRE STATION 11	Expense	-	1,285,439	12,910,510	12,910,510	5,146,560	18,309,747	41.82%	255.77%
38-7800-703-00-33003	FIRE ADMINISTRATION	Expense	-	97	6,350,000	6,350,000	-	2,000,000	-68.50%	
38-7800-703-00-33004	POLICE STATION	Expense	-	494,060	1,100,000	1,100,000	140,000	10,100,000	818.18%	7114.29%
	TOTAL CAPITAL OUTLAY		27,362	4,493,623	31,965,510	31,965,510	13,536,835	44,547,972	39.36%	229.09%
38-8100-802-00	BOND ISSUE COSTS	Expense	-	-	-	65,693	65,693	-		
	TOTAL DEBT SERVICE		-	-	-	65,693	65,693	-	-	-
	TOTAL EXPENSES		27,362	4,493,623	31,965,510	32,031,203	13,602,528	44,547,972	39.08%	227.50%
	NET SURPLUS (DEFICIT)		6,336,104	27,987	(7,845,510)	(7,911,203)	(4,293,454)	(5,997,972)	-24.18%	39.70%

Beginning Audited Fund Balance 5/1/25	11,128,067	
FY26 Projected Surplus (Deficit)	(4,293,454)	
Ending Projected Fund Balance 4/30/26	6,834,613	
Estimated Fund Balance 5/1/26		6,834,613
FY27 Budgeted Surplus (Deficit)		(5,997,972)
Ending Estimated Fund Balance 4/30/27		836,641

Fund: Facility Capital Projects (38) Department: Facility Capital Projects (7800)			Account Total
	CAPITAL OUTLAY		
38-7800-703-00	BUILDING AND PERMANENT IMPROVEMENTS		
703-00-33001	FLEET MAINTENANCE GARAGE		
	Construction	14,013,225	
	Cedar Garage Demolition	125,000	
	SUBTOTAL		**14,138,225**
703-00-33002	FIRE STATION 11		**18,309,747**
703-00-33003	FIRE ADMINISTRATION		
	Land Acquisition	1,000,000	
	Design	1,000,000	
	SUBTOTAL		**2,000,000**
703-00-33004	POLICE STATION		
	Land Purchase and Construction	7,100,000	
	Design	3,000,000	
	SUBTOTAL		**10,100,000**
	TOTAL CAPITAL OUTLAY		**44,547,972**
FUND TOTAL			**44,547,972**

Village of Northbrook

Capital Improvement Plan - Summary FY 2027 - 2031

Facility Capital Projects

Project Name	CAP	Fund	Dept	Account	Actuals FY 2024	Actuals FY 2025	Budget FY 2026	Amended Budget FY 2026	Year End Estimate FY 2026	Recommended Budget FY 2027	Recommended Budget FY 2028	Recommended Budget FY 2029	Recommended Budget FY 2030	Recommended Budget FY 2031
Fire Station 11	Yes	38	7800	703	9,121	1,285,439	12,910,510	12,910,510	9,366,367	11,940,413	-	-	-	-
Fire Department Headquarters	Yes	38	7800	703	-	-	6,350,000	6,350,000	1,000,000	8,000,000	-	-	-	-
Fleet Maintenance Garage	Yes	38	7800	703	9,121	2,606,958	11,605,000	11,605,000	11,480,871	8,760,217	-	-	-	-
Police Station	Yes	38	7800	703	9,121	494,060	1,100,000	1,100,000	7,101,166	21,303,499	42,606,997	-	-	-
Total					27,363	4,386,457	31,965,510	31,965,510	28,948,404	50,004,129	42,606,997	-	-	-

INFRASTRUCTURE CAPITAL PROJECTS FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Infrastructure Capital Projects Fund is utilized to account and provide for financial resources for the construction of roadway and other infrastructure maintenance/improvement projects. This includes the annual concrete street patching program, the resurfacing of bituminous streets which do not utilize Motor Fuel Tax (MFT) funds, and traffic signal, sidewalk, and bicycle/pedestrian improvements. Village staff proactively seeks to identify and secure grant funding for these projects. This Fund is intended to align with the first year of the Village's Five-Year Capital Improvement Plan (CIP). In unique instances appropriations may be included which are not identified in the CIP to support a project that was identified following the presentation of the CIP.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. Completed the expansion of the Downtown Infrastructure and Streetscape Enhancement Project on Shermer Road from Meadow Road to the railroad tracks, and from Meadow Road north of Shermer, and on Meadow Road from Shermer to Walters Avenue to establish designated outdoor dining areas encouraging more visitors to the area.

2. The Village Manager's Office oversaw the completion and installation of the new Village gateway signs.

3. Completed the construction and construction oversight of reconstruction and rehabilitation of Shermer Road from Maple Avenue to Willow Road including the construction a multi-use side path and improvements to the West Commuter Parking Lot.

4. Completed the bicycle and pedestrian improvement projects with the neighborhood and arterial sidewalk rehabilitation or replacements on Skokie Bouvard, Techny Road, Cherry Lane.

5. Completed 2025 bicycle and pedestrian plan improvements at arterial sidewalks on Techny Road.

6. Staff continued to utilize the electronic forms of communication (i.e., Village website and social media) as well as traditional methods of communication (i.e., letters and Village newsletters) to inform impacted properties of status and important construction information.

GOALS FOR FISCAL YEAR 2027

1. Complete the FY 2027 Minor Area Resurfacing Program.

2. Complete the FY 2027 bicycle and pedestrian improvement projects with the neighborhood and arterial sidewalk rehabilitation or replacements on Waukegan Road: Edens Spur to Shermer Road.

3. Complete Bicycle and Pedestrian Improvements Sidewalk Replacement – Northbrook Highlands, Northfield Acres Subdivisions, and Walters Subdivisions.

4. The Public Works and Development and Planning Services Departments in conjunction with the Village Managers Office will conduct the visioning and design process for the next phase of Northbrook Downtown Infrastructure and Streetscape enhancements.

5. Continue to make progress toward complete conversion of all streetlight fixtures to LED fixtures using in-house staff in accordance with Climate Action Plan item BE 5-1.

6. Continue to seek opportunities to include Bicycle and Pedestrian Plan projects in the construction of other Village projects.

7. Continue to proactively inform impacted properties of infrastructure improvement project status.

8. Continue to seek outside funding for the Village's infrastructure projects and improvements to best leverage the Village's financial resources.

9. Assist Village Managers Office with the planning and installation of electric vehicle charging stations.

10. Continue to work with partner units of government, ComEd and the Union Pacific Railroad towards construction of the Skokie Valley Trail from Lake Cook Road to Voltz Road.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
INFRASTRUCTURE CAPITAL PROJECTS FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
40-0000-406-01	BOND ISSUE PROCEEDS	Revenue	-	-	-	-	-	4,500,000		
40-0000-421-00	HOME RULE SALES TAX	Revenue	1,758,708	1,911,163	1,875,000	1,875,000	2,269,000	2,280,000	21.60%	0.48%
40-0000-426-01	INTEREST INCOME	Revenue	479,629	131,068	325,000	325,000	150,000	150,000	-53.85%	0.00%
40-0000-477-34	IMPROVEMENT COST SHARING REVENUE	Revenue	125,000	125,000	-	-	-	-		
40-0000-481-32	GRANTS	Revenue	-	-	3,754,200	3,754,200	125,000	125,000	-96.67%	-100.00%
	TOTAL REVENUES		2,363,337	2,167,231	5,954,200	5,954,200	2,544,000	7,055,000	18.49%	177.32%
40-7400-553-01	ENGINEERING & TESTING SERVICES	Expense	38,605	19,214	45,000	45,000	40,000	45,000	0.00%	12.50%
40-7400-555-03	PUBLIC SIDEWALKS	Expense	1,916	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES		40,521	19,214	45,000	45,000	40,000	45,000	0.00%	12.50%
40-7400-531-07	BICYCLE AND PEDESTRIAN IMPROVEMENTS	Expense	508,690	287,306	2,982,652	2,982,652	730,000	2,971,221	-0.38%	307.02%
40-7400-531-10	ASPHALT STREETS (NON MFT)	Expense	131,833	2,391,058	1,612,702	1,612,702	198,185	418,702	-74.04%	111.27%
40-7400-531-18	STREETSCAPE, GATEWAY & WAYFINDING	Expense	22,786	1,102,357	1,920,000	2,512,632	2,532,643	300,000	-88.06%	-88.15%
40-7400-531-19	CONCRETE STREETS	Expense	591,754	-	2,727,574	2,727,574	1,150,000	1,615,574	-40.77%	40.48%
40-7400-531-24	TRAFFIC SIGNALS AND STREET LIGHTS	Expense	102,999	100,000	105,000	105,000	105,000	110,250	5.00%	5.00%
40-7400-538-01	ELECTRIC VEHICLE CHARGING STATIONS	Expense	-	-	60,326	60,326	60,326	120,652	100.00%	100.00%
40-7400-722-02	SIDEWALK CONSTRUCTION	Expense	235,443	434,622	574,117	574,117	574,117	887,801	54.64%	54.64%
	TOTAL CAPITAL OUTLAY		1,593,505	4,315,343	9,982,371	10,575,003	5,350,271	6,424,200	-39.25%	20.07%
40-7400-975-13	INTERFUND TRANSFER - DEBT SERVICE FUND	Expense	-	1,627,387	1,634,460	1,634,460	1,634,460	1,634,099	-0.02%	-0.02%
40-7400-999-13	INTERFUND TRANSFER - DEBT SERVICE FUND	Expense	1,807,185	-	-	-	-	-		
40-7400-975-24	INTERFUND TRANSFER - MFT FUND	Expense	1,720,760	-	-	-	-	-		
	TOTAL INTERFUND TRANSFERS OUT		3,527,945	1,627,387	1,634,460	1,634,460	1,634,460	1,634,099	-0.02%	-0.02%
	TOTAL EXPENSES		5,161,971	5,961,944	11,661,831	12,254,463	7,024,731	8,103,299	-33.87%	15.35%
	NET SURPLUS (DEFICIT)		(2,798,634)	(3,794,713)	(5,707,631)	(6,300,263)	(4,480,731)	(1,048,299)	-83.36%	-76.60%

Beginning Audited Fund Balance 5/1/25	5,634,538	
FY26 Projected Surplus (Deficit)	(4,480,731)	
Ending Projected Fund Balance 4/30/26	1,153,807	
Estimated Fund Balance 5/1/26		1,153,807
FY27 Budgeted Surplus (Deficit)		(1,048,299)
Ending Estimated Fund Balance 4/30/27		105,508

Fund: Infrastructure Capital Projects (40) Department: Infrastructure Capital Projects (7400)			Account Total
	CONTRACTUAL SERVICES		
40-7400-553-01 ENGINEERING & TESTING SERVICES			
	Material Testing Services (Concrete & Asphalt)	15,000	
	Bicycle/Pedestrian Engineering	30,000	
	TOTAL		**45,000**
	TOTAL CONTRACTUAL SERVICES		**45,000**
	CAPITAL OUTLAY		
40-7400-531-XX MAINTENANCE/IMPROVEMENTS - STREETS			
40-7400-531-07	BICYCLE AND PEDESTRIAN IMPROVEMENTS		
	Shermer Road (BPP Project L10) Bicycle/Pedestrian Improvements	1,150,124	
	Skokie Valley Trail Bicycle/Pedestrian Improvements	1,671,097	
	Pfingsten/Kingston Study & Construction	150,000	
40-7400-531-10	ASPHALT STREETS (MFT)		
	Minor Area Resurfacing	120,000	
	Shermer Rd Techny to Willow Asphalt Street Reconstruction	298,702	
40-7400-531-18	STREETSCAPE, GATEWAY & WAYFINDING		
	Northbrook Downtown Phase II – Meadow Road to Shermer Road Bridge	300,000	
40-7400-531-19	CONCRETE STREETS		
	Shermer Rd Maple to Techny Concrete Street Reconstruction	315,574	
	Sky Harbor Concrete Street Reconstruction	800,000	
	Charlemagne Subdivision	500,000	
40-7400-531-24	TRAFFIC AND STREET LIGHTS		
	LED Conversion Program	110,250	
	TOTAL		**5,415,747**
40-7400-538-01 EV CHARGING STATIONS			
	EV Charging		**120,652**
40-7400-722-02 SIDEWALK CONSTRUCTION			
	Arterial Sidewalk Rehabilitation Bicycle & Pedestrian Improvements	204,505	
	Sidewalk Replacement - Northbrook Highlands, Northfield Acres, Walters Subdivisions	483,296	
	Sidewalk Gap Program	200,000	
	TOTAL		**887,801**
	TOTAL CAPITAL OUTLAY		**6,424,200**

Fund: Infrastructure Capital Projects (40) Department: Infrastructure Capital Projects (7400)		Account Total
	INTERFUND TRANSFERS OUT	
40-7400-975-XX INTERFUND TRANSFERS OUT		
40-7400-975-13	Transfer to Debt Service Fund	**1,634,099**
	TOTAL INTERFUND TRANSFERS OUT	**1,634,099**
FUND TOTAL		**8,103,299**

Village of Northbrook
Capital Improvement Plan - Summary FY 2027 - 2031

Infrastructure Capital Projects

Project Name	CAP	Fund	Dept	Account	Actuals FY 2024	Actuals FY 2025	Budget FY 2026	Amended Budget FY 2026	Year End Estimate FY 2026	Recommended Budget FY 2027	Recommended Budget FY 2028	Recommended Budget FY 2029	Recommended Budget FY 2030	Recommended Budget FY 2031
Shermer Meadow Rd Streetscape Improvements	No	40	7400	531-18	-	936,166	1,750,000	1,750,000	2,388,643	-	-	-	-	-
Northbrook Downtown Phase II Streetscape	No	40	7400	531-18	-	-	-	-	-	300,000	2,000,000	-	-	-
Gateway and Wayfinding Signage	No	40	7400	531-18	-	104,880	170,000	170,000	105,000	-	-	-	-	-
Sky Harbor Concrete Street Reconstruction	No	40	7400	531-19	-	-	1,150,000	1,150,000	650,000	800,000	800,000	-	-	-
Charlemagne Subdivision Concrete Street Reconstruction	No	40	7400	531-19	-	-	-	-	500,000	500,000	-	-	-	-
Skokie Valley Trail Bicycle/Pedestrian Improvements	Yes	40	7400	531-07	-	-	-	-	-	1,671,097	-	-	-	-
Arterial Sidewalk Rehabilitation Bicycle & Pedestrian Improvements	Yes	40	7400	722-02	-	114,470	118,244	118,244	118,244	204,505	-	-	-	-
Sidewalk Replacement Northbrook Highlands, Northfield Acres, Walters Subdivisions	Yes	40	7400	722-02	-	-	-	-	-	483,296	-	-	-	-
Sidewalk Replacement Northbrook Knolls, St. Stephens Green, Dundee Road Acres and Dunsten Green	No	40	7400	722-02	-	-	305,873	305,873	305,873	-	-	-	-	-
Cherry Lane Conventional Bike Lanes	Yes	40	7400	531-07	-	-	-	-	-	182,708	100,622	201,243	404,355	-
Shermer Rd Maple to Techny Concrete Street Reconstruction	No	40	7400	531-19	-	-	1,577,574	1,577,574	1,577,574	-	-	-	-	-
Shermer Rd Techny to Willow Asphalt Street Reconstruction	No	40	7500	531-10	-	-	1,492,702	1,492,702	1,492,702	-	-	-	-	-
Minor Area Resurfacing	No	40	7400	531-10	120,000	205,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Walters Avenue Separated Bike Lanes Bicycle/Ped. Improvements	Yes	40	7400	531-07	-	-	94,469	94,469	94,469	-	-	-	-	-
Williamsburg Subdivision Concrete Reconstruction	No	40	7400	531-19	-	-	-	-	-	-	692,640	-	-	-
Bicycle & Ped Improvement Arterial Sidewalk Rehabilitation- Willow Rd	Yes	40	7400	531-07	-	-	-	-	-	-	123,332	-	-	-
Bicycle & Ped Improvement Sidewalk Replacement- La Salceda, Stonehedge, Willow Woods, etc.	Yes	40	7400	531-07	-	-	-	-	-	-	386,863	-	-	-
Bicycle & Ped Improvement Koepke, Miller, Keystone	Yes	40	7400	531-07	-	-	-	-	-	-	70,514	-	-	-
Bicycle & Ped Improvement Shermer Rd	Yes	40	7400	531-07	-	-	2,806,097	2,806,097	2,806,097	-	-	-	-	-
Intersection Improvement- Pfingsten & Koepke Traffic Signal	No	40	7400	531-24	-	-	-	-	-	-	250,000	-	-	-
Bicycle & Ped Improvement Sunset Ridge/Skokie Blvd	No	40	7400	531-07	-	-	-	-	-	-	-	169,370	-	-
Bicycle & Ped Improvement Northbrook Park, Southbridge Commons, NB Acres	Yes	40	7400	531-07	-	-	-	-	-	-	-	559,534	-	-
Bicycle & Ped Improvement Village-wide Multi Use Path	Yes	40	7400	531-07	-	-	-	-	-	-	-	75,000	-	-
Heathercrest 4&5 Subdivision Concrete	No	40	7400	531-19	-	-	-	-	-	-	-	706,399	-	-
Brookside Estates Subdivision Concrete	No	40	7400	531-19	-	-	-	-	-	-	-	383,748	-	-
Bicycle & Ped Improvement Sunset Fields Subdivision	Yes	40	7400	531-07	-	-	-	-	-	-	-	-	455,514	-
South Bridge Commons Concrete	No	40	7400	531-19	-	-	-	-	-	-	-	-	394,993	-
Intersection Improvement- Techny and Second St.	No	40	7400	531-24	-	-	-	-	-	-	-	-	119,749	-
Bicycle & Ped Improvement Arterial Sidewalk Rehabilitation- Techny Central to Western	Yes	40	7400	531-07	-	-	-	-	-	-	-	-	191,067	-
Bicycle & Ped Improvement Arterial Sidewalk Rehabilitation- Techny Western to Founders	Yes	40	7400	531-07	-	-	-	-	-	-	-	-	-	128,274
Skierch & White Plaines Unit 8 Subdivision Concrete	No	40	7400	531-19	-	-	-	-	-	-	-	-	-	592,474
Bicycle & Ped Improvement White Plaines Units 2,5, 6 Brookside Estates	Yes	40	7400	531-07	-	-	-	-	-	-	-	-	-	496,456
Bicycle & Ped Improvement Arbor Lane & Prestwick	Yes	40	7400	531-07	-	-	-	-	-	-	-	-	-	86,506
Pavement Management Survey	No	40	7400	531-10	-	-	-	-	-	-	125,000	-	-	-
Electric Vehicle Charging Stations	Yes	40	7400	538-01	-	-	60,000	60,000	56,938	120,652	120,652	90,489	60,326	-
LED Conversion Program	Yes	40	7400	531-24	50,000	100,000	105,000	105,000	105,000	110,250	115,765	121,553	127,630	-
Total					170,000	1,460,516	9,749,959	9,749,959	10,320,540	4,492,508	4,905,388	2,427,336	1,873,634	1,423,710

DEBT SERVICE FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs associated with the 2012, 2013, 2014, 2015, 2016, 2018, 2019, 2020, 2021, 2024 and 2025 Corporate Purpose Bonds.

Debt of the Village may be paid directly from revenues of the Village's Enterprise Funds if the proceeds were used for expenses in one of those Funds by the formal abatement of the property tax levy by the Village Board annually. In the absence of such sources of revenue, annual Debt payments are primarily funded through a portion of the Village's property tax levy.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
DEBT SERVICE FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
13-0000-401-00	PROPERTY TAX - DEBT SERVICE	Revenue	4,085,413	4,290,529	4,418,275	4,418,275	4,418,275	5,071,820	14.79%	14.79%
13-0000-401-11	PROPERTY TAX PRIOR LEVY COLLECTIONS	Revenue	21,725	24,906	-	-	10,100	-		-100.00%
13-0000-406-01	BOND ISSUE PROCEEDS	Revenue	-	3,287,580	-	-	-	-		
13-0000-406-03	PREMIUM ON DEBT ISSUE	Revenue	-	374,415	-	-	-	-		
13-0000-426-01	INTEREST INCOME	Revenue	124,711	82,556	40,000	40,000	80,000	70,000	75.00%	-12.50%
13-0000-426-19	INTEREST INCOME - PROPERTY TAX	Revenue	988	-	-	-	-	-		
13-0000-475-24	INTERFUND TRANSFER - MOTOR FUEL TAX FUND	Revenue	367,253	366,544	376,751	376,751	376,751	374,764	-0.53%	-0.53%
13-0000-475-40	INTERFUND TRANSFER - INFRASTRUCTURE CPF	Revenue	-	1,627,387	1,634,460	1,634,460	1,634,460	1,634,099	-0.02%	-0.02%
13-0000-499-40	INTERFUND TRANSFER - INFRASTRUCTURE CPF	Revenue	1,807,185	-	-	-	-	-		
	TOTAL REVENUES		6,407,275	10,053,917	6,469,486	6,469,486	6,519,586	7,150,683	10.53%	9.68%
13-8100-554-00	OTHER PROFESSIONAL SERVICES	Expense	2,812	4,750	5,500	5,500	5,500	5,800	5.45%	5.45%
13-8100-802-00	BOND ISSUE COSTS	Expense	-	69,762	-	-	-	-		
13-8100-851-32	2012B BONDS - PRINCIPAL PMTS	Expense	69,500	69,500	72,280	72,280	72,280	72,280	0.00%	0.00%
13-8100-851-33	2013A BONDS - PRINCIPAL PMTS	Expense	48,509	715,353	51,743	51,743	51,743	53,037	2.50%	2.50%
13-8100-851-34	2013A BONDS - PRINCIPAL PMTS MFT RESTRICTED	Expense	212,973	3,140,633	227,170	227,170	227,170	232,850	2.50%	2.50%
13-8100-851-35	2014A BONDS - PRINCIPAL PMTS	Expense	1,508,500	1,585,500	1,673,000	1,673,000	1,673,000	1,739,500	3.97%	3.97%
13-8100-851-36	2015A BONDS - PRINCIPAL PMTS	Expense	365,000	1,035,000	1,070,000	1,070,000	1,070,000	1,105,000	3.27%	3.27%
13-8100-851-37	2015B BONDS - PRINCIPAL PMTS	Expense	191,200	197,175	204,345	204,345	204,345	210,320	2.92%	2.92%
13-8100-851-38	2016 BONDS - PRINCIPAL PMTS	Expense	467,200	260,000	265,000	265,000	265,000	275,000	3.77%	3.77%
13-8100-851-39	2018A BONDS - PRINCIPAL PMTS	Expense	264,250	325,000	340,000	340,000	340,000	350,000	2.94%	2.94%
13-8100-851-40	2018B BONDS - PRINCIPAL PMTS	Expense	410,000	425,000	435,000	435,000	435,000	450,000	3.45%	3.45%
13-8100-851-41	2019 BONDS - PRINCIPAL PMTS	Expense	355,000	210,000	220,000	220,000	220,000	235,000	6.82%	6.82%
13-8100-851-42	2020 PRINCIPAL BONDS 2011 REFUNDING	Expense	158,000	161,000	163,000	163,000	163,000	166,000	1.84%	1.84%
13-8100-851-43	2021 BONDS - PRINCIPAL PMTS	Expense	270,000	-	-	-	-	-		
13-8100-851-44	2024 BONDS - PRINCIPAL PMTS	Expense	-	-	-	-	-	-		
13-8100-851-45	2024 BONDS - PRINCIPAL PMTS MFT RESTRICTED	Expense	-	-	-	-	-	-		
13-8100-851-46	2025 BONDS - PRINCIPAL PMTS	Expense	-	-	-	-	-	255,000		
13-8100-852-31	2012B BONDS - INTEREST PMTS	Expense	7,175	5,785	4,395	4,395	4,395	2,945	-32.99%	-32.99%
13-8100-852-33	2013A BONDS - INTEREST PMTS	Expense	35,141	19,422	3,603	3,603	3,603	1,856	-48.49%	-48.49%
13-8100-852-34	2013A BONDS - INTEREST PMTS MFT RESTRICTED	Expense	154,280	85,271	15,817	15,817	15,817	8,150	-48.47%	-48.47%
13-8100-852-35	2014A BONDS - INTEREST PMTS	Expense	382,235	306,810	227,535	227,535	227,535	160,615	-29.41%	-29.41%
13-8100-852-36	2015A BONDS - INTEREST PMTS	Expense	475,420	466,113	438,168	438,168	438,168	407,673	-6.96%	-6.96%
13-8100-852-37	2015B BONDS - INTEREST PMTS	Expense	104,019	96,371	88,484	88,484	88,484	80,310	-9.24%	-9.24%
13-8100-852-38	2016 BONDS - INTEREST PMTS	Expense	148,436	126,300	118,500	118,500	118,500	110,550	-6.71%	-6.71%
13-8100-852-39	2018A BONDS - INTEREST PMTS	Expense	174,414	177,500	164,500	164,500	164,500	150,900	-8.27%	-8.27%
13-8100-852-40	2018B BONDS - INTEREST PMTS	Expense	258,278	246,798	234,473	234,473	234,473	221,423	-5.57%	-5.57%
13-8100-852-41	2019 BONDS - INTEREST PMTS	Expense	109,950	92,200	81,700	81,700	81,700	70,700	-13.46%	-13.46%
13-8100-852-42	2020 BONDS - INTEREST PMTS	Expense	23,153	21,020	18,846	18,846	18,846	16,646	-11.67%	-11.67%
13-8100-852-43	2021 BONDS - INTEREST PMTS	Expense	161,050	147,550	147,550	147,550	147,550	147,550	0.00%	0.00%
13-8100-852-44	2024 BONDS - INTEREST PMTS	Expense	-	14,457	30,615	30,615	30,615	30,615	0.00%	0.00%
13-8100-852-45	2024 BONDS - INTEREST PMTS MFT RESTRICTED	Expense	-	63,166	133,764	133,764	133,764	133,764	0.00%	0.00%
13-8100-852-46	2025 BONDS - INTEREST PMTS	Expense	-	-	-	177,942	177,942	393,000	120.86%	120.86%
	TOTAL DEBT SERVICE		6,356,495	10,067,436	6,434,988	6,612,930	6,612,930	7,086,484	7.16%	7.16%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
DEBT SERVICE FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
	TOTAL EXPENSES		6,356,495	10,067,436	6,434,988	6,612,930	6,612,930	7,086,484	7.16%	7.16%
	NET SURPLUS (DEFICIT)		50,780	(13,519)	34,498	(143,444)	(93,344)	64,199	-144.76%	-168.78%

Beginning Audited Fund Balance 5/1/25	29,714
FY26 Projected Surplus (Deficit)	(93,344)
Ending Projected Fund Balance 4/30/26	(63,630)

Estimated Fund Balance 5/1/26	(63,630)
FY27 Budgeted Surplus (Deficit)	64,199
Ending Estimated Fund Balance 4/30/27	569

Fund: Debt Service (13) **Department: Debt Service (8100)**			**Account Total**
	DEBT SERVICE		
13-8100-554 OTHER PROFESSIONAL SERVICES			
	Annual Bond Fees		**5,800**
13-8100-851-XX PRINCIPAL			
	General Obligation Issues		
13-8100-851-32	2012B Corporate Purpose Bonds	72,280	
13-8100-851-33	2013A Corporate Purpose Bonds	53,037	
13-8100-851-34	2013A Corporate Purpose Bonds - MFT	232,850	
13-8100-851-35	2014A Corporate Purpose Bonds	1,739,500	
13-8100-851-36	2015A Corporate Purpose Bonds	1,105,000	
13-8100-851-37	2015B Corporate Purpose Bonds	210,320	
13-8100-851-38	2016 Corporate Purpose Bonds	275,000	
13-8100-851-39	2018A Corporate Purpose Bonds	350,000	
13-8100-851-40	2018B Corporate Purpose Bonds	450,000	
13-8100-851-41	2019 Corporate Purpose Bonds	235,000	
13-8100-851-42	2020 Corporate Purpose Bonds	166,000	
13-8100-851-44	2024 Corporate Purpose Bonds	-	
13-8100-851-45	2024 Corporate Purpose Bonds - MFT	-	
13-8100-851-46	2025 Corporate Purpose Bonds	255,000	
	TOTAL		**5,143,987**
13-8100-852-XX INTEREST AND FISCAL CHARGES			
	General Obligation Issues		
13-8100-852-31	2012B Corporate Purpose Bonds	2,945	
13-8100-852-33	2013A Corporate Purpose Bonds	1,856	
13-8100-852-34	2013A Corporate Purpose Bonds - MFT	8,150	
13-8100-852-35	2014A Corporate Purpose Bonds	160,615	
13-8100-852-36	2015A Corporate Purpose Bonds	407,673	
13-8100-852-37	2015B Corporate Purpose Bonds	80,310	
13-8100-852-38	2016 Corporate Purpose Bonds	110,550	
13-8100-852-39	2018A Corporate Purpose Bonds	150,900	
13-8100-852-40	2018B Corporate Purpose Bonds	221,423	
13-8100-852-41	2019 Corporate Purpose Bonds	70,700	
13-8100-852-42	2020 Corporate Purpose Bonds	16,646	
13-8100-852-43	2021 Corporate Purpose Bonds	147,550	
13-8100-852-44	2024 Corporate Purpose Bonds	30,615	
13-8100-852-45	2024 Corporate Purpose Bonds - MFT	133,764	
13-8100-852-46	2025 Corporate Purpose Bonds	393,000	
	TOTAL		**1,936,697**
TOTAL DEBT SERVICE			**7,086,484**
FUND TOTAL			**7,086,484**

WATER FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Water Fund is an enterprise fund and distinguished from other Village funds in that it is run similar to a business and funded by user fees rather than taxes. The purpose of the Water Production and Water Distribution Divisions within the Water Fund is to manage, maintain, operate, and repair the infrastructure and facilities of the water utility, which include production (treatment) and distribution of potable water. Organizational operations within the Water Fund include the production and distribution of potable water for its myriad of uses, including residential, industrial, commercial, recreational, and fire protection consumption.

The Water Fund is self-sustaining; the cost of treating and distributing water to Northbrook's customers is financed by user fees. In FY 2023, the Village began a water and sanitary sewer utility rate study to determine required system enhancements to maintain the quality and efficiency of the water production and distribution system and related long term funding stream. The study evaluated the increasing cost of the system's operation and maintenance including but not limited to electricity, materials and supplies. The utility rate study final draft was formally adopted by the Village Board on September 26, 2023. Northbrook's water rate increased from $6.15 per 1,000 gallons to $6.40 on May 1, 2025. Northbrook's rates have been and will remain one of the lowest in the area, even after the schedule rate changes go into effect.

WATER FUND

WATER PRODUCTION DIVISION

PROGRAM DETAIL
FISCAL YEAR 2027

DIVISION RESPONSIBILITIES

The Water Production Division includes all activities associated with the ongoing operation and maintenance of the Village's water treatment and pumping facilities, including the Lake Intake, Lake Front Pumping Station, Water Filtration Plant, Water Towers and West Side Reservoir. This Division provides 24/7/365 staffing to operate and monitor equipment used in the water treatment and pumping process to ensure that an adequate supply of potable water is available for all users at all times.

The Village has been supplied with Lake Michigan water for over 50 years and since 1963 provided by a Village-owned Lake Michigan water intake (and a second intake built in 1993), a three-mile transmission main and a second transmission main constructed in 1993, a 20 million gallon per day (MGD) capacity treatment plant and 205 miles of distribution mains. Average daily pumping is approximately 5 million gallons.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. Completed tuck-pointing at the Village's Lakefront Pumping Station.

2. Completed the installation of the CAT6 data cabling throughout the plant in preparation of the new SCADA system build-out.

3. Completed the installation of a new boiler at the Village Water Plant Facility.

GOALS FOR FISCAL YEAR 2027

1. Complete the SCADA replacement project and construction/construction oversight of the new SCADA system.

WATER FUND

WATER DISTRIBUTION DIVISION

PROGRAM DETAIL
FISCAL YEAR 2027

DIVISION RESPONSIBILITIES

The Water Distribution Division is responsible for all activities, maintenance, service, and repairs associated with the transmission of potable water through the distribution system network, which includes more than 205 miles of main, 2,145 water valves, 2,751 fire hydrants, and 12,203 water services and meters. This system begins at the Water Filtration Plant and extends to the individual customer's meter. Individual customer service lines are generally the responsibility of the property owner with the exception of lead service line replacements as outlined in the Illinois Lead Service Line Replacement and Notification Act.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. Completed implementation of replacement water meters, associated technology and oversight of meter replacement project.

2. Implemented the (CIP) and subsequent budget appropriations, replacing Unit 429 (2015 Ford Transit).

3. Continued program implementation for lead service line mitigation and lead service line cost share program in accordance with the Illinois Lead Service Line Replacement and Notification Act.

GOALS FOR FISCAL YEAR 2027

1. Enter into a new service agreement for continued backflow device management and compliance services.

2. Complete construction and construction oversight of water main replacement in the Grace Manor subdivision.

3. Complete construction and construction oversight of water main replacement on Walters Avenue: Shermer to Pfingsten.

4. Complete the necessary design of improvements to the water distribution system for future water demand needs and reliability for areas in the northeast portion of the Village, including Northbrook Court.

5. Continue the implementation of the Village’s hydrant flushing and valve-turning programs.

6. Continue work with Village's water modeling consultant to review proposed enhancements or changes to the distribution system to determine effects and impacts on customers.

7. Continue program implementation for lead service line mitigation and lead service line cost-share program in accordance with the Illinois Lead Service Line Replacement and Notification Act.

8. Continue funding and communication of the lead service line replacement program.

PUBLIC WORKS DEPARTMENT
WATER PRODUCTION DIVISION
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Water Production Supervisor	1	1	1.00	2	2.00
Assistant Water Production Supervisor	1	1	1.00	0	0.00
Water Plant Operator		6	6.00	6	6.00
Water Plant Maintenance Worker		1	1.00	1	1.00
TOTAL		**9**	**9.00**	**9**	**9.00**
Regular Part-Time					
Special Projects Manager		0	0.00	0	0.00
TOTAL		**0**	**0.00**	**0**	**0.00**
TOTAL POSITIONS FOR DIVISION		**9**	**9.00**	**9**	**9.00**

* FTE - Full-Time Equivalents

1 Reclassified Assistant Supervisor to Supervisor

PUBLIC WORKS DEPARTMENT
WATER DISTRIBUTION DIVISION
AUTHORIZED POSITIONS

		FY 2026		FY 2027	
		Positions	FTE*	Positions	FTE*
Regular Full-Time					
Superintendent	1	0	0.00	1	1.00
Maintenance Supervisor		1	1.00	1	1.00
Public Improvement Inspector		1	1.00	1	1.00
Administrative Assistant		1	1.00	1	1.00
Maintenance Worker		7	7.00	7	7.00
TOTAL		**10**	**10.00**	**11**	**11.00**
TOTAL POSITIONS FOR DIVISION		**10**	**10.00**	**11**	**11.00**

* FTE - Full-Time Equivalents

1 Position moved from General Fund

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
WATER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
21-0000-402-00	SALE OF WATER	Revenue	9,759,748	9,782,997	10,500,000	10,500,000	10,250,000	10,750,000	2.38%	4.88%
21-0000-406-01	BOND ISSUE PROCEEDS	Revenue	-	-	16,740,000	16,740,000	-	-	-100.00%	
21-0000-426-01	INTEREST INCOME	Revenue	438,470	27,288	50,000	50,000	300,000	100,000	100.00%	-66.67%
21-0000-452-00	WATER PERMITS	Revenue	54,473	77,720	55,000	55,000	60,000	60,000	9.09%	0.00%
21-0000-472-02	RONDOUT IRON AND METAL CO	Revenue	159	-	-	-	-	-		
21-0000-473-02	HYDRANT & METER USE FEES	Revenue	-	10,947	5,000	5,000	3,000	5,000	0.00%	66.67%
21-0000-473-09	MISCELLANEOUS INCOME	Revenue	-	-	-	-	-	-		
21-0000-474-17	RECAPTURE FEES	Revenue	49,714	83,361	50,000	50,000	135,000	70,000	40.00%	-48.15%
21-0000-477-02	METER COMPONENTS & BRASS SALES	Revenue	8,351	7,101	7,500	7,500	75,000	7,500	0.00%	-90.00%
21-0000-477-12	TURN-ON FEES RECOVERY	Revenue	190	519	500	500	750	500	0.00%	-33.33%
21-0000-481-32	GRANTS	Revenue	-	-	-	-	-	-		
	TOTAL REVENUES		10,311,105	9,989,933	27,408,000	27,408,000	10,823,750	10,993,000	-59.89%	1.56%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
WATER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
21-4170-501-01	REGULAR SALARIES	Expense	724,439	795,028	856,930	856,930	802,000	897,500	4.73%	11.91%
21-4170-501-21	COMPENSATED ABSENCES ADJUSTMENT	Expense	3,088	2,245	-	-	-	-		
21-4170-502-01	REGULAR PART TIME SALARIES	Expense	34,481	-	-	-	-	-		
21-4170-503-00	OVERTIME	Expense	75,679	19,616	35,000	35,000	21,140	35,000	0.00%	65.56%
21-4170-504-00	GOOD HEALTH BENEFIT	Expense	10,176	10,438	10,000	10,000	13,000	10,000	0.00%	-23.08%
21-4170-505-02	HOLIDAY PAY	Expense	26,139	29,230	31,500	31,500	31,500	31,500	0.00%	0.00%
21-4170-505-08	ON CALL PAY	Expense	15,600	15,000	15,600	15,600	15,600	15,600	0.00%	0.00%
21-4180-501-01	REGULAR SALARIES	Expense	876,292	806,794	889,080	889,080	872,060	1,083,450	21.86%	24.24%
21-4180-501-21	COMPENSATED ABSENCES ADJUSTMENT	Expense	(926)	(11,866)	-	-	-	-		
21-4180-503-00	OVERTIME	Expense	77,505	44,596	70,400	70,400	62,100	70,400	0.00%	13.37%
21-4180-504-00	GOOD HEALTH BENEFIT	Expense	7,682	7,419	7,000	7,000	4,000	7,000	0.00%	75.00%
21-4180-505-04	SUPERVISORY DIFFERENTIAL	Expense	8,787	-	4,500	4,500	4,500	4,500	0.00%	0.00%
	TOTAL PERSONAL SERVICES		1,858,942	1,718,500	1,920,010	1,920,010	1,825,900	2,154,950	12.24%	18.02%
21-4170-511-00	IMRF EMPLOYER CONTRIBUTIONS	Expense	71,946	75,341	78,310	78,310	79,500	81,600	4.20%	2.64%
21-4170-512-00	FICA EMPLOYER CONTRIBUTIONS	Expense	66,428	66,141	72,560	72,560	70,400	75,710	4.34%	7.54%
21-4170-513-00	EMPLOYEE LIFE INSURANCE	Expense	1,074	1,038	1,100	1,100	1,100	1,100	0.00%	0.00%
21-4170-514-00	EMPLOYEE HEALTH INSURANCE	Expense	213,905	220,390	220,990	220,990	220,990	224,670	1.67%	1.67%
21-4170-515-00	INTERFUND TRANSFER SELF INSURANCE W/C	Expense	13,610	13,610	14,000	14,000	14,000	14,000	0.00%	0.00%
21-4170-516-00	GASB 75 OPEB EXPENSE	Expense	(54,792)	(135,326)	-	-	-	-		
21-4170-517-00	GASB 68 IMRF PENSION EXPENSE	Expense	(223,895)	268,764	-	-	-	-		
21-4180-511-00	IMRF EMPLOYER CONTRIBUTIONS	Expense	81,575	75,136	84,245	84,245	80,460	100,960	19.84%	25.48%
21-4180-512-00	FICA EMPLOYER CONTRIBUTIONS	Expense	72,964	64,690	74,280	74,280	70,000	89,150	20.02%	27.36%
21-4180-513-00	EMPLOYEE LIFE INSURANCE	Expense	1,214	1,087	1,250	1,250	1,250	1,250	0.00%	0.00%
21-4180-514-00	EMPLOYEE HEALTH INSURANCE	Expense	201,680	243,680	209,940	209,940	209,940	274,710	30.85%	30.85%
21-4180-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	Expense	-	-	3,000	3,000	3,000	3,000	0.00%	0.00%
21-4180-515-00	INTERFUND TRANSFER SELF INSURANCE W/C	Expense	15,855	15,855	16,000	16,000	16,000	16,000	0.00%	0.00%
	TOTAL FRINGE BENEFITS		461,564	910,406	775,675	775,675	766,640	882,150	13.73%	15.07%

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
21-4170-524-78	GENERATOR MAINTENANCE	Expense	122,640	7,634	6,495	6,495	6,495	6,750	3.93%	3.93%
21-4170-524-79	HVAC MAINTENANCE	Expense	5,157	6,649	16,675	16,675	16,675	25,120	50.64%	50.64%
21-4170-524-82	WATER FILTRATION PLANT	Expense	7,152	13,752	34,524	34,524	40,990	41,065	18.95%	0.18%
21-4170-528-81	WATER PLANT/LAKE FRONT PUMP STATION	Expense	58,428	40,837	60,000	52,200	60,000	60,000	14.94%	0.00%
21-4170-528-83	WEST SIDE RESERVOIR	Expense	825	1,697	2,500	2,500	2,500	2,500	0.00%	0.00%
21-4170-528-85	WATER TOWER	Expense	4,862	-	7,000	7,000	4,500	7,000	0.00%	55.56%
21-4170-528-89	SLUDGE REMOVAL	Expense	768	19,850	24,000	24,000	24,000	24,000	0.00%	0.00%
21-4170-530-00	MAINTENANCE - ELECTRONICS	Expense	59,935	29,337	75,100	75,100	75,100	75,100	0.00%	0.00%
21-4170-533-00	POSTAGE	Expense	25,776	25,290	28,200	28,200	28,200	28,200	0.00%	0.00%
21-4170-534-00	INTERFUND TRANSFER ADMINISTRATIVE SERVICES	Expense	696,245	717,135	717,000	717,000	717,000	717,000	0.00%	0.00%
21-4170-536-00	INTERFUND TRANSFER TO SELF INSURANCE	Expense	92,745	35,334	35,000	35,000	35,000	35,000	0.00%	0.00%
21-4170-537-01	MONTHLY SERVICE	Expense	59,483	63,404	59,000	59,000	72,000	72,000	22.03%	0.00%
21-4170-537-05	CELLULAR PHONE SERVICE	Expense	1,560	1,560	1,560	1,560	1,560	1,560	0.00%	0.00%
21-4170-538-81	LAKEFRONT PUMP STATION	Expense	121,122	134,695	125,175	125,175	128,600	132,430	5.80%	2.98%
21-4170-538-82	WATER FILTRATION PLANT	Expense	202,739	209,169	167,200	167,200	212,000	218,000	30.38%	2.83%
21-4170-538-83	WEST SIDE RESERVOIR	Expense	56,721	63,954	75,375	75,375	75,375	75,375	0.00%	0.00%
21-4170-539-81	LAKEFRONT PUMP STATION	Expense	2,736	2,553	4,900	4,900	2,800	4,900	0.00%	75.00%
21-4170-539-82	WATER FILTRATION PLANT	Expense	20,614	29,052	28,500	28,500	28,500	28,500	0.00%	0.00%
21-4170-539-83	WEST SIDE RESERVOIR	Expense	3,633	3,440	6,000	6,000	6,000	6,000	0.00%	0.00%
21-4170-542-00	MEMBERSHIPS	Expense	4,325	4,457	4,500	4,500	4,660	4,800	6.67%	3.00%
21-4170-554-00	OTHER PROFESSIONAL SERVICES	Expense	6,207	4,788	88,980	88,980	88,980	83,980	-5.62%	-5.62%
21-4170-555-00	CUSTODIAL SERVICES	Expense	4,180	3,887	5,600	5,600	5,670	5,670	1.25%	0.00%
21-4170-556-00	LAB ANALYSIS	Expense	294	-	-	-	-	-		
21-4170-556-81	IEPA SAMPLING	Expense	8,973	10,442	8,200	8,200	8,200	8,900	8.54%	8.54%
21-4170-556-82	SLUDGE SAMPLING	Expense	1,120	700	1,400	1,400	1,400	1,400	0.00%	0.00%
21-4170-556-83	DISTRIBUTION SAMPLING	Expense	8,114	9,073	5,990	5,990	5,990	6,375	6.43%	6.43%
21-4170-556-84	LEAD/COPPER ANALYSIS	Expense	699	1,500	10,400	10,400	10,400	10,900	4.81%	4.81%
21-4170-556-85	SPECIAL DISTRIBUTION SAMPLES	Expense	-	803	1,000	1,000	400	1,000	0.00%	150.00%
21-4180-529-00	MAINTENANCE - WATER LINES/METERS	Expense	199,784	136,379	187,000	187,000	187,000	187,000	0.00%	0.00%
21-4180-534-00	INTERFUND TRANSFER ADMINISTRATIVE SERVICES	Expense	1,286,810	1,325,415	1,325,000	1,325,000	1,325,000	1,325,000	0.00%	0.00%
21-4180-536-00	INTERFUND TRANSFER TO SELF INSURANCE	Expense	111,110	42,331	42,000	42,000	42,000	42,000	0.00%	0.00%
21-4180-537-05	CELLULAR PHONE SERVICE	Expense	1,416	1,235	1,560	1,560	1,560	1,560	0.00%	0.00%
21-4180-545-00	PRINTING	Expense	17,928	18,078	17,830	17,830	17,830	17,830	0.00%	0.00%
21-4180-554-00	OTHER PROFESSIONAL SERVICES	Expense	325,934	354,798	489,795	535,618	553,276	554,610	3.55%	0.24%
21-4180-585-00	SOLID WASTE MANAGEMENT	Expense	85,805	78,253	85,000	85,000	85,000	87,810	3.31%	3.31%
	TOTAL CONTRACTUAL SERVICES		3,605,840	3,397,481	3,748,459	3,786,482	3,874,661	3,899,335	2.98%	0.64%

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
21-4170-612-81	LAKEFRONT PUMP STATION	Expense	2,012	833	1,000	1,000	1,200	1,200	20.00%	0.00%
21-4170-612-82	WATER FILTRATION PLANT	Expense	8,100	10,536	8,000	15,800	8,000	8,000	-49.37%	0.00%
21-4170-612-83	WEST SIDE RESERVOIR	Expense	647	474	650	650	650	650	0.00%	0.00%
21-4170-614-73	PICKUP PARTS	Expense	35	-	200	200	200	200	0.00%	0.00%
21-4170-615-01	GASOLINE AND DIESEL FUEL	Expense	2,176	5,023	2,000	9,210	7,560	7,560	-17.92%	0.00%
21-4170-631-00	MATERIALS & SUPPLIES	Expense	1,298	1,262	1,830	1,830	1,830	1,830	0.00%	0.00%
21-4170-632-00	CUSTODIAL SUPPLIES	Expense	1,698	1,541	1,870	1,870	1,600	1,870	0.00%	16.88%
21-4170-641-00	LAB SUPPLIES	Expense	16,935	16,502	17,000	17,000	17,000	17,000	0.00%	0.00%
21-4170-643-81	ONE TON CONTAINERS	Expense	44,576	41,966	44,500	44,500	44,500	44,500	0.00%	0.00%
21-4170-643-82	SODIUM HYPOCHLORITE	Expense	30,032	22,998	30,930	30,930	30,930	30,930	0.00%	0.00%
21-4170-643-83	ALUMINUM SULFATE	Expense	35,859	35,265	47,900	47,900	38,000	47,900	0.00%	26.05%
21-4170-643-84	FLUORIDE	Expense	17,114	12,690	17,500	17,500	17,500	17,500	0.00%	0.00%
21-4170-643-85	POLYORTHOPHOSPHATE	Expense	26,220	23,990	24,000	24,000	24,000	24,000	0.00%	0.00%
21-4170-645-82	WATER PLANT/LAKE FRONT PUMP STATION	Expense	25,692	30,790	28,000	28,000	28,000	28,000	0.00%	0.00%
21-4170-645-83	WEST SIDE RESERVOIR	Expense	747	169	750	750	250	500	-33.33%	100.00%
21-4170-649-00	TOOLS	Expense	1,498	1,459	5,954	5,954	5,954	1,500	-74.81%	-74.81%
21-4170-653-71	JACKETS	Expense	3,462	3,600	3,600	3,600	3,600	3,600	0.00%	0.00%
21-4170-653-73	PROTECTIVE GEAR	Expense	749	741	750	750	750	750	0.00%	0.00%
21-4180-615-01	GASOLINE AND DIESEL FUEL	Expense	24,966	22,422	31,880	31,880	32,500	31,880	0.00%	-1.91%
21-4180-625-71	MAINTENANCE SUPPLIES	Expense	-	-	100,000	100,000	100,000	108,000	8.00%	8.00%
21-4180-645-00	WATER LINE PARTS	Expense	231,306	157,029	105,000	105,000	105,000	115,000	9.52%	9.52%
21-4180-649-00	TOOLS	Expense	9,908	18,483	26,054	26,054	26,054	14,900	-42.81%	-42.81%
21-4180-653-71	JACKETS	Expense	2,641	3,287	3,600	3,600	3,600	3,600	0.00%	0.00%
21-4180-653-73	PROTECTIVE GEAR	Expense	1,063	1,850	1,850	1,850	1,850	1,850	0.00%	0.00%
	TOTAL COMMODITIES		488,734	412,910	504,818	519,828	500,528	512,720	-1.37%	2.44%
21-4170-729-00	PLANT CONSTRUCTION	Expense	103,570	18,774	1,673,077	1,673,077	272,255	1,195,735	-28.53%	339.20%
21-4180-702-00	METERS	Expense	94,749	60,003	3,160,000	5,579,793	4,500,000	100,000	-98.21%	-97.78%
21-4180-708-00	VEHICLES	Expense	-	-	65,505	65,505	-	65,505	0.00%	
21-4180-727-00	WATER MAIN EXTENSION	Expense	30,321	112,894	1,089,000	1,089,000	1,510,283	3,602,663	230.82%	138.54%
21-4180-799-00	DEPRECIATION EXPENSE	Expense	1,889,377	2,058,776	-	-	-	-		
	TOTAL CAPITAL OUTLAY		2,118,017	2,250,447	5,987,582	8,407,375	6,282,538	4,963,903	-40.96%	-20.99%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
WATER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
21-8100-554-00	OTHER PROFESSIONAL SERVICES	Expense	950	-	-	-	-	-		
21-8100-801-00	AMORTIZATION EXPENSE	Expense	(57,644)	(63,214)	-	-	-	-		
21-8100-802-00	BOND ISSUE COSTS	Expense	-	13,605	-	180,818	180,818	-	-100.00%	-100.00%
21-8100-851-32	2013A BONDS -PRINCIPAL PMTS	Expense	-	-	54,007	54,007	54,007	55,357	2.50%	2.50%
21-8100-851-34	2014 BONDS - PRINCIPAL PMTS	Expense	-	-	430,200	430,200	430,200	447,300	3.97%	3.97%
21-8100-851-37	2015B BONDS - PRINCIPAL PMTS	Expense	-	-	400,995	400,995	400,995	412,720	2.92%	2.92%
21-8100-851-38	2016 BONDS - PRINCIPAL PMTS	Expense	-	-	25,000	25,000	25,000	30,000	20.00%	20.00%
21-8100-851-39	2018A BONDS - PRINCIPAL PMTS	Expense	-	-	365,000	365,000	365,000	380,000	4.11%	4.11%
21-8100-851-41	2019 BONDS - PRINCIPAL PMTS	Expense	-	-	245,000	245,000	245,000	260,000	6.12%	6.12%
21-8100-851-43	2021 BONDS - PRINCIPAL PMTS	Expense	-	-	110,000	110,000	110,000	115,000	4.55%	4.55%
21-8100-851-44	2024 BONDS - PRINCIPAL PMTS	Expense	-	-	-	-	-	-		
21-8100-851-46	2025 BONDS - PRINCIPAL PMTS	Expense	-	-		-	-	520,000		
21-8100-852-32	2013A BONDS - INTEREST PMTS	Expense	36,045	7,189	3,760	3,760	3,760	1,938	-48.46%	-48.46%
21-8100-852-34	2014A BONDS - INTEREST PMTS	Expense	90,208	70,400	58,509	58,509	58,509	41,301	-29.41%	-29.41%
21-8100-852-37	2015B BONDS - INTEREST PMTS	Expense	197,867	182,664	173,636	173,636	173,636	157,596	-9.24%	-9.24%
21-8100-852-38	2016 BONDS - INTEREST PMTS	Expense	21,976	12,363	11,925	11,925	11,925	11,175	-6.29%	-6.29%
21-8100-852-39	2018A BONDS - INTEREST PMTS	Expense	198,951	185,611	177,444	177,444	177,444	162,844	-8.23%	-8.23%
21-8100-852-41	2019 BONDS - INTEREST PMTS	Expense	110,713	99,254	92,400	92,400	92,400	80,150	-13.26%	-13.26%
21-8100-852-43	2021 BONDS - INTEREST PMTS	Expense	80,067	74,963	71,900	71,900	71,900	66,400	-7.65%	-7.65%
21-8100-852-44	2024 BONDS - INTEREST PMTS	Expense	-	28,260	31,793	31,793	31,793	31,793	0.00%	0.00%
21-8100-852-46	2025 BONDS - INTEREST PMTS	Expense	-	-	-	359,958	359,958	795,000	120.86%	120.86%
	TOTAL DEBT SERVICE		679,133	611,095	2,251,569	2,792,345	2,792,345	3,568,574	27.80%	27.80%
	TOTAL EXPENSES		9,212,230	9,300,839	15,188,113	18,201,715	16,042,612	15,981,632	-12.20%	-0.38%
	NET SURPLUS (DEFICIT)		1,098,875	689,094	12,219,887	9,206,285	(5,218,862)	(4,988,632)	-154.19%	-4.41%

Beginning Audited Cash Balance 5/1/25	-	
FY26 Bond issuance proceeds, net of interfund due to GF at 4/30/25	11,340,365	
FY26 Projected Surplus (Deficit)	(5,218,862)	
Ending Projected Cash Balance 4/30/26	6,121,503	
Estimated Cash Balance 5/1/26		6,121,503
FY27 Budgeted Surplus (Deficit)		(4,988,632)
Ending Estimated Cash Balance 4/30/27		1,132,871

Fund: Water (21) **Division: Water Production (4170)**			**Account Total**
	PERSONAL SERVICES		
21-4170-501-01 FULL-TIME SALARIES			
	Regular Salaries - Full Time Employees		**897,500**
21-4170-502-01 PART-TIME SALARIES			
	Regular Part-Time Salaries		**-**
21-4170-503-00 OVERTIME			**35,000**
21-4170-504-00 GOOD HEALTH BENEFIT			**10,000**
21-4170-505-XX OTHER COMPENSATION			
21-4170-505-02	Holiday Pay - Water Plant Operators	31,500	
21-4170-505-08	On-Call Pay	15,600	
			47,100
	TOTAL PERSONAL SERVICES		**989,600**
	FRINGE BENEFITS		
21-4170-511-00 IMRF EMPLOYER CONTRIBUTIONS			**81,600**
21-4170-512-00 FICA EMPLOYER CONTRIBUTIONS			**75,710**
21-4170-513-00 EMPLOYEE LIFE INSURANCE			**1,100**
21-4170-514-00 EMPLOYEE HEALTH / DENTAL INSURANCE			**224,670**
21-4170-515-00 WORKERS' COMPENSATION			**14,000**
	TOTAL FRINGE BENEFITS		**397,080**

Fund: Water (21)
Division: Water Production (4170)

			Account Total
	CONTRACTUAL SERVICES		
21-4170-524-XX MAINTENANCE - BUILDINGS AND GROUNDS			
21-4170-524-78	Generator Maintenance	6,750	
21-4170-524-79	HVAC Maintenance	25,120	
21-4170-524-82	Water Filtration Plant	41,065	
	TOTAL		**72,935**
21-4170-528-XX MAINTENANCE - WATER PLANT			
21-4170-528-81	Water Plant/Lake Front Pump Station	60,000	
21-4170-528-83	West Side Reservoir	2,500	
21-4170-528-85	Water Tower	7,000	
21-4170-528-89	Sludge Disposal	24,000	
	TOTAL		**93,500**
21-4170-530-00 MAINTENANCE - ELECTRONICS			
	Computerized Control System Modifications		**75,100**
21-4170-533-00 POSTAGE			**28,200**
21-4170-534-00 ADMINISTRATIVE SERVICES			
	Interfund Transfer Out		**717,000**
21-4170-536-00 INSURANCE			
	Transfer to Self Insurance for Property, Casualty, and Liability Insurance		**35,000**
21-4170-537-XX TELEPHONE SERVICE			
21-4170-537-01	Monthly Service	72,000	
21-4170-537-05	Cellular Phone Service	1,560	
	TOTAL		**73,560**

Fund: Water (21) Division: Water Production (4170)			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
21-4170-538-XX ELECTRICITY			
21-4170-538-81	Lake Front Pump Station	132,430	
21-4170-538-82	Water Filtration Plant	218,000	
21-4170-538-83	West Side Reservoir	75,375	
	TOTAL		**425,805**
21-4170-539-XX NATURAL GAS			
21-4170-539-81	Lake Front Pump Station	4,900	
21-4170-539-82	Water Filtration Plant	28,500	
21-4170-539-83	West Side Reservoir	6,000	
	TOTAL		**39,400**
21-4170-542-00 MEMBERSHIPS			
	American Waterworks Association		**4,800**
21-4170-554-00 OTHER PROFESSIONAL SERVICES			
	Water Samples	8,980	
	Engineering Services	75,000	
	TOTAL		**83,980**
21-4170-555-00 CUSTODIAL SERVICES			
	Water Filtration Plant		**5,670**
21-4170-556-XX LAB ANALYSIS			
21-4170-556-81	IEPA Sampling	8,900	
21-4170-556-82	Sludge Sampling	1,400	
21-4170-556-83	Distribution Sampling	6,375	
21-4170-556-84	Lead/Copper Analysis	10,900	
21-4170-556-85	Special Distribution Samples	1,000	
	TOTAL		**28,575**
	TOTAL CONTRACTUAL SERVICES		**1,683,525**

Fund: Water (21)
Division: Water Production (4170)

			Account Total
	COMMODITIES		
21-4170-612-XX BUILDING MAINTENANCE SUPPLIES			
21-4170-612-81	Lake Front Pump Station	1,200	
21-4170-612-82	Water Filtration Plant	8,000	
21-4170-612-83	West Side Reservoir	650	
	TOTAL		**9,850**
21-4170-614-73 AUTOMOTIVE PARTS & SUPPLIES			
	Repair Parts For 2 Vehicles		**200**
21-4170-615-01 PETROLEUM PRODUCTS			
	Gasoline and Diesel Fuel		**7,560**
21-4170-631-00 MATERIAL AND SUPPLIES			
	Anthracite For Filters	1,330	
	Sampling Supplies	500	
	TOTAL		**1,830**
21-4170-632-00 CUSTODIAL SUPPLIES			
	Soaps, Towels, Light Bulbs, Etc.		**1,870**
21-4170-641-00 LAB SUPPLIES			
	Laboratory Items		**17,000**
21-4170-643-XX CHEMICALS			
21-4170-643-81	Chlorine Gas	44,500	
21-4170-643-82	Sodium Hypochlorite	30,930	
21-4170-643-83	Aluminum Sulfate	47,900	
21-4170-643-84	Fluoride	17,500	
21-4170-643-85	Polyorthophosphate	24,000	
	TOTAL		**164,830**

Fund: Water (21) Division: Water Production (4170)			Account Total
	COMMODITIES (CONT'D)		
21-4170-645-XX WATER LINE PARTS			
21-4170-645-82	Water Plant/Lake Front Pump Station	28,000	
21-4170-645-83	West Side Reservoir	500	
	TOTAL		**28,500**
21-4170-649-00 TOOLS			
	Replace Hand and Power Tools	1,500	
	TOTAL		**1,500**
21-4170-653-XX UNIFORMS			
21-4170-653-71	Jackets	3,600	
21-4170-653-73	Protective Gear	750	
	TOTAL		**4,350**
	TOTAL COMMODITIES		**237,490**
	CAPITAL OUTLAY		
21-4170-729-00 PLANT CONSTRUCTION			
	SCADA System Replacement	1,195,735	
			1,195,735
	TOTAL CAPITAL OUTLAY		**1,195,735**

Fund: Water (21) **Division: Water Production (4170)**			**Account Total**
	DEBT SERVICE		
21-8100-851-XX PRINCIPAL			
21-8100-851-32	2013A Corporate Purpose Bonds	55,357	
21-8100-851-34	2014 Corporate Purpose Bonds	447,300	
21-8100-851-37	2015B Corporate Purpose Bonds	412,720	
21-8100-851-38	2016 Corporate Purpose Bonds	30,000	
21-8100-851-39	2018A Corporate Purpose Bonds	380,000	
21-8100-851-41	2019 Corporate Purpose Bonds	260,000	
21-8100-851-43	2021 Corporate Purpose Bonds	115,000	
21-8100-851-44	2024 Corporate Purpose Bonds	-	
21-8100-851-46	2025 Corporate Purpose Bonds	520,000	
	TOTAL		**2,220,377**
21-8100-852-XX INTEREST AND FISCAL CHARGES			
21-8100-852-32	2013A Corporate Purpose Bonds	1,938	
21-8100-852-34	2014 Corporate Purpose Bonds	41,301	
21-8100-852-37	2015B Corporate Purpose Bonds	157,596	
21-8100-852-38	2016 Corporate Purpose Bonds	11,175	
21-8100-852-39	2018A Corporate Purpose Bonds	162,844	
21-8100-852-41	2019 Corporate Purpose Bonds	80,150	
21-8100-852-43	2021 Corporate Purpose Bonds	66,400	
21-8100-852-44	2024 Corporate Purpose Bonds	31,793	
21-8100-852-46	2025 Corporate Purpose Bonds	795,000	
	TOTAL		**1,348,197**
	TOTAL DEBT SERVICE		**3,568,574**
DIVISION TOTAL			**8,072,004**

Fund: Water (21) Division: Water Distribution (4180)	Account Total
PERSONAL SERVICES	
21-4180-501-01 FULL-TIME SALARIES	
Regular Salaries - Full Time Employees	**1,083,450**
21-4180-503-00 OVERTIME	**70,400**
21-4180-504-00 GOOD HEALTH BENEFIT	**7,000**
21-4180-505-04 OTHER COMPENSATION	
Supervisory Differential	**4,500**
TOTAL PERSONAL SERVICES	**1,165,350**
FRINGE BENEFITS	
21-4180-511-00 IMRF EMPLOYER CONTRIBUTIONS	**100,960**
21-4180-512-00 FICA EMPLOYER CONTRIBUTIONS	**89,150**
21-4180-513-00 EMPLOYEE LIFE INSURANCE	**1,250**
21-4180-514-00 EMPLOYEE HEALTH / DENTAL INSURANCE	**277,710**
21-4180-515-00 WORKERS' COMPENSATION	**16,000**
TOTAL FRINGE BENEFITS	**485,070**

Fund: Water (21) Division: Water Distribution (4180)		Account Total
CONTRACTUAL SERVICES		
21-4180-529-00 MAINTENANCE - WATER LINES/METERS		
Water Mains/Hydrants/Valves	35,000	
Emergency Leak Locating	15,000	
Lead Mitigation Program	75,000	
Valve Repairs	12,000	
Lead Service Line Replacement Program 50/50	50,000	
TOTAL		**187,000**
21-4180-534-00 ADMINISTRATIVE SERVICES		
Interfund Transfer Out		**1,325,000**
21-4180-536-00 INSURANCE		
Transfer To Self Insurance For Property, Casualty And Liability Insurance		**42,000**
21-4180-537-05 TELEPHONE SERVICE		
Cellular Phone Service		**1,560**
21-4180-545-00 PRINTING		
Door Hangers And Informational Pamphlets	2,580	
Water Billing	15,250	
TOTAL		**17,830**
21-4180-554-00 OTHER PROFESSIONAL SERVICES		
Village Wide Leak Detection	98,270	
Hydrant Painting	34,430	
GIS Consortium	62,355	
SCBA Medical Exams	750	
CDL Drug and Alcohol Testing	950	
Credit and Debit Card Fees	144,000	
RPZ Record/Survey Management	98,855	
Water Modeling Updates	35,000	
Cloud ERP/Meter System Integration	60,000	
Lead Service Regulatory Reporting	20,000	
TOTAL		**554,610**

Fund: Water (21) Division: Water Distribution (4180)			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
21-4180-585-00 SOLID WASTE MANAGEMENT			
	Water Main Maintenance		**87,810**
	TOTAL CONTRACTUAL SERVICES		**2,215,810**
	COMMODITIES		
21-4180-615-01 PETROLEUM PRODUCTS			
	Gasoline And Diesel Fuel		**31,880**
21-4180-625-71 MAINTENANCE SUPPLIES			
	Asphalt	30,900	
	Stone	43,775	
	Concrete	28,325	
	Restoration Materials	5,000	
	TOTAL		**108,000**
21-4180-645-00 WATER LINE PARTS			
	Water Main Parts	85,000	
	Large Meter Replacements	15,000	
	New Home Connections	15,000	
	TOTAL		**115,000**
21-4180-649-00 TOOLS			
	Water Tools	12,500	
	Utility Locating Device	1,200	
	Gas Air Monitor and Charging Station	1,200	
	TOTAL		**14,900**
21-4180-653-XX UNIFORMS			
21-4180-653-71	Jackets	3,600	
21-4180-653-73	Protective Gear	1,850	
	TOTAL		**5,450**
	TOTAL COMMODITIES		**275,230**

Fund: Water (21) Division: Water Distribution (4180)		Account Total
CAPITAL OUTLAY		
21-4180-702-00 METERS		
Water Meter		**100,000**
21-4180-708-00 VEHICLES		
Unit 429: 2015 Ford Transit		**65,505**
21-4180-727-00 WATER MAIN EXTENSION		
Lee Road	2,633,028	
Walters Avenue - Shermer to Pfingsten	514,585	
Grace Manor	455,050	
TOTAL		**3,602,663**
TOTAL CAPITAL OUTLAY		**3,768,168**
DIVISION TOTAL		**7,909,628**

Village of Northbrook
Capital Improvement Plan - Summary FY 2027 - 2031

Water Capital Projects

	Pg #	Start Map Pg #	CAP	Fund	Dept	Account	Actuals FY 2024	Actuals FY 2025	Budget FY 2026	Amended Budget FY 2026	Year End Estimate FY 2026	Recommended Budget FY 2027	Recommended Budget FY 2028	Recommended Budget FY 2029	Recommended Budget FY 2030	Recommended Budget FY 2031
Filter, Filter Basin Valve Replacements	185	N/A	No	21	4170	729-00	-	-	-	-	-	-	100,000	255,000	255,000	255,000
Lakefront Pumping Station Tuckpointing	186	N/A	No	21	4170	729-00	-	-	150,000	150,000	85,000	-	-	-	-	-
30" and 48" Intake Pipe Repair	187	N/A	No	21	4170	729-00	-	-	-	-	-	-	-	-	150,000	1,516,500
Lakefront Sodium Hypochlorite Tank Replacement	188	N/A	No	21	4170	729-00	-	-	-	-	-	-	-	-	150,000	600,000
Motor Control Center Replacements	189	N/A	No	21	4170	729-00	-	-	-	-	-	-	-	175,000	700,000	-
Pipe Support & Data Cabling	190	N/A	No	21	4170	729-00	45,425	94,143	-	-	172,700	-	-	-	-	-
Pump and Motor Refurbishment	191	N/A	No	21	4170	729-00	-	-	-	-	-	-	218,545	225,105	231,840	238,795
SCADA System Replacement	192	N/A	No	21	4170	729-00	310,912	287,168	1,445,735	1,445,735	300,000	1,195,735	-	-	-	-
Variable Frequency Drive Replacements	193	N/A	No	21	4170	729-00	96,000	-	-	-	-	-	95,480	-	98,346	75,000
Water Main Replacement Grace Manor	194	307	No	21	4180	727-00	-	-	-	-	-	162,078	-	-	-	-
Water Main Replacement Lee Road	195	308	No	21	4180	727-00	-	-	783,000	783,000	638,374	2,926,000	1,529,000	2,490,000	-	-
Water Main Replacement Northbrook Park Subdivision	196	310	No	21	4180	727-00	-	-	-	-	-	-	4,780,087	-	-	-
Water Main Replacement Skierch's & White Plans	197	315	No	21	4180	727-00	-	-	-	-	-	-	-	-	408,623	7,049,437
Water Main Replacement South Bridge Commons	198	314	No	21	4180	727-00	-	-	-	-	-	-	-	308,640	5,061,906	-
Water Main Replacement Northbrook Highlands & Kiest's Subdivision	199	313	No	21	4180	727-00	-	-	-	-	-	-	-	297,128	2,971,283	-
Water Main Replacement Walters Avenue: Shermer to Pfingsten	200	309	No	21	4180	727-00	-	120,295	284,400	284,400	284,400	514,585	2,899,215	-	-	-
Water Main Repl. Security Co's, Little Orchand & Skokie Highl. Subd.	201	312	No	21	4180	727-00	-	-	-	-	-	-	321,144	3,211,445	-	-
Water Main Repl. Brookside Est., Northbrook Gard. & Highlands Subd.	202	311	No	21	4180	727-00	-	-	-	-	-	-	292,027	2,920,277	-	-
Water Meter Replacement	203	N/A	Yes	21	4180	702-00	94,750	5,829,792	3,160,000	3,160,000	4,423,948	100,000	-	-	-	-
Unit 221: 2009 International Dump Truck	204	N/A	No	21	4180	708-00	-	-	-	-	-	-	227,479	-	-	-
Unit 409: 2015 Ford F250	205	N/A	No	21	4180	708-00	-	-	-	-	-	-	-	-	68,505	-
Unit 421: 2016 Ford F250 Pick Up /w Plow	206	N/A	No	21	4180	708-00	-	-	-	-	-	-	-	62,600	-	-
Unit 429: 2015 Ford Transit	207	N/A	Yes	21	4180	708-00	-	-	65,505	65,505	65,505	-	-	-	-	-
Total							547,087	6,331,398	5,888,640	5,888,640	5,969,927	4,898,398	10,462,977	9,945,195	10,095,503	9,734,732

SANITARY SEWER FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Sanitary Sewer Fund is an enterprise funds and distinguished from other Village funds in that it is run similar to a business and funded by user fees rather than taxes. The Sanitary Sewer Division of the Public Works Department is established to effectively manage, maintain, operate, and repair the Village's 134 miles of sanitary sewer system so that an uninterrupted and reliable waste water collection, conveyance, and disposal system is available to its users. This utility is operated as a local collector system within the area served by the Metropolitan Water Reclamation District of Greater Chicago (MWRD), which provides regulatory control and guidelines on the amount and type of acceptable raw waste discharges that can be deposited into their interceptor lines for conveyance to regional treatment facilities in Skokie.

The Sanitary Sewer Fund is self-sustaining; the cost of transporting Northbrook's wastewater to MWRD interceptor lines is financed by user fees. In FY 2023, the Village began a water and sanitary sewer utility rate study to determine required system enhancements to maintain the quality and efficiency of transporting wastewater and related long term funding stream. The study evaluated the increasing cost of the system's operation and maintenance including but not limited to electricity, materials and supplies. The utility rate study final draft was formally adopted by the Village Board on September 26, 2023.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. Utilized in-house staff and contractors to televise and clean approximately 127,904 linear feet of sanitary sewer main and inspect 886 manholes, all of the Village's sanitary sewer mains and manholes, as part of the system assessment required by MWRD's Inflow and Infiltration Reduction Program.

2. Lined approximately 7,247 linear feet of sanitary sewer to extend its useful life, reinforce its structural integrity, and eliminate sources of stormwater and groundwater inflow and infiltration.

3. Rehabilitated manholes and completed point repairs to sanitary sewers as needed.

4. Replaced the generator at the Foley Sanitary Lift Station.

5. Replaced Unit 300 (2007 Ford F-550 Dump Truck).

6. Continued public education on inflow and infiltration and addressed private sector defects, as identified.

7. Continued to submit Infiltration/Inflow Control Program (IICP) Annual Summary Reports (ASR) to the Metropolitan Water Reclamation District of Greater Chicago.

GOALS FOR FISCAL YEAR 2027

1. Utilize in-house staff and contractors to televise and clean approximately 174,000 linear feet of sanitary sewer main and inspect 779 manholes, a quarter of the Village's sanitary sewer mains and manholes, as part of the system assessment required by MWRD's Inflow and Infiltration Reduction Program.

2. Complete the annual sanitary sewer and manhole lining programs.

3. Replace the controls at the 2500 Dundee Road Sanitary Lift Station.

4. Procure and replace the generator at the 1400 Techny Road Sanitary Lift Station.

5. Continue public education on inflow and infiltration and address private sector defects as identified.

6. Continue to submit Infiltration/Inflow Control Program (IICP) Annual Summary Reports (ASR) to the Metropolitan Water Reclamation District of Greater Chicago.

PUBLIC WORKS DEPARTMENT
SANITARY SEWER DIVISION
AUTHORIZED POSITIONS

	FY 2026		FY 2027	
	Positions	FTE*	Positions	FTE*
Regular Full-Time				
Maintenance Supervisor	1	1.00	1	1.00
Administrative Clerk	1	1.00	1	1.00
Maintenance Worker	2	2.00	2	2.00
TOTAL	**4**	**4.00**	**4**	**4.00**
TOTAL POSITIONS FOR DIVISION	**4**	**4.00**	**4**	**4.00**

* FTE - Full-Time Equivalents

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
SANITARY SEWER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
14-0000-403-00	SANITARY SEWER USER FEES	Revenue	2,083,576	2,079,774	2,350,000	2,350,000	2,130,000	2,250,000	-4.26%	5.63%
14-0000-406-01	BOND ISSUE PROCEEDS	Revenue	-	-	-	-	-	500,000		
14-0000-426-01	INTEREST INCOME	Revenue	10,410	616	2,000	2,000	2,000	2,000	0.00%	0.00%
14-0000-473-09	MISCELLANEOUS INCOME	Revenue	-	-	-	-	-	-		
14-0000-474-17	RECAPTURE FEES	Revenue	-	(6,525)	2,000	2,000	-	2,000	0.00%	
	TOTAL REVENUES		2,093,986	2,073,865	2,354,000	2,354,000	2,132,000	2,754,000	16.99%	29.17%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
SANITARY SEWER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
14-4160-501-01	REGULAR SALARIES	Expense	328,228	303,878	359,620	359,620	360,380	380,080	5.69%	5.47%
14-4160-501-21	COMPENSATED ABSENCES ADJUSTMENT	Expense	(6,923)	14,432	-	-	-	-		
14-4160-503-00	OVERTIME	Expense	25,924	35,890	30,000	30,000	32,270	30,000	0.00%	-7.03%
14-4160-504-00	GOOD HEALTH BENEFIT	Expense	3,332	5,234	3,000	3,000	5,920	6,000	100.00%	1.35%
14-4160-505-04	SUPERVISORY DIFFERENTIAL	Expense	1,543	594	2,000	2,000	2,000	2,000	0.00%	0.00%
14-4160-505-08	ON CALL PAY	Expense	-	-	-	-	1,000	3,000		200.00%
	TOTAL PERSONAL SERVICES		352,104	360,028	394,620	394,620	401,570	421,080	6.71%	4.86%
14-4160-511-00	IMRF EMPLOYER CONTRIBUTIONS	Expense	30,081	29,556	34,210	34,210	34,210	35,880	4.88%	4.88%
14-4160-512-00	FICA EMPLOYER CONTRIBUTIONS	Expense	25,645	26,926	30,200	30,200	30,200	31,370	3.87%	3.87%
14-4160-513-00	EMPLOYEE LIFE INSURANCE	Expense	483	270	300	300	300	300	0.00%	0.00%
14-4160-514-00	EMPLOYEE HEALTH INSURANCE	Expense	71,250	91,300	95,805	95,805	95,805	109,060	13.84%	13.84%
14-4160-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	Expense	-	-	-	-	-	-		
14-4160-515-00	INTERFUND TRANSFER SELF INSURANCE W/C	Expense	5,500	5,500	5,500	5,500	5,500	5,500	0.00%	0.00%
14-4160-516-00	GASB 75 OPEB EXPENSE	Expense	(9,092)	(6,634)	-	-	-	-		
14-4160-517-00	GASB 68 IMRF PENSION EXPENSE	Expense	(49,813)	52,772	-	-	-	-		
	TOTAL FRINGE BENEFITS		74,054	199,690	166,015	166,015	166,015	182,110	9.69%	9.69%
14-4160-524-78	GENERATOR MAINTENANCE	Expense	31,595	25,378	20,970	20,970	20,970	21,600	3.00%	3.00%
14-4160-526-00	MAINTENANCE - SEWER	Expense	66,720	73,366	81,970	81,970	81,970	81,970	0.00%	0.00%
14-4160-534-00	INTERFUND TRANSFER ADMINISTRATIVE SERVICES	Expense	626,975	626,975	627,000	627,000	627,000	627,000	0.00%	0.00%
14-4160-536-00	INTERFUND TRANSFER TO SELF INSURANCE	Expense	30,925	11,782	12,000	12,000	12,000	12,000	0.00%	0.00%
14-4160-537-01	MONTHLY SERVICE	Expense	11,156	11,240	11,500	11,500	12,260	14,400	25.22%	17.46%
14-4160-537-05	CELLULAR PHONE SERVICE	Expense	390	561	780	780	780	780	0.00%	0.00%
14-4160-538-00	ELECTRICITY	Expense	26,903	28,603	23,300	23,300	21,000	23,300	0.00%	10.95%
14-4160-539-00	NATURAL GAS	Expense	6,715	10,640	7,520	9,720	9,740	8,490	-12.65%	-12.83%
14-4160-554-00	OTHER PROFESSIONAL SERVICES	Expense	18,891	13,519	41,545	41,545	40,395	42,275	1.76%	4.65%
14-4160-554-01	CREDIT AND DEBIT CARD FEES	Expense	12,648	13,749	16,000	16,000	26,785	33,000	106.25%	23.20%
	TOTAL CONTRACTUAL SERVICES		832,918	815,813	842,585	844,785	852,900	864,815	2.37%	1.40%
14-4160-613-00	MAINTENANCE PARTS AND SUPPLIES	Expense	8,426	7,397	9,000	6,800	7,150	9,000	32.35%	25.87%
14-4160-615-01	GASOLINE AND DIESEL FUEL	Expense	15,323	11,811	12,100	20,185	18,750	12,750	-36.83%	-32.00%
14-4160-646-00	SEWER LINE AND LIFT STATION PARTS	Expense	12,300	12,420	12,750	12,750	12,750	12,750	0.00%	0.00%
14-4160-649-00	TOOLS	Expense	7,588	4,888	11,954	11,954	11,954	7,500	-37.26%	-37.26%
14-4160-653-71	UNIFORMS	Expense	1,177	788	1,600	1,600	1,600	1,600	0.00%	0.00%
	TOTAL COMMODITIES		44,814	37,304	47,404	53,289	52,204	43,600	-18.18%	-16.48%
14-4160-708-00	VEHICLES/EQUIPMENT	Expense	-	-	88,202	88,202	82,305	-	-100.00%	-100.00%
14-4160-723-00	SEWER LINE CONSTRUCTION	Expense	293,840	299,763	398,000	398,000	398,000	533,450	34.03%	34.03%
14-4160-799-00	DEPRECIATION EXPENSE	Expense	278,366	280,403	-	-	-	-		
	TOTAL CAPITAL OUTLAY		572,206	580,166	486,202	486,202	480,305	533,450	9.72%	11.06%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
SANITARY SEWER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
14-8100-554-00	OTHER PROFESSIONAL SERVICES	Expense	278	-	-	-	-	-		
14-8100-801-00	AMORTIZATION EXPENSE	Expense	(24,494)	(27,135)	-	-	-	-		
14-8100-802-00	BOND ISSUE COSTS	Expense	-	4,979	-	-	-	-		
14-8100-851-12	2013A BONDS - PRINCIPAL PMTS	Expense	-	-	25,717	25,717	25,717	26,360	2.50%	2.50%
14-8100-851-13	2014 BONDS - PRINCIPAL PMTS	Expense	-	-	191,200	191,200	191,200	198,800	3.97%	3.97%
14-8100-851-37	2015B BONDS - PRINCIPAL PMTS	Expense	-	-	57,285	57,285	57,285	58,960	2.92%	2.92%
14-8100-851-38	2016 BONDS - PRINCIPAL PMTS	Expense	-	-	-	-	-	-		
14-8100-851-39	2018 A BONDS - PRINCIPAL PMTS	Expense	-	-	-	-	-	-		
14-8100-851-41	2019 BONDS - PRINCIPAL PMTS	Expense	-	-	5,000	5,000	5,000	5,000	0.00%	0.00%
14-8100-851-43	2021 BONDS - PRINCIPAL PMTS	Expense	-	-	15,000	15,000	15,000	15,000	0.00%	0.00%
14-8100-851-44	2024 BONDS - PRINCIPAL PMTS	Expense	-	-	-	-	-	-		
14-8100-852-12	2013A BONDS - INTEREST PMTS	Expense	17,164	3,423	1,791	1,791	1,791	922	-48.52%	-48.52%
14-8100-852-13	2014A BONDS - INTEREST PMTS	Expense	40,092	31,289	26,004	26,004	26,004	18,356	-29.41%	-29.41%
14-8100-852-37	2015B BONDS - INTEREST PMTS	Expense	28,267	26,095	24,805	24,805	24,805	22,514	-9.24%	-9.24%
14-8100-852-38	2016 BONDS - INTEREST PMTS	Expense	5,191	6,225	6,225	6,225	6,225	6,225	0.00%	0.00%
14-8100-852-39	2018A BONDS - INTEREST PMTS	Expense	23,870	22,406	22,406	22,406	22,406	22,406	0.00%	0.00%
14-8100-852-41	2019 BONDS - INTEREST PMTS	Expense	4,146	3,896	3,750	3,750	3,750	3,500	-6.67%	-6.67%
14-8100-852-43	2021 BONDS - INTEREST PMTS	Expense	9,292	8,792	8,500	8,500	8,500	7,750	-8.82%	-8.82%
14-8100-852-44	2024 BONDS - INTEREST PMTS	Expense	-	13,397	15,072	15,072	15,072	15,072	0.00%	0.00%
	TOTAL DEBT SERVICE		103,806	93,367	402,755	402,755	402,755	400,865	-0.47%	-0.47%
	TOTAL EXPENSES		1,979,902	2,086,368	2,339,581	2,347,666	2,355,749	2,445,920	4.19%	3.83%
	NET SURPLUS (DEFICIT)		114,084	(12,503)	14,419	6,334	(223,749)	308,080	4763.91%	-237.69%
	Beginning Audited Cash Balance 5/1/25						-			
	FY26 Projected Surplus (Deficit)						(223,749)			
	Ending Projected Cash Balance 4/30/26						(223,749)			
	Estimated Cash Balance 5/1/26							(223,749)		
	FY27 Budgeted Surplus (Deficit)							308,080		
	Ending Estimated Cash Balance 4/30/27							84,331		

Fund: Sanitary Sewer (14) Department: Sanitary Sewer (4160)			Account Total
PERSONAL SERVICES			
14-4160-501-01 FULL-TIME SALARIES			
	Regular Salaries - Full Time Employees		**380,080**
14-4160-503-00 OVERTIME			**30,000**
14-4160-504-00 GOOD HEALTH BENEFIT			**6,000**
14-4160-505-XX OTHER COMPENSATION			
14-4160-505-04	Supervisory Differential	2,000	
14-4160-505-08	On-Call Pay	3,000	
			5,000
	TOTAL PERSONAL SERVICES		**421,080**
FRINGE BENEFITS			
14-4160-511-00 IMRF EMPLOYER CONTRIBUTIONS			**35,880**
14-4160-512-00 FICA EMPLOYER CONTRIBUTIONS			**31,370**
14-4160-513-00 EMPLOYEE LIFE INSURANCE			**300**
14-4160-514-00 EMPLOYEE HEALTH / DENTAL INSURANCE			**109,060**
14-4160-515-00 WORKERS' COMPENSATION			**5,500**
	TOTAL FRINGE BENEFITS		**182,110**
CONTRACTUAL SERVICES			
14-4160-524-78 MAINTENANCE - BUILDINGS AND GROUNDS			
	Generator Maintenance		**21,600**
14-4160-526-00 MAINTENANCE - SEWER			
	Lift Stations Repairs	9,000	
	Emergency Line Repairs	5,000	
	Televised Inspections	61,870	
	Lift Station Wet Well Cleaning	6,100	
	TOTAL		**81,970**

Fund: Sanitary Sewer (14) Department: Sanitary Sewer (4160)			Account Total
	CONTRACTUAL SERVICES (CONT'D)		
14-4160-534-00 ADMINISTRATIVE SERVICES			
	Interfund Transfer Out		**627,000**
14-4160-536-00 INSURANCE			
	Transfer to Self Insurance for Property, Casualty and Liability Insurance		**12,000**
14-4160-537-XX TELEPHONE SERVICES			
14-4160-537-01	Monthly Service	14,400	
14-4160-537-05	Cellular Phone Service	780	
	TOTAL		**15,180**
14-4160-538-00 ELECTRICITY			
	Electricity For 13 Lift Stations		**23,300**
14-4160-539-00 NATURAL GAS			
	13 Lift Station Stand-by Emergency Generators		**8,490**
14-4160-554-XX OTHER PROFESSIONAL SERVICES			
14-4160-554-00	Overhead Sewer Conversion Program	15,000	
14-4160-554-00	GIS Consortium	12,750	
14-4160-554-00	SCBA Medical Exams	225	
14-4160-554-00	CDL Drug & Alcohol Screening	300	
14-4160-554-00	Station and Pump Repairs	14,000	
14-4160-554-01	Credit and Debit Card Fees	33,000	
	TOTAL		**75,275**
	TOTAL CONTRACTUAL SERVICES		**864,815**

Fund: Sanitary Sewer (14) Department: Sanitary Sewer (4160)			Account Total
	COMMODITIES		
14-4160-613-00 MAINTENANCE PARTS & SUPPLIES			
	Sewer Flusher Equipment		**9,000**
14-4160-615-01 PETROLEUM PRODUCTS			
	Gasoline and Diesel Fuel		**12,750**
14-4160-646-00 SEWER LINE AND LIFT STATION PARTS			
	Sewer Repair Materials		**12,750**
14-4160-649-00 TOOLS			
	Replace Hand and Power Tools		**7,500**
14-4160-653-XX UNIFORMS			
14-4160-653-71	Uniforms for Employees		**1,600**
	TOTAL COMMODITIES		**43,600**
	CAPITAL OUTLAY		
14-4160-723-00 SEWER LINE CONSTRUCTION			
	Sewer Lining	245,000	
	Manhole Lining	65,000	
	Controls Replacement : 2500 Dundee Rd Sanitary Lift Station	130,000	
	Generator Replacement : 1400 Techny Rd Sanitary Lift Station	93,450	
	TOTAL		**533,450**
	TOTAL CAPITAL OUTLAY		**533,450**

Fund: Sanitary Sewer (14) Department: Sanitary Sewer (4160)			Account Total
	DEBT SERVICE		
14-8100-851-XX PRINCIPAL			
14-8100-851-12	2013A Corporate Purpose Bonds	26,360	
14-8100-851-13	2014A Corporate Purpose Bonds	198,800	
14-8100-851-37	2015B Corporate Purpose Bonds	58,960	
14-8100-851-41	2019 Corporate Purpose Bonds	5,000	
14-8100-851-43	2021 Corporate Purpose Bonds	15,000	
			304,120
14-8100-852-XX INTEREST AND FISCAL CHARGES			
11-8100-852-12	2013A Corporate Purpose Bonds	922	
14-8100-852-13	2014A Corporate Purpose Bonds	18,356	
14-8100-852 37	2015B Corporate Purpose Bonds	22,514	
14-8100-852-38	2016 Corporate Purpose Bonds	6,225	
14-8100-852-39	2018A Corporate Purpose Bonds	22,406	
14-8100-852-41	2019 Corporate Purpose Bonds	3,500	
14-8100-852-43	2021 Corporate Purpose Bonds	7,750	
14-8100-852-44	2024 Corporate Purpose Bonds	15,072	
			96,745
	TOTAL DEBT SERVICE		**400,865**
FUND TOTAL			**2,445,920**

Village of Northbrook

Capital Improvement Plan - Summary FY 2027 - 2031

Sanitary Sewer Capital Projects

					Actuals		Budget	Amended Budget	Year End Estimate	Recommended Budget				
Project Name	CAP	Fund	Dept	Account	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Controls Replacement : 2500 Dundee Rd Sanitary Lift Station	No	14	4160	723-00	-	-	-	-	-	130,000	-	-	-	-
Generator Replacement : 1400 Techny Rd Sanitary Lift Station	No	14	4160	723-00	-	-	-	-	-	93,450	-	-	-	-
Generator Replacement : 2500 Dundee Rd Sanitary Lift Station	No	14	4160	723-00	-	-	-	-	-	-	99,141	-	-	-
Generator Replacement : 4580 Forestview Dr Sanitary Lift Station	No	14	4160	723-00	-	-	-	-	-	-	-	99,141	-	-
Generator Replacement : 1740 Killarney Ln Sanitary Lift Station	No	14	4160	723-00	-	-	-	-	-	-	-	-	102,115	-
Generator Replacement : 1801 Holste Rd Sanitary Lift Station	No	14	4160	723-00	-	-	-	-	-	-	-	-	-	105,178
Manhole Rehabilitation	Yes	14	4160	723-00	58,305	59,763	64,000	64,000	64,000	64,000	64,000	64,000	64,000	64,000
Sanitary Sewer Lining	Yes	14	4160	723-00	235,000	240,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000
Sewer Televising Equipment Replacement	No	14	4160	705-00	-	-	-	-	-	-	-	-	-	113,000
Unit 300: 2007 Ford F550 Dump Truck	No	14	4160	708-00	-	-	88,202	88,202	88,202	-	-	-	-	-
Unit 308: 1987 CH&E 4” Water Pump	No	14	4160	705-00	-	-	-	-	-	-	-	-	-	30,000
Unit 424: 2013 Ford F250	No	14	4160	708-00	-	-	-	-	-	-	65,505	-	-	-
Total					293,305	299,763	397,202	397,202	397,202	532,450	473,646	408,141	411,115	557,178

STORMWATER FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Stormwater Fund is an enterprise fund and distinguished from other Village funds in that it is run similar to a business and funded by user fees rather than taxes. The Stormwater Fund is utilized to account and provide financial resources for the construction of stormwater improvement projects. This fund also provides for operational costs associated with effectively managing, maintaining, operating and repairing the Village's 125 miles of storm sewers, ditches, detention facilities, and lift stations so storm water conveyance to outfalls is achieved with minimal impact to property.

The Stormwater Fund is intended to be self-sustaining with the cost to maintain and improve the existing stormwater system is financed by user fees. Large capital projects may be funded through the issuance of general obligation bonds, which serve as loans to the Fund that are paid back over a set period time. Northbrook's stormwater utility fee was $1.00 per 1,000 gallons of water from its inception to December 1, 2025. The rate increased to $2.00 per 1,000 gallons of water on December 1, 2025 and will increase to $2.10 on May 1, 2027.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. Completed $41,232 in localized drainage improvements at specified locations in the Village to help alleviate specific concerns reported by residents.

2. Continued coordination with the Development and Planning Services Department to implement a Standard Operating Procedure for a 50/50 cul-de-sac conversion program to encourage residents to convert cul-de-sac islands to native plantings.

3. Presented the completed stormwater utility rate study prepared by New Gen Strategies and Solutions, LLC. to the Village Board and amended the Annual Fee Ordinance to ensure the Stormwater Fund is adequately financially supported. Increased stormwater fees to $2.00 effective December 1, 2025.

4. Implemented the CIP and subsequent budget appropriations by replacing the hopper of the Vactor Unit 310 (2013 Freightliner Vactor Hopper).

GOALS FOR FISCAL YEAR 2027

1. Continue engineering and design of Koepke Road Master Stormwater Management Plan Project #37 with construction scheduled in Fiscal Year 2028, subject to budget appropriation.

2. Continue to identify Village-owned stormwater detention facilities and right-of-way as candidates for conversion to native plantings to further the Village's stormwater best practice of using prairie plants to help stormwater infiltrate the ground.

3. Continue the prescribed burn program to support native landscaping health at Village detention basins.

4. Work with the Village's Sustainability Coordinator to promote the 50/50 cul-de-sac conversion program to encourage residents to convert cul-de-sac islands to native plantings to help stormwater infiltrate the ground and provide pollinator habitats.

PUBLIC WORKS DEPARTMENT
STORMWATER DIVISION
AUTHORIZED POSITIONS

	FY 2026		FY 2027	
	Positions	FTE*	Positions	FTE*
Regular Full-Time				
Village Engineer	1	1.00	1	1.00
Project Manager I	1	1.00	1	1.00
Maintenance Worker	3	3.00	3	3.00
TOTAL	**5**	**5.00**	**5**	**5.00**
TOTAL POSITIONS FOR DIVISION	**5**	**5.00**	**5**	**5.00**

* FTE - Full-Time Equivalents

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
STORMWATER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
16-0000-406-01	BOND ISSUE PROCEEDS	Revenue	-	-	-	-	-	-		
16-0000-426-01	INTEREST INCOME	Revenue	26,135	-	10,000	10,000	-	15,000	50.00%	
16-0000-451-00	STORMWATER UTILITY FEES	Revenue	1,366,042	1,364,184	3,050,000	3,050,000	1,900,000	3,380,000	10.82%	77.89%
16-0000-455-02	IMPERVIOUS SURFACE FEE	Revenue	37,832	16,675	20,000	20,000	35,000	35,000	75.00%	0.00%
16-0000-480-00	STORM ANNEXATION FEES	Revenue	5,128	1,000	6,000	6,000	1,000	5,000	-16.67%	400.00%
16-0000-481-32	GRANTS	Revenue	-	212,971	-	-	-	-		
16-0000-475-11	INTERFUND TRANSFER - GENERAL FUND	Revenue	-	1,000,000	700,000	700,000	700,000	-	-100.00%	-100.00%
	TOTAL REVENUES		1,435,137	2,594,830	3,786,000	3,786,000	2,636,000	3,435,000	-9.27%	30.31%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
STORMWATER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
16-4190-501-01	REGULAR SALARIES	Expense	426,992	491,577	515,860	515,860	520,340	535,460	3.80%	2.91%
16-4190-501-21	COMPENSATED ABSENCES ADJUSTMENT	Expense	2,774	(296)	-	-	-	-		
16-4190-503-00	OVERTIME	Expense	11,794	22,561	19,000	19,000	18,260	19,000	0.00%	4.05%
	TOTAL PERSONAL SERVICES		441,560	513,842	534,860	534,860	538,600	554,460	3.66%	2.94%
16-4190-511-00	IMRF EMPLOYER CONTRIBUTIONS	Expense	35,395	43,924	46,960	46,960	46,960	48,515	3.31%	3.31%
16-4190-512-00	FICA EMPLOYER CONTRIBUTIONS	Expense	33,716	39,343	40,920	40,920	41,325	42,415	3.65%	2.64%
16-4190-513-00	EMPLOYEE LIFE INSURANCE	Expense	559	535	620	620	620	620	0.00%	0.00%
16-4190-514-00	EMPLOYEE HEALTH/DENTAL INSURANCE	Expense	43,955	127,725	130,820	130,820	130,820	156,840	19.89%	19.89%
16-4190-514-01	EMPLOYEE HEALTH INSURANCE - OPT OUT	Expense	-	-	-	-	-	-		
16-4190-515-00	INTERFUND TRANSFER SELF INSURANCE W/C	Expense	5,060	5,060	5,000	5,000	5,000	5,000	0.00%	0.00%
16-4190-516-00	GASB 75 OPEB EXPENSE	Expense	(7,685)	59,744	-	-	-	-		
16-4190-517-00	GASB 68 IMRF PENSION EXPENSE	Expense	(54,380)	76,294	-	-	-	-		
	TOTAL FRINGE BENEFITS		56,620	352,625	224,320	224,320	224,725	253,390	12.96%	12.76%
16-4190-524-78	GENERATOR MAINTENANCE	Expense	3,052	1,330	1,370	1,370	1,370	1,750	27.74%	27.74%
16-4190-527-00	MAINTENANCE - STORM SEWER	Expense	115,987	102,248	172,950	172,950	117,950	157,950	-8.67%	33.91%
16-4190-531-71	STREET REPAIRS	Expense	-	5,000	20,000	20,000	20,000	20,660	3.30%	3.30%
16-4190-534-00	INTERFUND TRANSFER ADMINISTRATIVE SERVICES	Expense	98,825	101,790	102,000	102,000	102,000	102,000	0.00%	0.00%
16-4190-536-00	INTERFUND TRANSFER TO SELF INSURANCE	Expense	41,995	15,999	16,000	16,000	16,000	16,000	0.00%	0.00%
16-4190-537-05	CELL PHONE SERVICE	Expense	951	1,564	1,560	1,560	1,560	1,560	0.00%	0.00%
16-4190-538-91	LIFT STATIONS	Expense	4,950	6,305	2,800	5,700	5,700	6,400	12.28%	12.28%
16-4190-554-00	OTHER PROFESSIONAL SERVICES	Expense	58,033	47,324	72,500	72,500	71,700	84,600	16.69%	17.99%
16-4190-585-73	STORM SEWER MAINTENANCE	Expense	18,500	23,635	19,625	19,625	19,625	21,000	7.01%	7.01%
	TOTAL CONTRACTUAL SERVICES		342,293	305,195	408,805	411,705	355,905	411,920	0.05%	15.74%
16-4190-613-73	SEWER EQUIPMENT	Expense	178	-	500	500	500	500	0.00%	0.00%
16-4190-615-01	GASOLINE AND DIESEL FUEL	Expense	17,415	12,641	12,500	14,740	13,000	12,000	-18.59%	-7.69%
16-4190-646-00	SEWER LINE AND LIFT STATION PARTS	Expense	17,697	17,371	23,862	23,862	23,862	21,500	-9.90%	-9.90%
16-4190-649-00	TOOLS	Expense	-	-	4,260	4,260	4,260	2,500	-41.31%	-41.31%
16-4190-653-72	UNIFORM ISSUE	Expense	2,389	1,992	2,100	2,100	2,100	2,100	0.00%	0.00%
16-4190-653-73	PROTECTIVE GEAR	Expense	966	1,000	1,000	1,000	1,000	1,000	0.00%	0.00%
	TOTAL COMMODITIES		38,645	33,004	44,222	46,462	44,722	39,600	-14.77%	-11.45%
16-4190-708-00	VEHICLES/EQUIPMENT	Expense	-	-	100,000	136,224	136,224	-		
16-4190-730-03	STORMWATER IMPROVEMENTS	Expense	57,691	52,552	159,901	159,901	73,600	210,115	31.40%	185.48%
16-4190-799-00	DEPRECIATION EXPENSE	Expense	810,027	771,511	-	-	-	-		
	TOTAL CAPITAL OUTLAY		867,718	824,063	259,901	296,125	209,824	210,115	-29.05%	0.14%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
STORMWATER FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
16-8100-554-00	OTHER PROFESSIONAL SERVICES	Expense	550	-	-	-	-	-		
16-8100-801-00	AMORTIZATION EXPENSE	Expense	(47,011)	(51,261)	-	-	-	-		
16-8100-802-00	BOND ISSUE COSTS	Expense	-	8,360	-	-	-	-		
16-8100-851-01	2012B BONDS - PRINCIPAL PMTS	Expense	-	-	57,720	57,720	57,720	57,720	0.00%	0.00%
16-8100-851-02	2013A BONDS - PRINCIPAL PMTS	Expense	-	-	41,362	41,362	41,362	42,396	2.50%	2.50%
16-8100-851-03	2014A BONDS - PRINCIPAL PMTS	Expense	-	-	95,600	95,600	95,600	99,400	3.97%	3.97%
16-8100-851-37	2015B BONDS - PRINCIPAL PMTS	Expense	-	-	192,375	192,375	192,375	198,000	2.92%	2.92%
16-8100-851-38	2016 BONDS - PRINCIPAL PMTS	Expense	-	-	495,000	495,000	495,000	520,000	5.05%	5.05%
16-8100-851-39	2018 A BONDS - PRINCIPAL PMTS	Expense	-	-	115,000	115,000	115,000	120,000	4.35%	4.35%
16-8100-851-41	2019 BONDS - PRINCIPAL PMTS	Expense	-	-	95,000	95,000	95,000	100,000	5.26%	5.26%
16-8100-851-44	2024 BONDS - PRINCIPAL PMTS	Expense	-	-	-	-	-	-		
16-8100-852-01	2012B BONDS - INTEREST PMTS	Expense	5,263	4,153	3,505	3,505	3,505	2,355	-32.81%	-32.81%
16-8100-852-02	2013A BONDS - INTEREST PMTS	Expense	27,606	5,506	2,880	2,880	2,880	1,484	-48.47%	-48.47%
16-8100-852-03	2014A BONDS - INTEREST PMTS	Expense	20,046	15,645	13,002	13,002	13,002	9,178	-29.41%	-29.41%
16-8100-852-37	2015B BONDS - INTEREST PMTS	Expense	94,926	87,632	83,301	83,301	83,301	75,606	-9.24%	-9.24%
16-8100-852-38	2016 BONDS - INTEREST PMTS	Expense	279,232	268,800	260,313	260,313	260,313	245,463	-5.70%	-5.70%
16-8100-852-39	2018A BONDS - INTEREST PMTS	Expense	87,221	74,942	72,375	72,375	72,375	67,775	-6.36%	-6.36%
16-8100-852-41	2019 BONDS - INTEREST PMTS	Expense	61,800	59,925	57,300	57,300	57,300	52,550	-8.29%	-8.29%
16-8100-852-44	2024 BONDS - INTEREST PMTS	Expense	-	21,561	24,256	24,256	24,256	24,256	0.00%	0.00%
	TOTAL DEBT SERVICE		529,633	495,263	1,608,989	1,608,989	1,608,989	1,616,183	0.45%	0.45%
	TOTAL EXPENSES		2,276,469	2,523,992	3,081,097	3,122,461	2,982,765	3,085,668	-1.18%	3.45%
	NET SURPLUS (DEFICIT)		(841,332)	70,838	704,903	663,539	(346,765)	349,332	-47.35%	-200.74%
	Beginning Audited Cash Balance 5/1/25						-			
	FY26 Projected Surplus (Deficit)						(346,765)			
	Ending Projected Cash Balance 4/30/26						(346,765)			
	Estimated Cash Balance 5/1/26							(346,765)		
	FY27 Budgeted Surplus (Deficit)							349,332		
	Ending Estimated Cash Balance 4/30/27							2,567		

Fund: Stormwater (16) Department: Public Works (4190)		Account Total
PERSONAL SERVICES		
16-4190-501-01 FULL-TIME SALARIES		
Regular Salaries - Full Time Employees		**535,460**
16-4190-503-00 OVERTIME		**19,000**
TOTAL PERSONAL SERVICES		**554,460**
FRINGE BENEFITS		
16-4190-511-00 IMRF EMPLOYER CONTRIBUTIONS		**48,515**
16-4190-512-00 FICA EMPLOYER CONTRIBUTIONS		**42,415**
16-4190-513-00 EMPLOYEE LIFE INSURANCE		**620**
16-4190-514-00 EMPLOYEE HEALTH / DENTAL INSURANCE		**156,840**
16-4190-515-00 WORKERS' COMPENSATION		**5,000**
TOTAL FRINGE BENEFITS		**253,390**
CONTRACTUAL SERVICES		
16-4190-524-78 MAINTENANCE - BUILDINGS AND GROUNDS		
Generator Maintenance		**1,750**
16-4190-527-00 MAINTENANCE - STORM SEWER		
Detention Basin Landscape Maintenance	41,200	
Private Property Drainage Improvements	50,000	
Point Repairs	2,500	
Railroad Easement Licenses	750	
Restorations	2,500	
Annual NPDES Permit Fees	5,000	
Annual Metra Easement Fee for 84" Storm Sewer	10,000	
Televised Inspections	25,000	
Native Planting Conversion from Turf Grass	15,000	
Pond Maintenance	1,500	
Ditch Maintenance	4,500	
TOTAL		**157,950**

Fund: Stormwater (16) Department: Public Works (4190)			Account Total
CONTRACTUAL SERVICES (CONT'D)			
16-4190-531-71 MAINTENANCE - STREETS			
Street Repairs - Curb and Gutter			**20,660**
16-4190-534-00 ADMINISTRATIVE SERVICES			
Interfund Transfer Out			**102,000**
16-4190-536-00 INSURANCE			
Transfer to Self Insurance for Property, Casualty, and Liability Insurance			**16,000**
16-4190-537-05 TELEPHONE SERVICE			
Cellular Phone Service			**1,560**
16-4190-538-91 ELECTRICITY			
Lift Stations			**6,400**
16-4190-554-00 OTHER PROFESSIONAL SERVICES			
Engineering Services	5,000		
CDL Renewal Reimbursement	200		
GIS Consortium	14,400		
Rain Barrels	9,000		
Credit and Debit Card Fees	22,500		
North Branch Chicago River Consorium	16,000		
50/50 Cul-du-sac Island Conversion Program	10,000		
Station Pump Repairs	7,500		
TOTAL			**84,600**
16-4190-585-73 SOLID WASTE MANAGEMENT			
Storm Sewer Maintenance			**21,000**
TOTAL CONTRACTUAL SERVICES			**411,920**

Fund: Stormwater (16) Department: Public Works (4190)			Account Total
	COMMODITIES		
16-4190-613-73 MAINTENANCE PARTS AND SUPPLIES			
	Sewer Equipment		**500**
16-4190-615-01 PETROLEUM PRODUCTS			
	Gasoline and Diesel Fuel		**12,000**
16-4190-646-00 SEWER LINE AND LIFT STATION PARTS			
	Storm Sewer Maintenance Supplies		**21,500**
16-4190-649-00 TOOLS			
	Gas Air Monitor and Charging Station		**2,500**
16-4190-653-XX UNIFORMS			
16-4190-653-72	Uniforms	2,100	
16-4190-653-73	Protective Gear	1,000	
	TOTAL		**3,100**
	TOTAL COMMODITIES		**39,600**
	CAPITAL OUTLAY		
16-4190-730-03 STORMWATER IMPROVEMENTS			
	Koepke Road (MSMP Project #37)		**210,115**
	TOTAL CAPITAL OUTLAY		**210,115**

Fund: Stormwater (16) Department: Public Works (4190)			Account Total
	DEBT SERVICE		
16-8100-851-XX PRINCIPAL			
16-8100-851-01	2012B Corporate Purpose Bonds	57,720	
16-8100-851-02	2013A Corporate Purpose Bonds	42,396	
16-8100-851-03	2014A Corporate Purpose Bonds	99,400	
16-8100-851-37	2015B Corporate Purpose Bonds	198,000	
16-8100-851-38	2016 Corporate Purpose Bonds	520,000	
16-8100-851-39	2018A Corporate Purpose Bonds	120,000	
16-8100-851-41	2019 Corporate Purpose Bonds	100,000	
16-8100-851-44	2024 Corporate Purpose Bonds	-	
	TOTAL		**1,137,516**
16-8100-852-XX INTEREST AND FISCAL CHARGES			
16-8100-852-01	2012B Corporate Purpose Bonds	2,355	
16-8100-852-02	2013A Corporate Purpose Bonds	1,484	
16-8100-852-03	2014A Corporate Purpose Bonds	9,178	
16-8100-852-37	2015B Corporate Purpose Bonds	75,606	
16-8100-852-38	2016 Corporate Purpose Bonds	245,463	
16-8100-852-39	2018A Corporate Purpose Bonds	67,775	
16-8100-852-41	2019 Corporate Purpose Bonds	52,550	
16-8100-852-44	2024 Corporate Purpose Bonds	24,256	
	TOTAL		**478,667**
	TOTAL DEBT SERVICE		**1,616,183**
FUND TOTAL			**3,085,668**

Village of Northbrook
Capital Improvement Plan - Summary FY 2027 - 2031

Stormwater Capital Projects

Project Name	CAP	Fund	Dept	Account	Actuals FY 2024	Actuals FY 2025	Budget FY 2026	Amended Budget FY 2026	Year End Estimate FY 2026	Recommended Budget FY 2027	Recommended Budget FY 2028	Recommended Budget FY 2029	Recommended Budget FY 2030	Recommended Budget FY 2031
Koepke Road (MSMP Project #37)	Yes	16	4190	730-03	-	-	109,901	109,901	109,901	126,114	1,529,946	-	-	-
Localized Drainage Improvements	Yes	16	4190	730-03	-	43,396	50,000	50,000	49,420	-	-	-	-	-
Unit 310: 2013 Vactor Hopper	No	16	4190	708-00	-	-	100,000	100,000	123,924	-	-	-	-	-
Unit 310: 2013 Freightliner Vactor	No	16	4190	708-00	-	-	-	-	-	-	-	-	800,000	-
Total					-	43,396	259,901	259,901	283,245	126,114	1,529,946	-	800,000	-

SENIOR HOUSING FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Senior Housing Fund (the "Fund") is responsible for the maintenance and operation of the Village-owned Crestwood Place senior residence apartment complex. The Fund is an enterprise fund and is distinguished from other Village funds in that it is operated similar to a business entity. Income is received entirely through resident rental fees rather than taxes. The Village Senior Services Commission (the "Commission") participated in the review of the Fund's Fiscal Year 2027 annual budget in advance of the Village Manager's presentation of the recommended budget. The Village contracts with a private management company to provide the day-to-day maintenance, care and management of Crestwood Place.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. With assistance from the Commission, the Crestwood Place tenant committee met to assess their needs, gather resident input, and develop and schedule programming.

2. The Commission continued to monitor the completion of ongoing repairs and capital improvements at Crestwood Place.

3. As in prior years, the Commission continued to hold three of its meetings at the Village Hall and three meetings at Crestwood Place. Meetings held at Crestwood Place allowed for Crestwood Place tenants to bring matters to the Commission.

4. The Village obtained proposals for Crestwood Place property management services and completed a smooth transition to a new management company. The Village secured a five-year professional services agreement with Housing Opportunity Development Corporation (HODC), effective November 1, 2025.

GOALS FOR FISCAL YEAR 2027

1. Assist the Village Board in review of senior service programs and additional public senior housing opportunities, as requested.

2. Develop a plan to equalize the rental fees at Crestwood Place over the next five (5) fiscal years.

3. Complete capital facility projects at Crestwood Place in accordance with the 2024 Capital Assessment Study and the Village's Capital Improvement Plan.

4. Revise the Northbrook Senior Resources guide/brochure to include the most current information on services and resources that are available to Northbrook's senior residents.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
SENIOR HOUSING FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
15-0000-406-02	BOND ISSUE PROCEEDS	Revenue	-	-	-	-	-	-		
15-0000-426-01	INTEREST INCOME	Revenue	112,126	105,829	85,000	85,000	82,500	40,000	-52.94%	-51.52%
15-0000-461-01	RENTAL INCOME	Revenue	911,623	896,661	940,310	940,310	925,000	945,000	0.50%	2.16%
15-0000-473-07	MISCELLANEOUS INCOME	Revenue	7,015	8,454	10,400	10,400	9,850	10,200	-1.92%	3.55%
15-0000-481-32	GRANTS	Revenue	-	-	-	-	-	-		
	TOTAL REVENUES		1,030,764	1,010,944	1,035,710	1,035,710	1,017,350	995,200	-3.91%	-2.18%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
SENIOR HOUSING FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
15-7100-521-00	MAINTENANCE - EQUIPMENT	Expense	9,534	18,479	19,000	19,000	11,720	11,865	-37.55%	1.24%
15-7100-524-01	REPAIRS & MAINTENANCE - BLDG & GROUND	Expense	218,825	107,535	206,300	206,300	160,625	223,800	8.48%	39.33%
15-7100-524-02	HVAC MAINTENANCE	Expense	14,184	13,147	19,500	19,500	14,600	19,700	1.03%	34.93%
15-7100-524-04	GROUNDS MAINTENANCE SERVICE	Expense	58,757	43,897	71,000	71,000	79,000	71,480	0.68%	-9.52%
15-7100-524-05	GENERAL EXTERIOR MAINTENANCE	Expense	8,606	8,836	17,300	17,300	14,530	17,760	2.66%	22.23%
15-7100-534-00	INTERFUND TRANSFER ADMINISTRATIVE SERVICES	Expense	102,660	105,230	105,000	105,000	105,000	105,000	0.00%	0.00%
15-7100-535-00	WATER/SEWER	Expense	33,236	26,314	40,000	40,000	35,000	40,000	0.00%	14.29%
15-7100-536-00	INTERFUND TRANSFER TO SELF INSURANCE	Expense	60,060	22,882	23,000	23,000	23,000	23,000	0.00%	0.00%
15-7100-537-00	TELEPHONE SERVICE	Expense	4,931	4,238	5,000	5,000	8,580	9,000	80.00%	4.90%
15-7100-538-00	ELECTRICITY	Expense	37,416	35,845	28,000	28,000	36,065	38,500	37.50%	6.75%
15-7100-539-00	NATURAL GAS	Expense	13,606	15,604	15,000	15,000	15,000	15,450	3.00%	3.00%
15-7100-543-01	SOFTWARE AS A SERVICE	Expense	-	1,858	9,800	9,800	11,125	5,300	-45.92%	-52.36%
15-7100-551-00	LEGAL SERVICES	Expense	-	-	-	-	-	2,500		
15-7100-554-00	OTHER PROFESSIONAL SERVICES	Expense	159,702	166,279	171,695	171,695	186,745	-	-100.00%	-100.00%
15-7100-554-01	MANAGEMENT CO PROFESSIONAL SERVICES	Expense	-	-	-	-	-	203,180		
15-7100-555-00	CUSTODIAL SERVICES	Expense	78,266	103,109	105,730	105,730	80,370	78,500	-25.75%	-2.33%
15-7100-558-00	EQUIPMENT RENTAL	Expense	-	3,900	3,900	3,900	3,900	3,900	0.00%	0.00%
15-7100-573-00	ADVERTISING	Expense	920	307	700	700	-	-	-100.00%	
15-7100-586-00	SENIOR CITIZEN PROGRAMS	Expense	29,233	36,893	33,000	33,000	31,000	34,000	3.03%	9.68%
15-7100-599-00	MISCELLANEOUS	Expense	2,856	1,836	3,250	3,250	2,750	2,600	-20.00%	-5.45%
	TOTAL CONTRACTUAL SERVICES		832,792	716,189	877,175	877,175	819,010	905,535	3.23%	10.56%
15-7100-601-00	OFFICE SUPPLIES	Expense	5,696	8,392	8,000	8,000	5,250	9,700	21.25%	84.76%
15-7100-613-00	MAINTENANCE PARTS AND SUPPLIES	Expense	13,296	12,541	12,000	12,000	12,000	12,500	4.17%	4.17%
15-7100-630-00	CRESTWOOD APPT. APPLIANCES	Expense	-	27,733	20,000	20,000	20,000	25,000	25.00%	25.00%
	TOTAL COMMODITIES		18,992	48,666	40,000	40,000	37,250	47,200	18.00%	26.71%
15-7100-703-00	BUILDING & PERMANENT IMPROVEMENTS	Expense	6,256	5,565	109,000	459,000	464,445	1,007,040	119.40%	116.83%
15-7100-705-00	DEPARTMENT EQUIPMENT	Expense	-	29,177	5,000	5,000	3,565	-	-100.00%	-100.00%
15-7100-799-00	DEPRECIATION EXPENSE	Expense	168,440	168,440	-	-	-	-		
	TOTAL CAPITAL OUTLAY		174,696	203,182	114,000	464,000	468,010	1,007,040	117.03%	115.17%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
SENIOR HOUSING FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
15-8100-801-00	AMORTIZATION EXPENSE	Expense	(7,014)	(7,014)	-	-	-	-		
15-8100-802-00	BOND ISSUE COSTS	Expense	-	-	-	-	-	-		
15-8100-851-43	2021 BONDS - PRINCIPAL PMTS	Expense	-	-	55,000	55,000	55,000	60,000	9.09%	9.09%
15-8100-852-43	2021 BONDS - INTEREST PMTS	Expense	40,058	37,454	35,850	35,850	35,850	33,100	-7.67%	-7.67%
	TOTAL DEBT SERVICE		33,044	30,440	90,850	90,850	90,850	93,100	2.48%	2.48%
	TOTAL EXPENSES		1,059,524	998,477	1,122,025	1,472,025	1,415,120	2,052,875	39.46%	45.07%
	NET SURPLUS (DEFICIT)		(28,760)	12,467	(86,315)	(436,315)	(397,770)	(1,057,675)	142.41%	165.90%

Beginning Audited Cash Balance 5/1/25	2,181,057	
FY26 Projected Surplus (Deficit)	(397,770)	
Ending Projected Cash Balance 4/30/26	1,783,287	
Estimated Cash Balance 5/1/26		1,783,287
FY27 Budgeted Surplus (Deficit)		(1,057,675)
Ending Estimated Cash Balance 4/30/27		725,612

Fund: Senior Housing (15) **Account**
Department: Senior Housing (7100) **Total**

CONTRACTUAL SERVICES

15-7100-521-00 MAINTENANCE - EQUIPMENT

	Maintenance/Building Equipment		3,000
	Fire Protection		6,750
	Appliance Repairs		515
	Generator Maintenance		1,600
	TOTAL		**11,865**

15-7100-524-XX REPAIRS AND MAINTENANCE - BUILDING AND GROUNDS

15-7100-524-01	Building Repairs and Maintenance			
	Elevator Maintenance	19,185		
	Plumbing Maintenance	15,000		
	Electrical Maintenance	20,600		
	Carpet Cleaning & Repairs	10,300		
	Floor Maintenance & Repairs	3,100		
	Interior Repairs & Updating - Common Area	28,440		
	Interior Repairs & Updating - Apartments	57,680		
	Roof & Gutters Maintenance	10,000		
	Windows & Glazing	30,075		
	Paving & Walks	5,150		
	Exterior Repairs & Updating	1,500		
	Miscellaneous Maintenance & Repairs	11,440		
	Shades/Rods/Blinds	8,240		
	Carpentry	1,550		
	Locksmith	1,540		
	SUBTOTAL		223,800	
15-7100-524-02	HVAC Maintenance	19,700		
15-7100-524-04	Grounds Maintenance/Snow Removal	71,480		
15-7100-524-05	General Exterior Maintenance	17,760		
	SUBTOTAL		108,940	
	TOTAL			**332,740**

15-7100-534-00 ADMINISTRATIVE SERVICES **105,000**

15-7100-535-00 WATER

	Crestwood Place Water and Sewer	**40,000**

Fund: Senior Housing (15) **Account**
Department: Senior Housing (7100) **Total**

CONTRACTUAL SERVICES (CONT'D)

15-7100-536-00 INSURANCE

Transfer to Self Insurance for Property, Casualty and Liability Insurance			**23,000**

15-7100-537-00 TELEPHONE SERVICE

Monthly Service, Equipment Leases & Answering Service			**9,000**

15-7100-538-00 ELECTRICITY

Crestwood Place			**38,500**

15-7100-539-00 NATURAL GAS

Crestwood Place			**15,450**

15-7100-543-01 SOFTWARE AS A SERVICE

OneSight Subscription	4,800		
Other	500		
TOTAL			**5,300**

15-7100-551-00 LEGAL SERVICES **2,500**

15-7100-554-10 MANAGEMENT CO PROFESSIONAL SERVICES

Office Payroll	46,000		
Manager's Salary	75,000		
Payroll Taxes	19,950		
Fidelity Bond Insurance	1,545		
Workers Comp Insurance	3,090		
Health Insurance	10,800		
Payroll Services	2,885		
Management Company Fees	43,910		
TOTAL			**203,180**

15-7100-555-00 CUSTODIAL SERVICES

Janitor Payroll		15,000	
Maintenance Payroll		63,500	
TOTAL			**78,500**

Fund: Senior Housing (15) Department: Senior Housing (7100)		Account Total
CONTRACTUAL SERVICES (CONT'D)		
15-7100-558-00 EQUIPMENT RENTAL		**3,900**
15-7100-586-00 SENIOR CITIZEN PROGRAMS		
Tenant Services		**34,000**
15-7100-599-00 MISCELLANEOUS		
Messenger Service	500	
Education & Training	600	
Miscellaneous Administrative Expense	1,500	
TOTAL		**2,600**
TOTAL CONTRACTUAL SERVICES		**905,535**
COMMODITIES		
15-7100-601-00 OFFICE SUPPLIES		**9,700**
15-7100-613-00 MAINTENANCE PARTS AND SUPPLIES		
Janitor's Supplies	2,600	
Electrical Supplies	2,100	
Hardware	7,800	
TOTAL		**12,500**
15-7100-630-00 APPLIANCE MAINTENANCE AND REPLACEMENTS		**25,000**
TOTAL COMMODITIES		**47,200**

Fund: Senior Housing (15) **Department: Senior Housing (7100)**		**Account Total**
CAPITAL OUTLAY		
15-7100-703-00 BUILDING AND PERMANENT IMPROVEMENTS		
Roof Replacements	1,007,040	
TOTAL		**1,007,040**
TOTAL CAPITAL OUTLAY		**1,007,040**
DEBT SERVICE		
15-7100-851-43 PRINCIPAL		
2021 Corporate Purpose Bonds		**60,000**
15-7100-852-43 INTEREST AND FISCAL CHARGES		
2021 Corporate Purpose Bonds		**33,100**
TOTAL DEBT SERVICE		**93,100**
FUND TOTAL		**2,052,875**

Village of Northbrook

Capital Improvement Plan - Summary FY 2027 - 2031

Senior Housing Capital Projects

Project Name	CAP	Fund	Dept	Account	Actuals FY 2024	Actuals FY 2025	Budget FY 2026	Amended Budget FY 2026	Year End Estimate FY 2026	Recommended Budget FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Crestwood Roof System Replacement	No	15	7100	703-00	-	-	100,000	187,520	187,520	186,465	192,110	-	-	-
Crestwood Window & Door Systems Replacement	No	15	7100	703-00	-	-	-	-	-	501,275	517,815	-	-	-
Crestwood Walls, Masonry	No	15	7100	703-00	-	-	-	-	-	-	-	133,787	-	-
Crestwood Interior Building Elements	No	15	7100	703-00	-	-	92,800	92,800	92,800	84,147	86,851	275,801	92,679	95,737
Crestwood Hydraulic Elevator System, Cylinders	No	15	7100	703-00	-	-	-	-	-	-	-	-	178,616	-
Total					-	-	192,800	280,320	280,320	771,887	796,776	409,588	271,295	95,737

PARKING FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Parking Fund is an enterprise fund and distinguished from other Village funds in that it is run similar to a business and funded by user fees rather than taxes. The goal of the Parking Fund is to provide and maintain adequate off-street parking to serve the Metra facilities (Commuter Rail Division of the Regional Transportation Authority) and to provide general maintenance of the railroad passenger station. There are 707 municipal off-street parking spaces, 536 spaces for resident-only parking and 171 non-designated "open" spaces, maintained by the Village. An additional 28 no-fee spaces are allocated to the Central Business District, handicapped, vendor, and railroad parking.

General and financial administrative services of the commuter parking facilities are provided by the Village Manager's Office and Finance Department, revenue enforcement services by the Police Department, and site and building maintenance including signage, lighting, station leasing, landscaping, and fee collection services by the Public Works Department.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. The Village Manager's Office, Police Department, Finance Department, and Public Works Department reviewed recommendations for monthly permits for resident and non-resident commuter parking permits.

2. Continued to work closely with the Civic Foundation to convert the Metra parking lot into a temporary event space for the 2025 Northbrook Days event.

3. Evaluated the financial and operational impact to commuter parking during the closure of the lot for Northbrook Days event.

4. Began improvements to the West Commuter Lot in conjunction with the Shermer Road improvements.

GOALS FOR FISCAL YEAR 2027

1. Complete improvements to the West Commuter Lot in conjunction with the Shermer Road improvements.

2. Present recommendations for monthly commuter parking passes to Village Board.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
PARKING FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
22-0000-404-01	PARKING FEES - EAST LOT	Revenue	14,445	27,852	31,000	31,000	32,000	35,000	12.90%	9.38%
22-0000-404-02	PARKING FEES - WEST LOT	Revenue	44,782	90,252	82,000	82,000	90,000	95,000	15.85%	5.56%
22-0000-404-05	PARKING FEES - NORTH LOT	Revenue	35,390	74,331	72,000	72,000	75,000	78,000	8.33%	4.00%
22-0000-404-07	PARKING FEES - VILLAGE HALL LOT	Revenue	12,715	25,800	27,000	27,000	30,000	32,000	18.52%	6.67%
22-0000-426-01	INTEREST INCOME	Revenue	3,147	4,442	2,500	2,500	7,500	3,500	40.00%	-53.33%
22-0000-461-05	RENTAL INCOME - COMMUTER STATION	Revenue	3,300	3,025	3,300	3,300	3,300	3,300	0.00%	0.00%
22-0000-473-07	MISCELLENEOUS INCOME	Revenue	4	-	-	-	-	-		
	TOTAL REVENUES		113,783	225,702	217,800	217,800	237,800	246,800	13.31%	3.78%

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
PARKING FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
22-7200-524-00	MAINTENANCE - BUILDINGS AND GROUNDS	Expense	14,894	14,303	14,650	14,650	14,650	14,650	0.00%	0.00%
22-7200-534-00	INTERFUND TRANSFER ADMINISTRATIVE SERVICES	Expense	48,505	49,960	50,000	50,000	50,000	50,000	0.00%	0.00%
22-7200-536-00	INTERFUND TRANSFER TO SELF INSURANCE	Expense	3,350	1,276	1,300	1,300	1,300	1,300	0.00%	0.00%
22-7200-538-00	ELECTRICITY	Expense	6,268	6,006	5,500	5,500	5,500	5,500	0.00%	0.00%
22-7200-539-00	NATURAL GAS	Expense	1,930	1,935	3,100	3,100	3,100	3,100	0.00%	0.00%
22-7200-554-00	COMMUTER LOT GLOBAL SERVICE FEE	Expense	44,103	54,754	60,015	60,015	57,320	61,040	1.71%	6.49%
22-7200-555-00	CUSTODIAL SERVICES	Expense	2,357	1,972	3,550	12,553	12,553	12,553	0.00%	0.00%
22-7200-559-00	BUILDING RENTAL	Expense	5,100	2,600	2,600	2,600	2,600	2,600	0.00%	0.00%
	TOTAL CONTRACTUAL SERVICES		126,507	132,806	140,715	149,718	147,023	150,743	0.68%	2.53%
22-7200-613-00	MAINTENANCE PARTS AND SUPPLIES	Expense	796	541	1,250	1,250	1,250	1,250	0.00%	0.00%
22-7200-632-00	CUSTODIAL SUPPLIES	Expense	-	250	800	800	800	800	0.00%	0.00%
	TOTAL COMMODITIES		796	791	2,050	2,050	2,050	2,050	0.00%	0.00%
22-7200-704-00	OTHER IMPROVEMENTS	Expense	-	-	-	-	-	-		
22-7200-799-00	DEPRECIATION EXPENSE	Expense	35,580	35,580	-	-	-	-		
	TOTAL CAPITAL OUTLAY		35,580	35,580	-	-	-	-		
	TOTAL EXPENSES		162,883	169,177	142,765	151,768	149,073	152,793	0.68%	2.50%
	NET SURPLUS (DEFICIT)		(49,100)	56,525	75,035	66,032	88,727	94,007	42.37%	5.95%

Beginning Audited Cash Balance 5/1/25	136,773	
FY26 Projected Surplus (Deficit)	88,727	
Ending Projected Cash Balance 4/30/26	225,500	
Estimated Cash Balance 5/1/26		225,500
FY27 Budgeted Surplus (Deficit)		94,007
Ending Estimated Cash Balance 4/30/27		319,507

Fund: Parking (22) **Department: Parking (7200)**		**Account Total**
CONTRACTUAL SERVICES		
22-7200-524-00 MAINTENANCE - BUILDINGS AND GROUNDS		
Commuter Train Station	2,000	
Landscaping	12,650	
TOTAL		**14,650**
22-7200-534-00 ADMINISTRATIVE SERVICES		**50,000**
22-7200-536-00 INSURANCE		
Transfer to Self Insurance for Property, Casualty, and Liability Insurance		**1,300**
22-7200-538-00 ELECTRICITY		
Commuter Train Station		**5,500**
22-7200-539-00 NATURAL GAS		
Commuter Train Station		**3,100**
22-7200-554-00 OTHER PROFESSIONAL SERVICES		
Credit and Debit Card Fees	36,000	
Machine Maintenance	23,040	
Parkmobile Fees (Reimbursable)	2,000	
TOTAL		**61,040**
22-7200-555-00 CUSTODIAL SERVICES		
Commuter Train Station		**12,553**
22-7200-559-00 BUILDING RENTAL		
East Lot Parking Right-Of-Way Site Rental		**2,600**
TOTAL CONTRACTUAL SERVICES		**150,743**

Fund: Parking (22) Department: Parking (7200)	Account Total
COMMODITIES	
22-7200-613-00 MAINTENANCE PARTS AND SUPPLIES	
Commuter Train Station Maintenance	**1,250**
22-7200-632-00 CUSTODIAL SUPPLIES	**800**
TOTAL COMMODITIES	**2,050**
FUND TOTAL	**152,793**

Village of Northbrook

Capital Improvement Plan - Summary FY 2027 - 2031

Parking Capital Projects

Project Name	Pg #	Start Map Pg #	CAP	Fund	Dept	Account	Actuals FY 2024	Actuals FY 2025	Budget FY 2026	Amended Budget FY 2026	Year End Estimate FY 2026	Recommended Budget FY 2027	Recommended Budget FY 2028	Recommended Budget FY 2029	Recommended Budget FY 2030	Recommended Budget FY 2031
Parking Machine and Software Replacement	233	N/A	No	22	7200	704-00	-	-	-	-	-	-	120,000	-	-	-
North Metra Lot Improvement	234	326	Yes	22	7200	704-00	-	-	-	-	-	-	-	-	229,325	-
West Metra Lot Improvement	235	327	Yes	22	7200	704-00						-	-	-	-	686,813
Total							-	-	-	-	-	-	120,000	-	229,325	686,813

SELF-INSURANCE FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Self-Insurance Fund is an Internal Service Fund which is a fund used to track revenues and expenses that do not require legal separation from the General Fund but are budgeted and tracked independently for internal control, transparency, and accounting purposes. The Self-Insurance Fund is an internal service fund used to account for the Village's property/casualty/ workers compensation insurance and overall risk management program. This service is provided to all Village departments and funds on a cost reimbursement basis. Funding is provided by interfund transfers from the various operating departments contained in the General Fund and Enterprise Funds. These interfund transfers are periodically evaluated based on a Fund's claim history, ability to contribute, and other subjective factors.

Pertaining to property/casualty/workers' compensation insurance, the Village is a member of the Illinois Risk Management Association (IRMA) which is a member-owned, self-governed public risk pool. Founded in 1979, IRMA was the first municipal risk pool in Illinois, and today included near 70 public entities in northeastern Illinois who collectively manage and fund a comprehensive property/casualty and risk management program.

The Fund maintains adequate reserves to provide a capacity for extraordinary insurance costs and to support level expenditures from a year-to-year basis thus reducing the impact on the operating funds and, ultimately, the taxpayer.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
SELF-INSURANCE FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
28-0000-426-01	INTEREST INCOME	Revenue	27,411	53,932	30,000	30,000	35,000	30,000	0.00%	-14.29%
28-0000-473-00	MISCELLANEOUS INCOME - EXCESS RESERVE ADJ/REFUND	Revenue	171,016	494,979	-	-	-	-		
28-0000-475-11	INTERFUND TRANSFER - GENERAL FUND	Revenue	1,569,735	780,409	781,000	781,000	781,000	781,000	0.00%	0.00%
28-0000-475-14	INTERFUND TRANSFER - SEWER FUND	Revenue	36,425	17,282	17,500	17,500	17,500	17,500	0.00%	0.00%
28-0000-475-15	INTERFUND TRANSFER - SENIOR HOUSING FUND	Revenue	60,060	22,882	23,000	23,000	23,000	23,000	0.00%	0.00%
28-0000-475-16	INTERFUND TRANSFER - STORMWATER FUND	Revenue	47,055	21,059	21,000	21,000	21,000	21,000	0.00%	0.00%
28-0000-475-20	INTERFUND TRANSFER - CEMETERY FUND	Revenue	150	57	100	100	100	100	0.00%	0.00%
28-0000-475-21	INTERFUND TRANSFER - WATER FUND	Revenue	233,320	107,130	107,000	107,000	107,000	107,000	0.00%	0.00%
28-0000-475-22	INTERFUND TRANSFER - PARKING FUND	Revenue	3,350	1,276	1,300	1,300	1,300	1,300	0.00%	0.00%
28-0000-482-02	INSURANCE PROCEEDS - AUTOMOTIVE CLAIMS	Revenue	90,239	18,579	20,000	20,000	34,500	25,000	25.00%	-27.54%
28-0000-482-03	INSURANCE PROCEEDS - PROPERTY CLAIMS	Revenue	14,510	18,628	25,000	25,000	30,000	30,000	20.00%	0.00%
28-0000-482-05	INSURANCE PROCEEDS - TEMPORARY DISABILITY	Revenue	41,641	38,853	35,000	35,000	140,000	80,000	128.57%	-42.86%
	TOTAL REVENUES		2,294,912	1,575,066	1,060,900	1,060,900	1,190,400	1,115,900	5.18%	-6.26%
28-7700-831-00	CASUALTY/LIABILITY INSURANCE PREMIUM	Expense	1,236,281	1,331,534	1,300,000	1,300,000	1,485,000	1,700,000	30.77%	14.48%
28-7700-833-00	DEDUCTIBLES	Expense	243,446	283,628	250,000	250,000	290,000	300,000	20.00%	3.45%
28-7700-837-00	PROPERTY CLAIMS	Expense	55,702	29,896	-	-	-	-		
28-7700-838-00	WORKERS' COMPENSATION CLAIMS	Expense	19,908	-	35,000	35,000	20,000	20,000	-42.86%	0.00%
28-7700-845-00	UNEMPLOYMENT COMPENSATION CLAIMS	Expense	56	22,579	12,000	12,000	15,500	10,000	-16.67%	-35.48%
	TOTAL OTHER		1,555,393	1,667,637	1,597,000	1,597,000	1,810,500	2,030,000	27.11%	12.12%
28-7700-975-34	INTERFUND TRANSFER OUT - HEALTH INSURANCE FUND	Expense	3,163,785	-	-	-	-	-		
	TOTAL INTERFUND TRANSFERS OUT		3,163,785	-	-	-	-	-		
	TOTAL EXPENSES		4,719,178	1,667,637	1,597,000	1,597,000	1,810,500	2,030,000	27.11%	12.12%
	NET SURPLUS (DEFICIT)		(2,424,266)	(92,571)	(536,100)	(536,100)	(620,100)	(914,100)	70.51%	47.41%

Beginning Audited Fund Balance 5/1/25	2,638,553	
FY26 Projected Surplus (Deficit)	(620,100)	
Ending Projected Fund Balance 4/30/26	2,018,453	
Estimated Fund Balance 5/1/26		2,018,453
FY27 Budgeted Surplus (Deficit)		(914,100)
Ending Estimated Fund Balance 4/30/27		1,104,353

Fund: Self-Insurance (28) Department: Self-Insurance (7700)	Account Total
OTHER	
28-7700-831-00 CASUALTY/LIABILITY INSURANCE PREMIUM	
Casualty/Liability Insurance Coverages	**1,700,000**
28-7700-833-00 DEDUCTIBLES	
Auto/Casuality/Liability/Property/Worker's Comp.	**300,000**
28-7700-838-00 WORKERS' COMPENSATION CLAIMS	**20,000**
28-7700-845-00 UNEMPLOYMENT COMPENSATION CLAIMS	
Anticipated Unemployment Compensation Claims	**10,000**
TOTAL OTHER	**2,030,000**
FUND TOTAL	**2,030,000**

HEALTH INSURANCE FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Health Insurance Fund is an Internal Service Fund which is a fund used to track revenues and expenses that are budgeted and tracked independently for internal control, transparency, and accounting purposes, although they are not legal required to be separated from the General Fund. The Health Insurance Fund (HIF) is classified as an Internal Service Fund used to account for the Village's employee/retiree health, dental, and life insurance benefits. Funding is via interfund transfers-out of the General Fund operating departments or any other Village Fund that appropriates salaries/benefits for employees. The interfund transfers are calculated based on individual employee coverage levels within each operating department.

In regard to employee/retiree health, dental and life insurance, the Village is a member of the Intergovernmental Personnel Benefit Cooperative (IPBC), an intergovernmental agency created under Illinois statutes, which allows units of local government to group together for the purposes of such insurance. The IPBC was established in 1979 and as of July 1, 2025 has over 150 members spread across the state of Illinois. The purpose of the IPBC is to provide economies of scale and risk pooling which allow the Village, as a member, more financial stability than offered by the commercial insurance market in a fully transparent environment.

The Fund maintains adequate reserves to provide a capacity for extraordinary insurance costs and to support level expenditures from a year-to-year basis thus reducing the impact on the operating funds and, ultimately, the taxpayer.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
HEALTH INSURANCE FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
34-0000-402-00	HEALTH INSURANCE PREMIUM CONTRIBUTIONS	Revenue	1,734,632	1,795,290	1,700,000	1,700,000	1,725,000	1,828,000	7.53%	5.97%
34-0000-402-01	DENTAL INSURANCE PREMIUM CONTRIBUTIONS	Revenue	115,678	115,521	120,000	120,000	120,000	120,000	0.00%	0.00%
34-0000-426-01	INTEREST INCOME	Revenue	17,372	1,796	2,000	2,000	5,000	2,000	0.00%	-60.00%
34-0000-473-00	MISCELLANEOUS INCOME - EXCESS RESERVE ADJ/REFUND	Revenue	441,119	850,502	2,500,000	2,500,000	2,120,000	1,000,000	-60.00%	-52.83%
34-0000-475-11	INTERFUND TRANSFER - GENERAL FUND	Revenue	3,343,270	5,774,365	6,034,890	6,034,890	5,983,555	6,487,710	7.50%	8.43%
34-0000-475-14	INTERFUND TRANSFER - SANITARY SEWER FUND	Revenue	71,250	91,300	96,105	96,105	96,105	109,360	13.79%	13.79%
34-0000-475-16	INTERFUND TRANSFER - STORMWATER FUND	Revenue	43,955	127,725	131,440	131,440	131,440	157,460	19.80%	19.80%
34-0000-475-21	INTERFUND TRANSFER - WATER FUND	Revenue	415,585	464,070	433,280	433,280	433,280	501,730	15.80%	15.80%
34-0000-475-28	INTERFUND TRANSFER - SELF INSURANCE FUND	Revenue	3,163,785	-	-	-	-	-		
	TOTAL REVENUES		9,346,646	9,220,569	11,017,715	11,017,715	10,614,380	10,206,260	-7.37%	-3.84%
34-7700-820-00	HEALTH INSURANCE PREMIUMS	Expense	7,636,308	7,838,256	8,263,000	8,263,000	8,050,000	8,900,000	7.71%	10.56%
34-7700-511-00	IMRF EMPLOYER CONTRIBUTIONS	Expense	647	-	-	-	-	-		
34-7700-512-00	FICA EMPLOYER CONTRIBUTIONS	Expense	614	-	-	-	-	-		
34-7700-820-01	HEALTH INSURANCE OPT-OUT INCENTIVES	Expense	13,250	49,053	-	-	-	-		
34-7700-823-00	LIFE INSURANCE PREMIUMS	Expense	-	-	40,000	40,000	42,000	43,000	7.50%	2.38%
34-7700-824-00	DENTAL INSURANCE PREMIUMS	Expense	228,789	220,092	235,000	235,000	235,000	240,000	2.13%	2.13%
34-7700-839-04	WELLNESS PROGRAMS	Expense	12,102	-	12,000	12,000	12,000	13,000	8.33%	8.33%
	TOTAL OTHER		7,891,710	8,107,401	8,550,000	8,550,000	8,339,000	9,196,000	7.56%	10.28%
34-7700-975-11	INTERFUND TRANSFER - GENERAL FUND	Expense	-	2,000,000	2,500,000	2,500,000	1,109,172	1,000,000	-60.00%	-9.84%
	TOTAL INTERFUND TRANSFERS OUT		-	2,000,000	2,500,000	2,500,000	1,109,172	1,000,000	-60.00%	-9.84%
	TOTAL EXPENSES		7,891,710	10,107,401	11,050,000	11,050,000	9,448,172	10,196,000	-7.73%	7.92%
	NET SURPLUS (DEFICIT)		1,454,936	(886,832)	(32,285)	(32,285)	1,166,208	10,260	-131.78%	-99.12%
	Beginning Audited Fund Balance 5/1/25						568,106			
	FY26 Projected Surplus (Deficit)						1,166,208			
	Ending Projected Fund Balance 4/30/26						1,734,314			
	Estimated Fund Balance 5/1/26							1,734,314		
	FY27 Budgeted Surplus (Deficit)							10,260		
	Ending Estimated Fund Balance 4/30/27							1,744,574		

Fund: Health Insurance (34) **Department: Health Insurance (7700)**			**Account Total**
	OTHER		
34-7700-820-00 HEALTH INSURANCE PREMIUMS			
	IPBC	7,876,500	
	LOCAL 150	1,023,500	
	TOTAL		**8,900,000**
34-7700-823-00 LIFE INSURANCE PREMIUMS			**43,000**
34-7700-824-00 DENTAL INSURANCE PREMIUMS			**240,000**
34-7700-839-04 WELLNESS PROGRAMS			
	Medical Assessments and Wellness Programs		**13,000**
	TOTAL OTHER		**9,196,000**
	INTERFUND TRANSFERS OUT		
34-7700-975-XX INTERFUND TRANSFERS OUT			
34-7700-975-11	Interfund Transfer to General Fund - Excess Reserve Refund		**1,000,000**
	TOTAL INTERFUND TRANSFERS OUT		**1,000,000**
FUND TOTAL			**10,196,000**

POLICE PENSION FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Police Pension Fund is a Fiduciary Fund and established pursuant to State of Illinois Compiled Statutes (ILCS) and the Fund is governed by the Police Pension Board as described in Chapter 40, Article 3 of the Illinois Compiled Statutes, consisting of two elected police officers, one elected pensioner, and two members appointed by the Village President (which are the Police Chief and Village Treasurer pursuant to the Village Code). This fiduciary fund used to account for assets held by the Village in a trustee capacity. The investments and expenses in the pension fund are not managed by Village staff but are rather handled by the elected or appointed members on each pension board. As such, the Village has limited control oversight relative to the expenses and investment results in these funds. The Board approves all disbursements, investments, applications for admittance, and pensions granted. The Treasurer of the Village serves as Treasurer of the Fund. Each year, the Village levies a property tax to fund the actuarily determined funding as established by State Statute.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. The Pension Fund Board met during the fiscal year to consider and act on business of the Fund.

2. During the fiscal year, the Village again retained the services of an enrolled actuary to perform an independent actuarial analysis of the Fund utilizing several actuarial assumptions in keeping with the performance and management of the Fund. The results of the analysis are as follows:

Accrued Liability 4/30/25	$125,143,138
Less Current Assets 4/30/25	$ 78,653,455
Unfunded Accrued Liability 4/30/25	$ 46,489,683

GOALS FOR FISCAL YEAR 2027

1. The Pension Fund Board will meet at least four times to supervise the management of the Fund.

2. Review and consider applications for retirement/disability pensions and such other applications as may be received.

3. Arrange for and review the required medical examinations for certain disability pensions.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
POLICE PENSION FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
41-0000-401-00	PROPERTY TAX REVENUE	Revenue	4,364,917	4,697,233	5,119,395	5,119,395	5,119,395	5,078,907	-0.79%	-0.79%
41-0000-401-11	PRIOR LEVY COLLECTIONS	Revenue	-	-	-	-	-	-		
41-0000-406-01	CONTRIBUTION FROM THE VILLAGE	Revenue	1,000,000	357,000	400,000	400,000	497,656	400,000	0.00%	-19.62%
41-0000-411-01	EMPLOYEE PENSION CONTRIBUTIONS	Revenue	798,908	821,448	850,000	850,000	862,000	897,000	5.53%	4.06%
41-0000-411-02	PENSION CONTRIBUTIONS-PORTABILITY	Revenue	-	150,998	-	-	80,880	-		-100.00%
41-0000-426-01	INTEREST INCOME	Revenue	117,563	86,127	75,000	75,000	35,000	40,000	-46.67%	14.29%
41-0000-426-19	INTEREST INCOME - PROPERTY TAX	Revenue	965	-	1,000	1,000	-	-	-100.00%	
41-0000-427-00	IPOPIF INVESTMENT INCOME (LOSS)	Revenue	416,957	420,084	400,000	400,000	450,000	500,000	25.00%	11.11%
41-0000-427-02	IPOPIF REALIZED GAIN (LOSS)	Revenue	955,369	1,362,815	1,500,000	1,500,000	1,500,000	2,000,000	33.33%	33.33%
41-0000-427-03	IPOPIF UNREALIZED GAIN (LOSS)	Revenue	4,664,342	4,916,793	2,500,000	2,500,000	5,000,000	2,000,000	-20.00%	-60.00%
41-0000-473-09	MISCELLANEOUS INCOME	Revenue	2,273	216	-	-	-	-		
	TOTAL REVENUES		12,321,294	12,812,714	10,845,395	10,845,395	13,544,931	10,915,907	0.65%	-19.41%
41-7500-554-00	OTHER PROFESSIONAL SERVICES	Expense	62,988	72,177	70,000	70,000	85,670	26,800	-61.71%	-68.72%
41-7500-554-11	IPOPIF INVESTMENT EXPENSES AND FEES	Expense	-	-	-	-	-	60,000		
41-7500-599-00	MISCELLANEOUS	Expense	-	-	10,000	10,000	5,000	10,000	0.00%	100.00%
	TOTAL CONTRACTUAL SERVICES		62,988	72,177	80,000	80,000	90,670	96,800	21.00%	6.76%
41-7500-805-01	RETIREMENT PENSIONS	Expense	5,404,236	5,506,205	5,665,000	5,665,000	5,668,000	5,838,000	3.05%	3.00%
41-7500-805-02	DISABILITY PENSIONS	Expense	179,012	254,752	242,000	242,000	242,000	249,000	2.89%	2.89%
41-7500-805-03	SURVIVOR'S PENSIONS	Expense	1,030,422	1,175,656	1,071,000	1,071,000	1,225,000	1,262,000	17.83%	3.02%
41-7500-806-00	EMPLOYEE CONTRIBUTION REFUNDS	Expense	-	55,949	-	-	15,050	-		-100.00%
	TOTAL BENEFITS		6,613,670	6,992,562	6,978,000	6,978,000	7,150,050	7,349,000	5.32%	2.78%
	TOTAL EXPENSES		6,676,658	7,064,739	7,058,000	7,058,000	7,240,720	7,445,800	5.49%	2.83%
	NET SURPLUS (DEFICIT)		5,644,636	5,747,975	3,787,395	3,787,395	6,304,211	3,470,107	-8.38%	-44.96%

Beginning Audited Fund Balance 5/1/25	78,653,455	
FY26 Projected Surplus (Deficit)	6,304,211	
Ending Projected Fund Balance 4/30/26	84,957,666	
Estimated Fund Balance 5/1/26		84,957,666
FY27 Budgeted Surplus (Deficit)		3,470,107
Ending Estimated Fund Balance 4/30/27		88,427,773

Fund: Police Pension (41) Department: Police Pension (7500)			Account Total
	CONTRACTUAL SERVICES		
41-7500-554-XX OTHER PROFESSIONAL SERVICES			
41-7500-554-11	IPOPIF Investment Expenses and Fees	60,000	
41-7500-554-00	Legal	8,000	
41-7500-554-00	Insurance Expense	8,000	
41-7500-554-00	Benefits Administration Services	4,800	
41-7500-554-00	Training	5,000	
41-7500-554-00	Other	1,000	
	TOTAL		**86,800**
41-7500-599-00 MISCELLANEOUS			
	Department of Insurance		**10,000**
	TOTAL CONTRACTUAL SERVICES		**96,800**
	BENEFITS		
41-7500-805-XX PENSION BENEFITS			
41-7500-805-01	Retirement Pensions	5,838,000	
41-7500-805-02	Disability Pensions	249,000	
41-7500-805-03	Survivor's Pensions	1,262,000	
	TOTAL		**7,349,000**
	TOTAL BENEFITS		**7,349,000**
FUND TOTAL			**7,445,800**

FIREFIGHTERS' PENSION FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBITLIES

The Firefighters' Pension Fund is a Fiduciary Fund and established pursuant to State of Illinois Compiled Statutes (ILCS) and the Fund is governed by the Firefighters' Pension Board as described in Chapter 40, Article 4 of the Illinois Compiled Statutes, consisting of two elected firefighters, one elected pensioner, and two members appointed by the Village President (which are the Fire Chief and Village Treasurer pursuant to the Village Code). This fiduciary fund used to account for assets held by the Village in a trustee capacity. The investments and expenses in the pension fund are not managed by Village staff but are rather handled by the elected or appointed members on each pension board. As such, the Village has limited control oversight relative to the expenses and investment results in these funds. The Board approves all disbursements, investments, applications for admittance, and pensions granted. The Treasurer of the Village serves as Treasurer of the Fund. Each year, the Village levies a property tax to fund the actuarily determined funding as established by State Statute.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. The Pension Fund Board met during the fiscal year to consider and act on business of the Fund.

2. During the fiscal year, the Village again retained the services of an enrolled actuary to perform an independent actuarial analysis of the Fund utilizing several actuarial assumptions in keeping with the performance and management of the Fund. The results of the analysis are as follows:

Accrued Liability 4/30/25	$134,990,371
Less Current Assets 4/30/25	$79,573,059
Unfunded Accrued Liability 4/30/25	$55,417,312

GOALS FOR FISCAL YEAR 2027

1. The Board will meet at least four times to supervise the management of the Fund.

2. Review and consider applications for retirement/disability pensions and such other applications as may be received.

3. Arrange for and review the required medical examinations for certain disability pensions.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
FIREFIGHTERS' PENSION FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
42-0000-401-00	PROPERTY TAX REVENUE	Revenue	4,843,013	5,267,885	5,645,294	5,645,294	5,645,294	6,043,900	7.06%	7.06%
42-0000-401-11	PRIOR LEVY COLLECTIONS	Revenue	-	-	-	-	12,260	-		-100.00%
42-0000-406-01	CONTRIBUTION FROM THE VILLAGE	Revenue	1,000,000	357,000	400,000	400,000	497,656	400,000	0.00%	-19.62%
42-0000-411-01	EMPLOYEE PENSION CONTRIBUTIONS	Revenue	782,049	795,530	804,000	804,000	804,000	828,000	2.99%	2.99%
42-0000-411-02	PENSION CONTRIBUTIONS-PORTABILITY	Revenue	-	1,468	-	-	-	-		
42-0000-426-01	INTEREST INCOME	Revenue	79,026	98,455	80,000	80,000	40,000	40,000	-50.00%	0.00%
42-0000-426-19	INTEREST INCOME - PROPERTY TAX	Revenue	1,018	-	-	-	-	-		
42-0000-427-00	IFPIF INTEREST	Revenue	821,850	1,016,406	550,000	550,000	1,100,000	600,000	9.09%	-45.45%
42-0000-427-01	IFPIF DIVIDEND INCOME	Revenue	441,758	443,867	420,000	420,000	460,000	460,000	9.52%	0.00%
42-0000-427-02	IFPIF REALIZED GAIN (LOSS)	Revenue	226,613	863,085	500,000	500,000	3,000,000	2,000,000	300.00%	-33.33%
42-0000-427-03	IFPIF UNREALIZED GAIN (LOSS)	Revenue	5,120,067	4,929,068	2,500,000	2,500,000	6,000,000	2,000,000	-20.00%	-66.67%
42-0000-473-07	MISCELLANEOUS INCOME (NON-RECURRING)	Revenue	5,324	1,251	4,000	4,000	20,000	20,000	400.00%	0.00%
42-0000-473-09	MISCELLANEOUS INCOME	Revenue	-	-	-	-	-	-		
	TOTAL REVENUES		13,320,718	13,774,015	10,903,294	10,903,294	17,579,210	12,391,900	13.65%	-29.51%
42-7600-554-00	OTHER PROFESSIONAL SERVICES	Expense	123,196	196,661	140,000	140,000	186,850	61,200	-56.29%	-67.25%
42-7600-554-11	FPIF INVESTMENT EXPENSES AND FEES	Expense	-	-	-	-	-	140,000		
42-7600-599-00	MISCELLANEOUS	Expense	4,055	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES		127,251	196,661	140,000	140,000	186,850	201,200	43.71%	7.68%
42-7600-805-01	RETIREMENT PENSIONS	Expense	4,962,821	5,279,213	5,356,000	5,356,000	5,784,000	5,957,000	11.22%	2.99%
42-7600-805-02	DISABILITY PENSIONS	Expense	1,037,924	1,120,382	1,040,000	1,040,000	1,041,000	1,072,000	3.08%	2.98%
42-7600-805-03	SURVIVOR'S PENSIONS	Expense	335,295	372,125	391,000	391,000	445,000	459,000	17.39%	3.15%
42-7600-806-00	EMPLOYEE CONTRIBUTION REFUNDS	Expense	-	7,544	-	-	6,255	-		
	TOTAL BENEFITS		6,336,040	6,779,264	6,787,000	6,787,000	7,276,255	7,488,000	10.33%	2.91%
	TOTAL EXPENSES		6,463,291	6,975,925	6,927,000	6,927,000	7,463,105	7,689,200	11.00%	3.03%
	NET SURPLUS (DEFICIT)		6,857,427	6,798,090	3,976,294	3,976,294	10,116,105	4,702,700	18.27%	-53.51%

Beginning Audited Fund Balance 5/1/25	79,573,059	
FY26 Projected Surplus (Deficit)	10,116,105	
Ending Projected Fund Balance 4/30/26	89,689,164	
Estimated Fund Balance 5/1/26		89,689,164
FY27 Budgeted Surplus (Deficit)		4,702,700
Ending Estimated Fund Balance 4/30/27		94,391,864

Fund: Firefighters' Pension (42) Department: Firefighters' Pension (7600)			Account Total
	CONTRACTUAL SERVICES		
42-7600-554-XX OTHER PROFESSIONAL SERVICES			
42-7600-554-11	FPIF Investment Expenses and Fees	140,000	
42-7600-554-00	Legal	30,000	
42-7600-554-00	Insurance	8,000	
42-7600-554-00	Benefits Administration Services	10,000	
42-7600-554-00	Medical Services	10,000	
42-7600-554-00	Training	2,500	
42-7600-554-00	Other	700	
	TOTAL		**201,200**
	TOTAL CONTRACTUAL SERVICES		**201,200**
	BENEFITS		
42-7600-805-XX PENSION BENEFITS			
42-7600-805-01	Retirement Pensions	5,957,000	
42-7600-805-02	Disability Pensions	1,072,000	
42-7600-805-03	Survivor's Pensions	459,000	
	TOTAL		**7,488,000**
	TOTAL BENEFITS		**7,488,000**
FUND TOTAL			**7,689,200**

CEMETERY FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Cemetery Fund is a Permanent Fund. Such Funds are used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the program. There are multiple cemetery properties in the Fund.

The North Northfield Township Cemetery, located on the north side of Dundee Road between Huehl Road and Charlemagne Drive, was established in 1837 and incorporated in 1861. In 2004, the Village accepted the transfer and assumed ownership of this historic two-acre cemetery and its assets from the North Northfield Township Cemetery Association Board.

The Northfield Union Cemetery, located on the south side of Dundee Road between Anthony Trail and Landwehr Road, was established in the mid-1800s with headstones dating from 1852. In 2006, the Village accepted the transfer and assumed ownership of this historic two-acre cemetery and its assets from the Northfield Union Cemetery Association.

The St. Peter's Cemetery, located on the east side of Shermer Road south of Willow Road and north of Old Willow Road, was established in 1863. In 2016, the Village accepted the transfer and assumed ownership of this historic cemetery and its assets from St. Peter's Church.

The Public Works Department provides administrative oversight and is responsible for retaining and managing the services of a qualified contractor to maintain the grounds and provide burial services at these three cemeteries.

ACCOMPLISHMENTS FOR FISCAL YEAR 2026

1. Facilitated 4 sales and 7 burials in Village-owned cemeteries in Calendar Year 2025.

GOALS FOR FISCAL YEAR 2027

1. Complete the integration of the historical records from St. Peter's Cemetery into the Village's Cemetery Information Management System (CIMS).

2. Investigate the potential use of ground penetrating radar to detect any unmarked graves.

3. Investigate the need for a perpetual fund study in FY28.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
CEMETERY FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
20-0000-426-01	INTEREST INCOME	Revenue	15,699	16,595	11,000	11,000	15,000	10,000	-9.09%	-33.33%
20-0000-473-01	MISCELLANEOUS INCOME (NON-RECURRING)	Revenue	13,021	29,348	25,000	25,000	35,500	25,000	0.00%	-29.58%
	TOTAL REVENUES		28,720	45,943	36,000	36,000	50,500	35,000	-2.78%	-30.69%
20-1000-524-00	MAINTENANCE	Expense	26,374	26,978	36,208	36,208	36,208	37,550	3.71%	3.71%
20-1000-534-00	INTERFUND TRANSFER ADMINISTRATIVE SERVICES	Expense	1,930	1,990	2,000	2,000	2,000	2,000	0.00%	0.00%
20-1000-536-00	INTERFUND TRANSFER TO SELF INSURANCE	Expense	150	57	100	100	100	100	0.00%	0.00%
20-1000-543-01	SOFTWARE AS A SERVICE	Expense	-	-	850	850	850	900	5.88%	5.88%
20-1000-554-00	OTHER PROFESSIONAL SERVICES	Expense	850	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES		29,304	29,025	39,158	39,158	39,158	40,550	3.55%	3.55%
	TOTAL EXPENSES		29,304	29,025	39,158	39,158	39,158	40,550	3.55%	3.55%
	NET SURPLUS (DEFICIT)		(584)	16,918	(3,158)	(3,158)	11,342	(5,550)	75.74%	-148.93%

Beginning Audited Fund Balance 5/1/25	381,813	
FY26 Projected Surplus (Deficit)	11,342	
Ending Projected Fund Balance 4/30/26	393,155	
Estimated Fund Balance 5/1/26		393,155
FY27 Budgeted Surplus (Deficit)		(5,550)
Ending Estimated Fund Balance 4/30/27		387,605

Fund: Cemetery (20) **Department: Cemetery (1000)**		**Account Total**
CONTRACTUAL SERVICES		
20-1000-524-00 MAINTENANCE - GROUNDS		
Grave Markers	9,350	
Landscaping	28,200	
TOTAL		**37,550**
20-1000-534-00 ADMINISTRATIVE SERVICES		
Public Works		**2,000**
20-1000-536-00 INSURANCE		
Transfer to Self Insurance for Property, Casualty, and Liability Insurance		**100**
20-1000-543-01 SOFTWARE AS A SERVICE		
Cemetery Management Software		**900**
TOTAL CONTRACTUAL SERVICES		**40,550**
FUND TOTAL		**40,550**

MOTOR FUEL TAX FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Village utilizes Motor Fuel Tax (MFT) funds and Transportation Renewal Fund (TRF) revenues to finance its roadway related projects. Historically, the Village has used MFT and TRF for the asphalt street rehabilitation program, other expenses such as the design of roadway projects are eligible so long as they follow the appropriate Illinois Department of Transportation procurement and documentation processes.

MFT and TRF funds are derived from the sale of gasoline and diesel fuel purchased within the State and are appropriated to municipal, township, county and other transportation agencies based on formulas set by the State for use in road and transportation projects. The Village generally receives approximately $1.5 million in MFT and TRF funds each Fiscal Year. With approximately 75% of the Village's street system being comprised of asphalt, these funds are a critical component in improving and maintaining the condition of the Village's road network.

In FY 2026, the Village received $2,709,488 for Shermer Road construction by the Metropolitan Mayors Caucus in the form of Surface Transportation Program (STP) grant funds. The balance of that Shermer Road funding and funding for the resurfacing of Skokie Boulevard are expected to be received in FY 2027 in the amount of $2,811,761. Other future projects such as Cherry Lane and Walters Avenue have also received STP funding in the amount of roughly $2,217,277. The Surface Transportation Program is operated by the Illinois Department of Transportation (IDOT) in which the Village is billed for its share of a project after they have paid the contractor directly.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Completed the asphalt street reconstruction and rehabilitation project along Greenwood Road.

2. Completed the asphalt street reconstruction and rehabilitation project for the Weller Subdivision and Pamella Lane.

GOALS FOR FISCAL YEAR 2027

1. Apply MFT funds to the asphalt street reconstruction and rehabilitation project along Grace Manor & Marden Court.

2. Apply MFT Funds to the asphalt street reconstruction and rehabilitation project for the Skokie Bouvard Asphalt.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
MOTOR FUEL TAX FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
24-0000-403-00	MOTOR FUEL ALLOTMENT	Revenue	1,627,119	1,716,031	1,600,000	1,600,000	1,845,000	1,850,000	15.63%	0.27%
24-0000-475-40	INTERFUND TRANSFER - INFRASTRUCTURE FUND	Revenue	1,720,760	-	-	-	-	-		
24-0000-426-01	INTEREST INCOME	Revenue	128,803	303,837	100,000	100,000	62,750	50,000	-50.00%	-20.32%
	TOTAL REVENUES		3,476,682	2,019,868	1,700,000	1,700,000	1,907,750	1,900,000	11.76%	-0.41%
24-7300-531-11	ASPHALT STREETS	Expense	1,222,445	2,397,430	485,868	485,868	485,868	1,839,460	278.59%	278.59%
	TOTAL CAPITAL OUTLAY		1,222,445	2,397,430	485,868	485,868	485,868	1,839,460	278.59%	278.59%
24-7300-975-13	INTERFUND TRANSFER - DEBT SERVICE FUND	Expense	367,253	366,544	376,751	376,751	376,751	374,764	-0.53%	-0.53%
	TOTAL INTERFUND TRANSFERS OUT		367,253	366,544	376,751	376,751	376,751	374,764	-0.53%	-0.53%
	TOTAL EXPENSES		1,589,698	2,763,974	862,619	862,619	862,619	2,214,224	156.69%	156.69%
	NET SURPLUS (DEFICIT)		1,886,984	(744,106)	837,381	837,381	1,045,131	(314,224)	-137.52%	-130.07%

Beginning Audited Fund Balance 5/1/25	1,142,877	
FY26 Projected Surplus (Deficit)	1,045,131	
Ending Projected Fund Balance 4/30/26	2,188,008	
Estimated Fund Balance 5/1/26		2,188,008
FY27 Budgeted Surplus (Deficit)		(314,224)
Ending Estimated Fund Balance 4/30/27		1,873,784

Fund: Motor Fuel Tax (24) **Department: Motor Fuel Tax (7300)**			**Account Total**
	CAPITAL OUTLAY		
24-7400-531-11 MAINTENANCE/IMPROVEMENTS - ASPHALT STREETS (MFT)			
	Dana Court, Donvan Glen, Red Raw, etc. Asphalt	898,418	
	Skokie Blvd Asphalt	941,042	
	TOTAL		**1,839,460**
	TOTAL CAPITAL OUTLAY		**1,839,460**
	INTERFUND TRANSFERS OUT		
24-7300-975-XX INTERFUND TRANSFERS OUT			
24-7300-975-13	Transfer to Debt Service Fund		**374,764**
	TOTAL INTERFUND TRANSFERS OUT		**374,764**
FUND TOTAL			**2,214,224**

Village of Northbrook

Capital Improvement Plan - Summary FY 2027 - 2031

Motor Fuel Tax Capital Projects

					Actuals		Budget	Amended Budget	Year End Estimate	Recommended Budget				
Project Name	CAP	Fund	Dept	Account	FY 2024	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Greenwood Road Asphalt	No	24	7300	531-11	-	-	189,408	189,408	189,408	-	-	-	-	-
Weller Subdivision	No	24	7300	531-11	-	-	296,460	296,460	296,460	-	-	-	-	-
Dana Court, Donvan Glen, Red Raw etc. Asphalt	Yes	24	7300	531-11	-	-	-	-	-	898,418	-	-	-	-
Skokie Blvd Asphalt	Yes	24	7300	531-11	-	-	-	-	-	2,958,091	-	-	-	-
Keystone, Koepke, Miller Rd. Asphalt	No	24	7300	531-11	-	-	-	-	-	-	576,970	-	-	-
Northbrook Park Asphalt	No	24	7300	531-11	-	-	-	-	-	-	1,108,074	-	-	-
Walters Ave Asphalt	No	24	7300	531-11	-	-	-	-	-	-	1,167,990	-	-	-
Security Co, Little Orchard, Sunridge, etc. Asphalt	No	24	7300	531-11	-	-	-	-	-	-	-	1,308,298	-	-
Cherry Lane Asphalt	No	24	7300	531-11	-	-	-	-	-	-	-	-	1,608,075	-
Northbrook Highlands, Kiest Asphalt	No	24	7300	531-11	-	-	-	-	-	-	-	-	1,255,451	-
Techny Road Asphalt	No	24	7300	531-11	-	-	-	-	-	-	-	-	303,822	-
Stonegate Subdivision, Arbor Lane, etc. Asphalt	No	24	7300	531-11	-	-	-	-	-	-	-	-	-	1,471,636
Sunset Lane Asphalt	No	24	7300	531-11	-	-	-	-	-	-	-	-	-	141,261
Total					-	-	485,868	485,868	485,868	3,856,509	2,853,034	1,308,298	3,167,348	1,612,897

AFFORDABLE HOUSING FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Affordable Housing Fund is a Special Revenue Fund in that its funds are isolated from the general operations of the Village and such funds are for the financial management of Village services funded by revenues that have been earmarked for specific purposes. While the use of such revenues is sometimes guided by state and federal requirements, they can also be guided by policy directives from the Village Board of Trustees. The Affordable Housing Fund is to be used to expand inclusionary housing alternatives for all and revenue is generated through payments received in-lieu of providing affordable housing units when required within a development and through the demolition tax.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

1. Worked with Community Partners for Affordable Housing (CPAH) to implement the Affordable Housing Ordinance.

2. Maintained and shared information with individuals inquiring about next steps towards finding affordable housing units in Northbrook.

3. Collected demolition fees from the demolition of single-family homes.

4. Construction was completed on the first affordable housing rental units as part of a recently approved multi-family residential townhome development.

5. Construction began on a four-story affordable and supportive housing apartment building consisting of 48 units ranging in size from one to three bedrooms known as Poupard Place.

6. The Village Board approved a resolution adopting an updated Affordable Housing Plan that complies with the State Affordable Housing Planning and Appeal Act.

7. The Village approved a contract to work with Community Partners for Affordable Housing (CPAH) to participate in a Community Land Trust program with the ability for the Village to work towards acquiring homes for qualifying residents.

8. Worked with several developers on understanding and complying with the Affordable Housing Ordinance.

9. The Village Board approved two new for sale townhome developments both of which are providing 8 affordable housing units each, totaling 16 for sale affordable townhomes approved.

Residential Developments with Affordable Housing Units			
	Total Number of Units	Number of Affordable Units	Percentage
Construction Completed			
175 Pointe Drive - For Rent Townhomes	34	5	15%
2625 Techny - Covenant Village - For Sale Condos*	36	0	0%
Under Construction			
1593 Shermer - For Rent Apartments	48	48	100%
3700 Dundee - For Sale Townhomes	53	8	15%
2420-2450 Landwehr - 7-Lot Single Family Residential Subdivision*	7	0	0%
Approved by the Village Board			
1835 Shermer - For Sale Townhomes	53	8	15%
*paid an allowed fee-in-lieu of providing affordable housing units			

GOALS FOR FISCAL YEAR 2027

1. Continue implementation of the Affordable Housing Ordinance by working with applicants proposing residential developments and educating them on the Affordable Housing Ordinance.

2. Support the Village Manager and the Housing Committee of the Village Board to review and present recommendations to the full Village Board for the use of Affordable Housing Funds.

3. Continue to work with the Village's retained consultant and Community Partners for Affordable Housing on the implementation of the Affordable Housing Plan.

4. Conduct an audit of the Affordable Housing Ordinance for applicability. The last audit occurred in December 2021, one year following the adoption of the ordinance.

5. Develop and present recommendations for middle housing, worker housing and other housing alternatives to strengthen the diversity of housing options within the Village.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
AFFORDABLE HOUSING FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
33-0000-426-01	INTEREST INCOME	Revenue	23,991	37,580	20,000	20,000	45,000	20,000	0.00%	-55.56%
33-0000-452-08	AFFORDABLE HOUSING DEMO FEE	Revenue	180,000	210,000	100,000	100,000	110,000	100,000	0.00%	-9.09%
33-0000-452-09	AFFORDABLE HOUSING FEE IN LIEU OF	Revenue	12,500	153,750	660,000	660,000	675,000	-	-100.00%	-100.00%
	TOTAL REVENUES		216,491	401,330	780,000	780,000	830,000	120,000	-84.62%	-85.54%
33-6500-554-00	OTHER PROFESSIONAL SERVICES	Expense	4,838	8,138	525,000	665,534	665,534	393,192	-40.92%	-40.92%
	TOTAL CONTRACTUAL SERVICES		4,838	8,138	525,000	665,534	665,534	393,192	-40.92%	-40.92%
	TOTAL EXPENSES		4,838	8,138	525,000	665,534	665,534	393,192	-40.92%	-40.92%
	NET SURPLUS (DEFICIT)		211,653	393,192	255,000	114,466	164,466	(273,192)	-338.67%	-266.11%

Beginning Audited Fund Balance 5/1/25	1,058,726	
FY26 Projected Surplus (Deficit)	164,466	
Ending Projected Fund Balance 4/30/26	1,223,192	
Estimated Fund Balance 5/1/26		1,223,192
FY27 Budgeted Surplus (Deficit)		(273,192)
Ending Estimated Fund Balance 4/30/27		950,000

Fund: Affordable Housing (33) Department: Affordable Housing Fund (6500)	Account Total
CONTRACTUAL SERVICES	
33-6500-554-00 OTHER PROFESSIONAL SERVICES	**393,192**
TOTAL CONTRACTUAL SERVICES	**393,192**
FUND TOTAL	**393,192**

TRAFFIC IMPACT FEE FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

The Traffic Impact Fee Fund was established to collect and track fees assessed on new development to offset the costs associated with increased traffic and transportation needs. Although this fee is no longer in effect, the Village continues to use the remaining restricted funds for roadway improvements, traffic control devices, pavement markings, crosswalk enhancements, and other related capital improvements.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
TRAFFIC IMPACT FUND

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
25-0000-426-01	INTEREST INCOME	Revenue	16,862	15,619	9,000	9,000	11,200	6,000	-33.33%	-46.43%
	TOTAL REVENUES		16,862	15,619	9,000	9,000	11,200	6,000	-33.33%	-46.43%
25-9100-531-92	TRAFFIC CONTROLS	Expense	-	55,500	76,541	76,541	76,541	28,119	-63.26%	-63.26%
	TOTAL CONTRACTUAL SERVICES		-	55,500	76,541	76,541	76,541	28,119	-63.26%	-63.26%
	TOTAL EXPENSES		-	55,500	76,541	76,541	76,541	28,119	-63.26%	-63.26%
	NET SURPLUS (DEFICIT)		16,862	(39,881)	(67,541)	(67,541)	(65,341)	(22,119)	-67.25%	-66.15%

Beginning Audited Fund Balance 5/1/25	87,460	
FY26 Projected Surplus (Deficit)	(65,341)	
Ending Projected Fund Balance 4/30/26	22,119	
Estimated Fund Balance 5/1/26		22,119
FY27 Budgeted Surplus (Deficit)		(22,119)
Ending Estimated Fund Balance 4/30/27		-

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
NORTHBROOK COURT (OLD) TIF

TIF terminated - Schedule included for historical purposes only

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
32-0000-401-00	PROPERTY TAX	Revenue	-	-	-	-	-	-		
32-0000-401-01	PROPERTY TAX LEVY - NORTHBROOK MALL TIF	Revenue	-	-	-	-	-	-		
32-0000-426-01	INTEREST INCOME	Revenue	17,927	-	-	-	-	-		
32-0000-426-19	INTEREST INCOME - PROPERTY TAX	Revenue	-	-	-	-	-	-		
32-0000-470-00	TIF LOAN PROCEEDS	Revenue	-	-	-	-	-	-		
	TOTAL REVENUES		17,927	-	-	-	-	-		
32-1000-554-00	OTHER PROFESSIONAL SERVICES	Expense	653,547	-	-	-	-	-		
32-1000-975-37	INTERFUND TRANSFER OUT - DUNDEE TIF	Expense	833,748	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES		1,487,295	-	-	-	-	-		
	TOTAL EXPENSES		1,487,295	-	-	-	-	-		
	NET SURPLUS (DEFICIT)		(1,469,368)	-	-	-	-	-		
	Beginning Audited Fund Balance 5/1/25						-			
	FY26 Projected Surplus (Deficit)						-			
	Ending Projected Fund Balance 4/30/26						-			
	Estimated Fund Balance 5/1/26							-		
	FY27 Budgeted Surplus (Deficit)							-		
	Ending Estimated Fund Balance 4/30/27							-		

NORTHBROOK COURT II TIF FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

Tax Increment Financing (TIF) is a valuable economic development tool that helps local governments support, encourage, and accelerate redevelopment and public improvement projects in a designated area of the community which can be described as run-down or blighted prior to redevelopment.

On October 30, 2023, after terminating the existing Northbrook Court TIF designated in 2019, the Village Board of Trustees approved a new Northbrook Court II TIF. TIF districts help to overcome the extraordinary costs that often prevent development and private investment from occurring, including property that is an advanced state of disrepair and/or has become obsolete and characterized by unoccupied or underutilized buildings which adversely influence the area due to the extent and/or duration of the vacancies.

In a TIF District, the current equalized assessed valuation (EAV) of taxable real estate within the designated TIF district is "frozen" at the level the date the TIF District is adopted. This is referred to as the base EAV. For a period of up to 23 years, as development occurs and property values increase in the TIF District, the new value that is created above the base EAV is called the increment (the difference between the current total value and the base value). The increment is collected into a special fund that the Village can then invest back into the District under specific rules established by the State of Illinois.

Establishment of a TIF District does not reduce property tax revenues available to the overlapping taxing bodies. These taxing bodies continue to collect the property taxes at the base value throughout the life of the TIF District. Upon the expiration of the TIF District, property taxes continue to be distributed to the school districts, county, community college, and all other affected taxing districts in the same manner as if the TIF District did not exist.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
NORTHBROOK COURT (NEW) TIF

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
36-0000-401-00	PROPERTY TAX	Revenue	-	-	-	-	246,000	-		-100.00%
36-0000-401-01	PROPERTY TAX LEVY - NORTHBROOK MALL TIF	Revenue	-	-	-	-	-	-		
36-0000-426-01	INTEREST INCOME	Revenue	-	-	-	-	2,000	-		
36-0000-426-19	INTEREST INCOME - PROPERTY TAX	Revenue	-	-	-	-	-	-		
36-0000-470-00	TIF LOAN PROCEEDS	Revenue	-	-	-	-	-	-		
	TOTAL REVENUES		-	-	-	-	248,000	-		
36-5000-554-00	OTHER PROFESSIONAL SERVICES	Expense	-	-	-	-	100,000	125,000		25.00%
36-5000-570-00	TIF DEVELOPER EXPENSE	Expense	-	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES		-	-	-	-	100,000	125,000		
	TOTAL EXPENSES		-	-	-	-	100,000	125,000		
	NET SURPLUS (DEFICIT)		-	-	-	-	148,000	(125,000)		

Beginning Audited Fund Balance 5/1/25		
FY26 Projected Surplus (Deficit)	148,000	
Ending Projected Fund Balance 4/30/26	148,000	
Estimated Fund Balance 5/1/26		148,000
FY27 Budgeted Surplus (Deficit)		(125,000)
Ending Estimated Fund Balance 4/30/27		23,000

DUNDEE RD/SKOKIE BLVD TIF FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

Tax Increment Financing (TIF) is a valuable economic development tool that helps local governments support, encourage, and accelerate redevelopment and public improvement projects in a designated area of the community which can be described as run-down or blighted prior to redevelopment.

TIF helps to overcome the extraordinary costs that often prevent development and private investment from occurring, including property that is an advanced state of disrepair and/or has become obsolete and characterized by unoccupied or underutilized buildings which adversely influence the area due to the extent and/or duration of the vacancies.

In a TIF District, the current equalized assessed valuation (EAV) of taxable real estate within the designated TIF district is "frozen" at the level the date the TIF District is adopted. This is referred to as the base EAV. For a period of up to 23 years, as development occurs and property values increase in the TIF District, the new value that is created above the base EAV is called the increment (the difference between the current total value and the base value). The increment is collected into a special fund that the Village can then invest back into the District under specific rules established by the State of Illinois.

Establishment of a TIF District does not reduce property tax revenues available to the overlapping taxing bodies. These taxing bodies continue to collect the property taxes at the base value throughout the life of the TIF District. Upon the expiration of the TIF District, property taxes continue to be distributed to the school districts, county, community college, and all other affected taxing districts in the same manner as if the TIF District did not exist.

ACCOMPLISHMENTS OF FISCAL YEAR 2026

The Village paid off in full the loan dated July 14, 2014 with Morningside Crossroads Construction Services in the original amount of $4,900,000. The final payment totaled $1,047,788 which included $45,120 of interest and $1,002,668 of principal. No activity other than the collection of tax year 2022 increment occurred in this TIF.

As no more obligations are outstanding and no further activity in this TIF planned, the TIF was terminated on January 23, 2024.

GOALS FOR FISCAL YEAR 2027

None- The Skokie Blvd/Dundee TIF has been terminated but included in the budget for historical information purposes only.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
DUNDEE/SKOKIE BLVD TIF

TIF terminated - Schedule included for historical purposes only

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
37-0000-401-00	PROPERTY TAX	Revenue	389,156	-	-	-	-	-		
37-0000-426-01	INTEREST INCOME	Revenue	29,496	-	-	-	-	-		
37-0000-426-19	INTEREST INCOME - PROPERTY TAX	Revenue	844	-	-	-	-	-		
37-0000-475-32	INTERFUND TRANSFER IN - NB COURT TIF	Revenue	833,748	-	-	-	-	-		
	TOTAL REVENUES		1,253,244	-	-	-	-	-		
37-1000-554-00	OTHER PROFESSIONAL SERVICES	Expense	205,455	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES		205,455	-	-	-	-	-		
37-8100-851-01	TIF NORTH SHORE 770 PRINCIPAL	Expense	1,002,668	-	-	-	-	-		
37-8100-852-01	TIF NORTH SHORE 770 INTEREST	Expense	45,120	-	-	-	-	-		
	TOTAL OTHER		1,047,788	-	-	-	-	-		
	TOTAL EXPENSES		1,253,243	-	-	-	-	-		
	NET SURPLUS (DEFICIT)		1	-	-	-	-	-		
	Beginning Audited Fund Balance 5/1/25						-			
	FY26 Projected Surplus (Deficit)						-			
	Ending Projected Fund Balance 4/30/26						-			
	Estimated Fund Balance 5/1/26							-		
	FY27 Budgeted Surplus (Deficit)							-		
	Ending Estimated Fund Balance 4/30/27							-		

BUSINESS DISTRICT FUND

PROGRAM DETAIL
FISCAL YEAR 2027

FUND RESPONSIBILITIES

A Business District is established under State law by a municipality to support redevelopment within specific geographic areas of the community. Considered an important economic development tool, a Business District allows the Village to collect up to 1% additional retail sales tax to fund projects that the municipality determines will benefit the District.

The Village has a single Business District at Northbrook Court with enabling actions approved by the Board of Trustees on October 30, 2023, and will allow for additional 1% sales tax on qualifying retails sales at Northbrook Court and this revenue would assist with funding redevelopment efforts in the 100 +/- acres for a 23-year period upon submission of the approval for formation of the District to the State of Illinois. Following establishment, the additional 1% sales tax funds are paid by the businesses to the State and disbursed back to the Village in a separate Business District Tax Allocation Fund. These monies may then be disbursed by the Village to the property owner, Brookfield, pursuant to a Redevelopment and Economic Incentive Agreement. These funds may only be used for eligible costs as identified in the Business District Plan and allowable by state law. The effective date of the Business District Tax will be established in the coming twelve to eighteen months.

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
BUSINESS DISTRICT

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
46-0000-421-00	BUSINESS DISTRICT SALES TAX	Revenue	-	-	-	-	-	-		
46-0000-426-01	INTEREST INCOME	Revenue	-	-	-	-	-	-		
	TOTAL REVENUES		-	-	-	-	-	-		
46-5100-570-00	INCENTIVE PAYMENT TO DEVELOPER	Expense	-	-	-	-	-	-		
46-5100-975-11	INTERFUND TRANSFER - GENERAL FUND	Expense	-	-	-	-	-	-		
	TOTAL CONTRACTUAL SERVICES		-	-	-	-	-	-		
	TOTAL EXPENSES		-	-	-	-	-	-		
	NET SURPLUS (DEFICIT)		-	-	-	-	-	-		
	Beginning Audited Fund Balance 5/1/25									
	FY26 Projected Surplus (Deficit)						-			
	Ending Projected Fund Balance 4/30/26						-			
	Estimated Fund Balance 5/1/26							-		
	FY27 Budgeted Surplus (Deficit)							-		
	Ending Estimated Fund Balance 4/30/27							-		

VILLAGE OF NORTHBROOK
FISCAL YEAR 2027 BUDGET
PUBLIC SAFETY PENSION CONTRIBUTION FUND

Presented for historical purposes only

GL Number	Description	CATEGORY	FY24 ACTUAL	FY25 ACTUAL	FY26 ORIGINAL BUDGET	FY26 AMENDED BUDGET	FY26 YEAR-END ESTIMATE	FY27 PROPOSED BUDGET	FY27 PROPOSED to FY26 AMEND	FY27 PROPOSED to FY26 EST
44-0000-401-01	PROPERTY TAXES - POLICE	Revenue	4,364,917	-	-	-	-	-		
44-0000-401-02	PROPERTY TAXES - FIRE	Revenue	4,843,013	-	-	-	-	-		
44-0000-426-01	INTEREST INCOME (MISC. ADJUSTMENT)	Revenue	(23)	-	-	-	-	-		
	SUBTOTAL		9,207,907	-	-	-	-	-		
44-7300-805-01	PENSION CONTRIBUTIONS - POLICE	Expenditure	4,364,917	-	-	-	-	-		
44-7300-805-02	PENSION CONTRIBUTIONS - FIRE	Expenditure	4,843,013	-	-	-	-	-		
	SUBTOTAL		9,207,930	-	-	-	-	-		
	NET SURPLUS (DEFICIT)		(23)	-	-	-	-	-		
	Beginning Audited Fund Balance 5/1/25						-			
	FY26 Projected Surplus (Deficit)						-			
	Ending Projected Fund Balance 4/30/26						-			
	Estimated Fund Balance 5/1/26							-		
	FY27 Budgeted Surplus (Deficit)							-		
	Ending Estimated Fund Balance 4/30/27							-		

NORTHBROOK PUBLIC LIBRARY
FY 2027 BUDGET



Northbrook Public Library
Revenue Projections
Fiscal Year 2027

Account Category / Description	Account Number	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Amended Budget	FY26 Projection	FY27 Proposed Budget
LIBRARY GENERAL FUND (01)							
Property Taxes	40110	8,010,867	8,145,415	8,869,000	8,869,000	8,425,550	9,332,700
Replacement Tax	41110	332,001	203,844	150,000	150,000	150,000	150,000
Fines, Fees, Rental	43110	43,659	49,056	40,000	40,000	52,889	40,000
Impact Fees	43100	4,294	-	-	-	-	-
Interest / Investment	44110	66,071	75,622	35,000	35,000	44,070	35,000
Gifts / Designated	47110	107,967	150,736	100,000	100,000	105,095	100,000
Miscellaneous	45110	25,412	11,207	100,000	100,000	5,812	100,000
TOTAL LIBRARY GENERAL FUND		8,590,271	8,635,880	9,294,000	9,294,000	8,783,416	9,757,700
LIBRARY SPECIAL REVENUE FUND (02)							
Property Taxes - IMRF/FICA	40110-11/12	704,230	655,731	705,000	705,000	690,900	720,000
Interest - IMRF/FICA	44110-11/12	6,413	8,076	2,500	2,500	5,852	2,500
TOTAL SPECIAL REVENUE FUND		710,643	663,807	707,500	707,500	696,752	722,500
LIBRARY CAPITAL IMPROVEMENTS FUND (03)							
Interest	44110	31,288	41,029	20,000	20,000	38,864	20,000
Grants / Other	45110	7,500	75,000	-	-	-	-
Transfers In	49110	995,000	750,000	425,000	425,000	729,000	425,000
TOTAL CAPITAL IMPROVEMENTS FUND		1,033,788	866,029	445,000	445,000	767,864	445,000

Northbrook Public Library
Revenue Projections
Fiscal Year 2027

Account Category / Description	Account Number	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Amended Budget	FY26 Projection	FY27 Proposed Budget
DEBT SERVICE FUND (05)							
Property Taxes	40110	750,489	731,285	770,000	770,000	754,600	770,950
Bonds Issued	49000	-	3,845,000	-	-	-	-
Premium on Bonds Issued	49010	-	438,130	-	-	-	-
Transfers In	49110	20,080	25,786	600	600	15,400	-
Interest / Investment	44110	163	1,339	-	-	475	600
TOTAL DEBT SERVICE FUND		770,732	5,041,540	770,600	770,600	770,475	771,550
TOTAL LIBRARY FUNDS REVENUE		11,105,434	15,207,256	11,217,100	11,217,100	11,018,507	11,696,750

Northbrook Public Library
Fund: General (01)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Amended Budget	FY26 Year-End Estimate	FY27 Proposed Budget
PERSONAL SERVICES							
Salaries and Wages	51110	4,349,882	4,549,849	4,843,000	4,843,000	4,383,208	4,993,000
TOTAL PERSONAL SERVICES		**4,349,882**	**4,549,849**	**4,843,000**	**4,843,000**	**4,383,208**	**4,993,000**
FRINGE BENEFITS							
Group Insurance	51210	730,697	738,758	880,000	880,000	824,372	1,095,000
Unemployment / Workers' Comp.	51230	25,070	24,592	18,000	18,000	17,776	18,750
Staff Development	51270	65,072	77,168	74,000	74,000	82,422	85,000
TOTAL FRINGE BENEFITS		**820,839**	**840,518**	**972,000**	**972,000**	**924,570**	**1,198,750**
CONTRACTUAL SERVICES							
OCLC	50220	26,818	25,739	29,000	29,000	25,636	29,000
CCS Shared Costs	50240	75,471	71,037	76,000	76,000	73,254	76,000
Photocopy	52110	20,889	19,053	18,000	18,000	16,185	18,000
General Insurance	52210	76,765	84,796	88,000	88,000	88,958	97,000
Telephone/Internet	52220	36,185	36,099	40,000	40,000	37,728	41,000
Professional Services	52230	382,263	443,366	630,000	630,000	580,663	685,000
Equipment Rental / Maintenance	52250	43,088	40,402	53,000	53,000	41,879	56,500
Vehicle Maintenance	53110	1,823	1,913	3,000	3,000	2,398	3,000
Utilities	53210	55,942	49,943	60,000	60,000	58,324	56,000
Building Repairs	53320	23,683	20,570	35,000	35,000	36,171	35,000
Contracted Services	53230	142,527	211,434	245,000	245,000	229,020	255,000
Recruiting	54110	150	220	1,000	1,000	826	1,000
TOTAL CONTRACTUAL SERVICES		**885,604**	**1,004,572**	**1,278,000**	**1,278,000**	**1,191,042**	**1,352,500**

Northbrook Public Library
Fund: General (01)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Amended Budget	FY26 Year-End Estimate	FY27 Proposed Budget
COMMODITIES							
Books and Materials	50110	886,167	936,658	1,050,000	1,050,000	976,661	1,050,000
Programs	50210	89,540	87,884	124,000	124,000	102,932	127,000
Office / Library Supplies	52120	49,400	58,014	70,000	70,000	49,220	60,000
Software		96,864	112,359	110,000	110,000	102,208	119,000
Postage	52140	17,658	16,450	20,000	20,000	16,056	20,000
Community Relations	52260	36,709	45,673	55,000	55,000	56,316	65,500
Janitorial Supplies	53120	46,640	33,166	45,000	45,000	44,581	45,000
TOTAL COMMODITIES		**1,222,978**	**1,290,204**	**1,474,000**	**1,474,000**	**1,347,974**	**1,486,500**
CAPITAL OUTLAY							
Furniture and Equipment	55240	100,113	29,599	75,000	75,000	74,297	75,000
TOTAL CAPITAL OUTLAY		**100,113**	**29,599**	**75,000**	**75,000**	**74,297**	**75,000**
OTHER							
Contingency & Misc Exp	54120	8,562	11,298	100,000	100,000	16,612	100,000
Board Development	54130	1,092	539	1,000	1,000	1,503	1,000
Transfer to Capital Impr. Fund	79130	995,000	750,000	425,000	425,000	729,000	425,000
Transfer to Debt Service		20,080	25,786	25,000	25,000	15,400	25,000
Gifts/Designated	77110	181,129	129,196	100,000	100,000	99,115	100,000
TOTAL OTHER		**1,205,863**	**916,819**	**651,000**	**651,000**	**861,630**	**651,000**
TOTAL FOR FUND		**8,585,279**	**8,631,561**	**9,293,000**	**9,293,000**	**8,782,721**	**9,756,750**

Northbrook Public Library
Fund: Special Revenue (02)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Amended Budget	FY26 Year-End Estimate	FY27 Proposed Budget
FRINGE BENEFITS							
IMRF Employer Contributions	51211	333,101	343,745	365,000	365,000	360,523	380,000
FICA Employer Contributions	51212	321,397	330,320	340,000	340,000	338,313	350,000
TOTAL FRINGE BENEFITS		**654,498**	**674,065**	**705,000**	**705,000**	**698,836**	**730,000**
TOTAL FOR FUND		**654,498**	**674,065**	**705,000**	**705,000**	**698,836**	**730,000**

Northbrook Public Library
Fund: Capital Improvements (03)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Amended Budget	FY26 Year-End Estimate	FY27 Proposed Budget
OTHER							
Renovations, Repairs	60110	331,568	384,194	715,000	715,000	561,697	810,987
Furniture & Equipment	62110	-	1,231	-	-	-	75,000
Other - Professional Services	61110	7,768	2,700	50,000	50,000	13,160	125,000
TOTAL OTHER		**339,336**	**388,125**	**765,000**	**765,000**	**574,857**	**1,010,987**
TOTAL FOR FUND		**339,336**	**388,125**	**765,000**	**765,000**	**574,857**	**1,010,987**

Northbrook Public Library
Fund: Debt Service (05)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY24 Actual	FY25 Actual	FY26 Original Budget	FY26 Amended Budget	FY26 Year-End Estimate	FY27 Proposed Budget
OTHER							
Interest Payments	67110	350,900	332,935	325,000	325,000	325,000	305,950
Principal Payments	67120	410,000	425,000	445,000	445,000	445,000	465,000
Bond Refunding Payment	67121	-	4,188,523	-	-	-	-
Bond Issuance Costs	67000	-	94,607	-	-	-	-
Other Financing Uses	79190	574	475	600	600	475	600
TOTAL OTHER		**761,474**	**5,041,540**	**770,600**	**770,600**	**770,475**	**771,550**
TOTAL FOR FUND		**761,474**	**5,041,540**	**770,600**	**770,600**	**770,475**	**771,550**

APPENDIX

- Miscellaneous Statistics
- Financial Policies
- Glossary of Terms
- Budget Information
- List of Village Funds
- List of Village Departments & Department/Fund Relationship
- Pension Funding Summary / Metrics

- Assessed Valuations by Category
- Sales Tax Historical Data
- Tax Levy History

- Debt Rating History
- Debt Policy
- Debt Schedules

- Position Classification System/Pay Plan Schedule
- Calendar of Special Events
- Banner Calendar

MISCELLANEOUS STATISTICS
May 1, 2026

Date of Incorporation		1901
Form of Government		Council-Manager
Moody's Bond Rating		Aaa
Standard & Poor's Bond Rating		AAA
Geographic Location		Northern Cook County 26 miles north of Chicago
Area		12.75 miles
Population		
	1940	1,265
	1950	3,348
	1960	11,635
	1970	25,422
	1980	30,778
	1990	32,308
	2000	33,435
	2006	34,419
	2010	33,170
	2020	35,222

Source: U.S. Census

Municipal Services and Facilities

Budgeted Number of Full-Time Employees		289
Miles of Streets (Center Line)		130
Miles of Alleys		.80
Miles of Sanitary Sewer		134
Miles of Storm Sewer		123
Building Inspections:	CY 2020	9,847
	CY 2021	8,923
	CY 2022	8,648
	CY 2023	7,869
	CY 2024	7,846
	CY 2025	8,542

Miscellaneous Statistics, cont.

Number of Building Permits* Issued:

CY 2020	535
CY 2021	753
CY 2022	658
CY 2023	609
CY 2024	623
CY 2025	624

Value of Construction Authorized:

CY 2020	$67,678,730
CY 2021	$77,952,183
CY 2022	$96,758,214
CY 2023	$108,403.438
CY 2024	$132,163,137
CY 2025	$182,968,111

*Permits included in this calculation include: Commercial Alterations/Additions/ New, Residential Alterations/Additions/New, New pools, Mechanical, Electrical, and Plumbing permits

Fire Protection

Number of Full-Time Firefighters	76
Number of Stations	3
Number of Fire Hydrants	3,040
I.S.O. Rating	1

Police Protection

Number of Police Officers	66
Number of Crossing Guards	23
Number of Police Vehicles (Includes squad cars, investigative unit vehicles, community relations vehicle, animal control truck, and administrative vehicles)	39

Municipal Water Utility

Rated Daily Treatment Capacity (Gallons)	20,000,000
Average Daily Finished Water (Gallons)	5,019.295
Miles of Water Mains	205
Number of Metered Accounts (finance updated)	12,356

Data Source: Village Records

Financial Policy Overview

Guideline

The budget will provide adequate funding to accomplish the goals established by the Village Board.

Interim Financial Reporting

On a monthly basis, the Village Board will receive reports comparing budget to actual results for revenue and expense activity.

On a quarterly basis, the Village Board will receive a more detailed financial analysis explaining variances for major revenues and expenditures by category.

Balanced Budget

The Village will pay for all current expenditures with current revenues. The Village will avoid budgetary practices that balance current expenditures at the expense of meeting future obligations.

Planning

In addition to the following year budget, the Village may also forecast out operating revenues and expenditures for additional years for strategic planning purposes.

Capital Improvement Plan (CIP)

The Village will prepare, and annually update, a multi-year plan for capital improvements.

Development of the CIP will be coordinated with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating forecasts.

The CIP will seek to maintain all Village assets at a level to protect the Village's investment and to minimize future maintenance and replacement costs.

The Village will identify the estimated costs and potential funding sources for each proposed capital project in the plan.

Debt Management

In conjunction with a financial advisor, the Village periodically reviews outstanding debt (if callable) to determine if market conditions afford an opportunity for refunding. The Village generally seeks a present value savings of at least 3% when considering a refunding.

The Village will confine long-term borrowing to capital improvements. When bonds are issued, the term of the bonds will not exceed the estimated useful life of the asset.

The Village will maintain an open line of communication with the bond rating agencies regarding its financial condition and provide full disclosure in all financial reports.

Revenues

The Village will seek to maintain a diversified and stable revenue mix to help insure adequate funding for operations.

The Village will estimate annual revenues using an objective, analytical process wherever practical.

User fees will be reviewed annually and compared to the cost of providing the service in order to determine appropriate charges. Any recommended fee increases will be presented to the Village Board for approval as part of the budget process.

Investments

The Village maintains investment policies for Village funds as well as the assets of the Police and Fire pension funds. These policies comply with all State laws governing investment of public funds, and have been approved by the appropriate Board of Trustees.

The policies provide direction and guidance on:

- Investment objectives
- Authorized investments
- Risk and diversification
- Internal controls
- Reporting
- Custody and security

General Fund Reserve Policy

Since 1994, the Village Board has had a policy objective to maintain an unreserved fund balance in the General Fund not exceeding 40% of revenues.

After the independent audit is completed for a fiscal year, staff prepares a report to the Village Board summarizing the results of operations. The report includes unrestricted and unreserved fund balance and calculates the amount (if any) of funds available that exceed the fund balance policy. Historically, the Village Board has used surplus balances for:

- Capital replacement programs
- Retirement of existing debt
- Cash payments for specific capital improvements
- Reducing police and fire unfunded pension liabilities

As part of the adoption of the FY 2023 budget, the Board provided new guidance on use of funds above the reserve position. Specifically, following completion of the independent financial audit for a fiscal year, staff prepares a report to the Village Board summarizing the results of operations. The report includes a determination of unassigned fund balance and reports the amount (if any) of funds available that exceed the fund balance policy. Seventy percent of the unassigned fund balance amount above 40% target is to be transferred into the Facility Capital Projects Fund under “(c) Cash payments for specific capital improvements” in anticipation of future expenses associated with the Fire Station 11, Police Station, and Public Works Fleet Maintenance Garage facilities projects.

Subject to Board authorization, the remaining thirty percent of the unassigned fund balance amount above 40% target may also be used for the facilities or toward other priorities.

GLOSSARY OF TERMS

Accrual Basis: A basis of accounting in which transactions are recognized at the time they are incurred not necessarily at the time they are received. For example, a parking ticket issued (once in final determination) in December, it becomes a receivable to the Village under the accrual basis of accounting. This is different than the cash basis where all activity is recorded only when money changes hands.

Adopted Budget: The revenue and expenditure plan for the Village for the fiscal year, as reviewed and approved by the Village Board.

Appropriation: An authorization by the Village Board to expend monies and incur obligations for a specific purpose. The adopted budget is the Village's appropriation of fiscal resources for the specific fiscal year.

Assets: Property and equipment owned by the Village which has monetary value.

Audit: A review of the Village's accounts by an independent accounting firm to verify that the Village's financial statements accurately reflect the Village's financial position. The Village also includes additional information that results in the document to be classified a Comprehensive Annual Financial Report.

Bond: A written promise to pay a specified sum of money, called the face value of principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Budget: A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period, and the proposed means of financing.

Budget Amendment: An adjustment made to the budget during the fiscal year, by the Village Board, to properly account for unanticipated changes in revenues and/or expenditures and for program initiatives occurring during the fiscal year.

Capital Improvement: A permanent major addition to the Village's real property assets, including the design, construction or purchase of land, buildings or facilities, or major renovations of same. These include installation of re-paved streets, storm drains, water and sewer lines, and other public facilities.

Capital Improvement Budget: A financial plan of proposed capital improvement projects and the means of financing them for a given period of time.

Capital Outlay: Expenditures relating to the purchase of equipment, facility modifications, land and other fixed assets.

Contingency: Funds set aside for unanticipated expenditure requirements, new programs, or to absorb unexpected revenue losses.

Debt Service: Payment of interest and principal on an obligation resulting from the issuance of bonds, notes or certificates of indebtedness. There are different types of debt instruments issued by the Village with the most common being General Obligation (GO) debt.
Also included is cash, assets, investments and accounts receivable against outstanding liabilities, such as accounts payable and outstanding contracts.

Deficit: (1) the excess of an entity's liabilities over its assets; (2) the excess of expenditures over revenues during a single accounting period (e.g., a fiscal year).

Department: A major unit of organization in the Village, comprised of sub-units named divisions. i.e., Police; Fire; Public Works

Division - A group of related tasks to provide a specific benefit to either the general public or the Village organization. A division is a sub-organizational unit of the department.

Encumbrance: Obligations in the form of purchase orders or contracts, which are to be met from an appropriation and for which a part of the appropriation is reserved so that a line-item is not overspent.

Enterprise Fund: A fund established to account for the total costs of those governmental facilities and services which are operated in a manner similar to private businesses. These programs are predominately self-supporting from user fees. i.e., Water; Sewer.

Equalized Assessed Valuation: The taxable value placed upon a property in the Village by the Cook County Assessor. The cumulative total of value is a basis for the calculation of the tax levy.

Expenditure: Amounts paid for all purposes, including expense provisions for retirement of debt and capital outlay.

Financial Plan: A major section of the budget which contains the statement of estimated expenditures, revenues and balances for each major fund.

Fiscal Year: A 12-month period of time to which the annual budget applies. For the Village of Northbrook, the fiscal year begins on May 1st and ends on April 31st.

Fixed Asset: A fixed asset is tangible in nature and has a useful life of more than one year. A fixed asset will be capitalized if it meets the previous criteria and has a value of $10,000 or greater.

Fringe Benefits: Various non-wage compensations provided to employees in addition to their normal wages or salaries or paid on their behalf. For example, the employer paid portion of health insurance premiums, federal wage taxes, etc.

Full-Time Equivalent (FTE): A part-time position converted to the decimal equivalent of a full-time position, usually based on either 1,950 or 2,080 hours per year. A full-time position that is funded for the year is equal to 1.0 FTE.

Fund: A fiscal entity with revenues and expenditures which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance: The fund equity of governmental funds and trust funds at a particular point of time, usually the end of a fiscal year. The Fund Balance is usually presented on a net accrual basis.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Fund: The Village's principal operating fund which is supported by taxes and fees which can be used for any legal government purpose. It accounts for resources devoted to financing the general services which the Village provides its citizens.

General Fund Full-Time Equivalents (FTE's): The positions that are 100% funded by the Village's General Fund

General Obligation (GO) Debt: Debt issued by the Village backed by the full-faith and credit of the government.

Grants: Contributions or gifts of cash or other assets from another governmental entity or organization to be used or expended for a specific purpose or activity. As policy, the Village tracks grants in individual funds for transparent reporting.

Infrastructure: The basic physical framework or foundation of the Village, referring to its buildings, roads, sidewalks, water system and sewer system.

Inter-fund Transfer: The transfer of asset revenue from one fund to another to either pay for that fund's proportionate share of expenses incurred or for some other corporate purpose.

Internal Service Fund: A fund used to account for the financing of goods and services provided by one department or fund to other departments or funds within the Village.

Modified Accrual Basis of Accounting: For all governmental funds and agency funds under which revenues are recorded when they become measurable and available.
Expenditures are recorded when the liability is incurred, except for interest on general long-term obligations, which are recorded when due.

Non-Operating Budget: Costs that do not relate to any one department but represent costs of a general Village-wide nature, such as debt service and appropriated reserve.

Ordinance: A law set forth by a governmental authority; a municipal law established by the Village Board.

Operating Budget: Annual appropriation of funds for ongoing program costs, including personal services, fringe benefits, materials and supplies, capital outlay, and debt service.

Personal Services: Salary and wages of Village employees inclusive of overtime.

Program Budget: Budget that presents all related expenditures associated with the completion of a particular function or process. i.e., Northbrook's budget reflects the expenditures (personnel, fringe benefits and associated costs for materials and supplies) in providing Police services for patrol and resident beat officers separately.

Property Tax: Revenue received by the Village that is collected by Cook County based on an established rate and then calculated against the equalized assessed valuation of property.

Recommended Budget: The Village Manager presents a recommended budget to the Board and Finance Committee each year. Once the Board has had opportunity to review and edit as it sees fit, the document evolves into the Adopted Budget.

Revenues: Sources of the Village's monetary resources, such as income from taxes, licenses, permits, fines and fees.

Resources: Total amounts available for appropriation during the fiscal year, including revenues, fund transfers and beginning fund balances.

Revenue Bonds: Bonds issued to construct capital facilities, repaid from revenue produced by the operation of those facilities. i.e., water rates assist in the payment of the debt service for the water revenue bonds the Village has issued in the past.

Special Service Area: A specially established district contained within the Village that is levied an additional special tax for the financing of improvements or services that benefit only the properties in that area

Tax Increment Finance (TIF) District: A Tax Increment Finance (TIF) District is a legally defined area that allows for the capture of property tax receipts above a base amount, usually the amount collected just before the district is created. This incremental property tax collected is then earmarked for economic development projects within the district.

Total Department Full Time Equivalents (FTE's): While many Village departments are solely funded with General Fund resources, a number of departments have staff members that are funded with non-General Fund resources. This summary identifies total number of department FTE's, by their supporting fund.

Turnover: Position turnover is an expenditure discount that reflects the difference between the Village's budgeted personnel costs and its anticipated cost savings from personnel events that occur throughout the year. Personnel events that contribute to position turnover discount include resignations, retirements, terminations, etc. While the Village budgets for all costs related to salaries, benefits and anticipated merit increases, the Village historically experiences budgetary savings in these areas.

Unreserved Fund Balance: Unreserved fund balance represents the equation of assets less liabilities and any other commitments on a given date. It also represents the accumulation of revenues in excess of expenditures over time.

BUDGET INFORMATION

STATUTORY AUTHORITY

Pursuant to Ordinance No. 91-45, enacted on the 24th day of September 1991, the Village of Northbrook established, by a two/thirds majority vote of the President and Board of Trustees then holding office, a budget system, all as authorized by 65 ILCS 5/8-2-9.1, *et seq*. The Northbrook Municipal Code, authorizes and directs the Village Manager to appoint and work with the Village's Budget Officer to prepare an annual budget for the Village. Pursuant to that direction, the Village Manager and the Budget Officer prepare and compile the contents of the Municipal Budget which is then recommended by the Manager pursuant to Chapter 2 of the Municipal Code which provides the following:

- The fiscal year of the village shall begin on the first day of May of each year and end on the last day of April of the following year; and

- The Village Manager shall cause to be prepared each year the annual budget in time for consideration and enactment by the board of trustees during the first quarter of the fiscal year. Historically, Trustees have historically adopted the budget at the first Regular meeting in April.

The Village, in Ordinance No. 95-49, replaced Section 2-159 of the Northbrook Municipal Code (1988) with a new Section 2-159. The new Section 2-159 authorizes the Budget Officer, with the approval of the Village Manager, to transfer funds within the approved Annual Budget upon submission of a proper request from the head of any Village department, board or commission and subject to certain standards established in the amended Section 2-159 and related standard operating procedures approved by the Village's Administration and Finance Committee.

State law stipulates that the proposed budget be readily available for public inspection at least ten days prior to its passage. Not less than one week after the publication of the tentative annual budget, and prior to final action on the Budget, the President and Board of Trustees must hold a public hearing on the tentative annual budget. Notice of such hearing must be given by publication in a newspaper having a general circulation in the Village, at least one week prior to the time of said hearing.

BASIS OF ACCOUNTING

The use of Fund Accounting for the Village's revenues and expenditures is required as the Village of Northbrook is established under State Law as a municipal corporation and the Financial Accounting Foundation (FAF) requires the use of Generally Accepted Accounting Principles (GAAP) established by the Government Accounting Standards Board (GASB). Among the basic principles of governmental GAAP is fund accounting. Because of the diverse nature of governmental operations and the numerous legal and fiscal constraints under which those operations must be conducted, it is impossible to record all governmental financial transactions and balances in a single accounting entity. Therefore, unlike a small private business which is accounted for as a single entity, a governmental unit is accounted for through separate funds, each of which is a fiscal and accounting entity with a self-balancing set of accounts. When compared to the private sector, fund accounting would most closely resemble a

large publicly traded company that consists of a parent corporation and its subsidiaries, where each subsidiary maintains a separate set of accounting records and reports its numbers to the parent which then consolidates all the information for investor reporting.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. All proprietary funds and pension trust funds are accounted for on a flow of economic resources measurement focus.

The modified accrual basis of accounting is used by all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period. The Village recognizes property taxes when they become both measurable and available in the period that the tax is intended to finance. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as expenditures when due or when amounts have been accumulated in the Debt Service Fund for payments to be made early in the following year.

Those revenues susceptible to accrual are property taxes, franchise taxes, licenses, interest revenue and charges for services. Sales, income and motor fuel taxes collected and held by the state at year-end on behalf of the Village also are recognized as revenue. Fines and permit revenues are not susceptible to accrual because, generally, they are not measurable until received in cash.

The accrual basis of accounting is utilized by proprietary fund types and pension trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Annual budgets are adopted for all governmental, proprietary and pension trust funds on the modified accrual basis. Reconciliations to a GAAP basis are provided for the Enterprise and Internal Service Funds in the individual fund statements of the Annual Comprehensive Financial Report (ACFR). Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is utilized in the governmental funds. Material encumbrances outstanding at year-end, if any, are reported as reservations of fund balance. All appropriations lapse at fiscal year-end.

FILING OF BUDGET AND ESTIMATE OF REVENUES

Within 30 days after the Village adopts its Budget, it is required to file a certified copy of the document with the Cook County Clerk. The certified copy of the Budget filed with the Cook County Clerk must be accompanied by an estimate of the revenues the municipality anticipates receiving during the fiscal year covered by the Budget. The revenue estimate must also identify the sources of revenue. The revenue estimate must be certified by the Village's chief fiscal officer.

PROCESS REQUIRED TO AMEND THE VILLAGE BUDGET

The Budget Officer may, with the approval of the Village Manager, transfer funds within the approved Annual Budget upon submission of a proper request from the head of any Village department, board or commission and subject to the Section 2-159 of the Municipal Code and must meet the following conditions:

1. Transfers may not be made between or among funds;

2. Transfers may not be made between or among departments, boards or commissions;

3. Transfers may be made:

    a. Between or among subclasses within an object class; and,

    b. Between or among object classes;

    provided, however, that each such transfer shall be within the same fund and rovided further that, where more than one department, commission or division is within a fund, each such transfer shall be within that department, commission, or division.

4. Transfers shall not exceed the Village Manager's purchasing limit as established in the Northbrook Municipal Code;

5. Transfers to or from a particular account shall not exceed a reasonable number in each fiscal year, as determined by the Budget Officer and the Village Manager;

6. Transfers may be made from one account to one or more other accounts only if, at the time of the transfer, sufficient uncommitted and unspent funds are in the account from which the funds are to be transferred.

By a vote of two-thirds of the members of the Board of Trustees, the Budget may be revised by deleting, adding to, or changing amounts within each fund classification.

Village of Northbrook
List of Funds

Fund Number	Fund Description	Fund Type
11	General	General Fund
13	Debt Service	Debt Service
14	Sanitary Sewer	Enterprise
15	Senior Housing	Enterprise
16	Stormwater	Enterprise
20	Cemetery	Permanent
21	Water	Enterprise
22	Parking	Enterprise
24	Motor Fuel Tax	Special Revenue Fund
25	Traffic Impact Fee	Special Revenue Fund
28	Self-Insurance	Internal Service
33	Affordable Housing	Special Revenue Fund
34	Health Insurance Fund	Internal Service
36	Northbrook Court II TIF	Special Revenue Fund
38	Facility Capital Projects	Capital
40	Infrastructure Capital Projects	Capital
41	Police Pension	Fiduciary
42	Firefighters' Pension	Fiduciary

Village of Northbrook
Operating Departments / Divisions
(Functional Units)

1110	Legislative
1120	Administrative
1121	Human Resources
1122	Sustainability
1200	Legal
1300	Finance
1310	Interfund Transfers
1400	Information Technology
2100	Police
2200	Drug Forfeiture
2300	E911
3100	Fire
3200	Foreign Fire
4100	Public Works
6300	Development & Planning Services
6310	Economic Incentives
0000	Non-specific Interfund

DEPARTMENT RELATIONSHIP BETWEEN FUNDS

	DEPARTMENTS/FUNCTIONAL UNITS						
Funds	Village Manager's Office **	Finance	Information Technology	Police	Fire	Public Works	Dev. & Planning Services
General	X	X	X	X	X	X	X
Facility Capital Projects						X	
Infrastructure Capital Projects						X	
Debt Service		X					
Water						X	
Sanitary Sewer						X	
Stormwater						X	
Senior Housing		X					
Parking						X	
Self-Insurance	X	X					
Health Insurance	X	X					
Police Pension		X					
Firefighters' Pension		X					
Cemetery						X	
Motor Fuel Tax						X	
Affordable Housing							X
Traffic Impact Fee						X	
TIF Northbrook Court		X					

**Village Manager's Office includes Legislative, Administrative, Human Resources, Sustainability and Legal divisions.

Village of Northbrook
Pension Funding Summary

Qualifying Village employees participate in one of the following three pension plans, depending on the position:

1) Illinois Municipal Retirement Fund (IMRF)
2) Police Pension
3) Firefighters' Pension

All three plans are governed under the Illinois Compiled Statutes and the investments are managed under consolidated Statewide plans.

Employee contributions based on eligible (pensionable) compensation into each plan are fixed by State statute and summarized as follows:

1) IMRF	4.500%
2) Police	9.910%
3) Fire	9.455%

IMRF determines the employer contributions on an annual basis and for 2025 it is 8.78%. The Village contributions for the public safety pensions are determined by an independent actuarial valuation and the Village typically levies the recommended actuarial amount which is then directly distributed to each pension plan from the Cook County's Treasurer's Office.

Pension plan funding ratios for last five years are summarized below:

Pension Plan & Year	Actuarial Value Assets	Actuarial Accrued Liability	Funded Ratio
Police 4/30/15	45,840,981	76,902,254	59.6%
Police 4/30/16	42,716,281	88,894,447	48.1%
Police 4/30/17	45,984,226	92,019,450	50.0%
Police 4/30/18	50,188,647	94,008,293	53.4%
Police 4/30/19	52,866,785	100,107,156	52.8%
Police 4/30/20	53,989,651	104,832,478	51.5%
Police 4/30/21	70,264,968	107,788,234	65.2%
Police 4/30/22	67,455,005	113,535,768	59.4%
Police 4/30/23	67,260,845	116,788,074	57.6%
Police 4/30/24	72,905,481	123,246,965	59.2%
Police 4/30/25	78,653,456	125,143,141	62.9%
Fire 4/30/15	47,451,178	73,561,691	64.5%
Fire 4/30/16	43,544,860	83,459,164	52.2%
Fire 4/30/17	47,079,750	88,602,154	53.1%
Fire 4/30/18	50,993,297	94,319,131	54.1%
Fire 4/30/19	53,020,967	99,242,079	53.4%
Fire 4/30/20	53,390,501	103,324,329	51.7%
Fire 4/30/21	69,259,264	107,230,678	64.6%
Fire 4/30/22	65,895,067	116,484,529	56.6%
Fire 4/30/23	65,917,537	123,287,923	53.5%
Fire 4/30/24	72,774,966	127,941,708	56.9%
Fire 4/30/25	79,573,057	134,990,371	58.9%
IMRF 12/31/15	71,982,667	84,132,169	85.6%
IMRF 12/31/16	75,429,521	86,779,334	86.9%
IMRF 12/31/17	85,285,987	87,908,237	97.0%
IMRF 12/31/18	80,335,647	95,147,454	84.4%
IMRF 12/31/19	93,442,158	99,791,205	93.6%
IMRF 12/31/20	104,957,400	104,126,123	100.8%
IMRF 12/31/21	118,691,155	109,688,886	108.2%
IMRF 12/31/22	99,487,460	113,730,158	87.5%
IMRF 12/31/23	108,539,568	117,446,955	92.4%
IMRF 12/31/24	113,425,765	121,349,241	93.5%

Note: Numbers above for police and fire reflect investment prices based on actual market values (not smoothed) as of 4/30 each year. Therefore, large fluctuations can occur based on stock market volatility.

VILLAGE OF NORTHBROOK, ILLINOIS

ASSESSED VALUE AND ACTUAL VALUE OF TAXABLE PROPERTY

Last Ten Levy Years

Levy Year	Residential Property	Commercial Property	Industrial Property	Railroad Property	Air Pollution Property	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Taxable Value	Estimated Actual Taxable Value
2014	1,426,205,616	578,433,197	178,797,415	609,714	-	2,184,045,942	0.605	6,552,137,826	33.333%
2015	1,389,618,675	492,412,415	193,245,905	732,251	-	2,076,009,246	0.676	6,228,027,738	33.333%
2016	1,731,210,975	540,146,612	211,751,867	745,075	-	2,483,854,529	0.625	7,451,563,587	33.333%
2017	1,778,794,337	587,929,200	222,683,268	760,178	-	2,590,166,983	0.715	7,770,500,949	33.333%
2018	1,739,304,863	570,456,101	223,662,278	-	-	2,533,423,242	0.672	7,600,269,726	33.333%
2019	1,891,846,774	704,555,966	270,441,524	-	-	2,866,844,264	0.763	8,600,532,792	33.333%
2020	1,899,723,609	676,032,548	284,216,866	-	-	2,859,973,023	0.765	8,579,919,069	33.333%
2021	1,762,834,837	617,600,619	272,382,975	-	-	2,652,818,431	0.825	7,958,455,293	33.333%
2022	2,141,311,569	641,205,548	299,401,543	-	-	3,081,918,660	0.706	9,245,755,980	33.333%
2023	2,205,841,935	689,188,448	311,309,156	-	-	3,206,339,539	0.685	9,619,018,617	33.333%
2024	2,205,402,638	704,904,411	310,101,515	-	1,019	3,220,409,583	0.716	9,661,228,749	33.333%

Data Source

Office of the County Clerk

Note : Property in the Village is reassessed each year. Property is assessed at 33% of actual value.

Village of Northbrook
Sales Tax Historical Data

	General Merchandise	Food	Drinking/ Eating	Apparel	Furniture/ Household	Lumber/ Hardware	Automotive/ Gas	Drugs/ Misc Retail	Agriculture/ Others	Manufacturers	**Total Sales Tax**	*Prior Yr % Inc (Dec)*
Calendar Year 2025 Retailers' Occupation	*217,374*	*1,702,596*	*1,210,401*	*663,609*	*834,603*	*546,268*	*1,236,542*	*4,432,496*	*2,013,809*	*710,529*	**13,568,227**	
Calendar Year 2025 Home Rule	*211,795*	*372,557*	*1,165,621*	*662,802*	*829,194*	*544,166*	*331,918*	*2,601,287*	*1,604,844*	*204,817*	**8,529,001**	
Total	**429,169**	**2,075,153**	**2,376,022**	**1,326,411**	**1,663,797**	**1,090,434**	**1,568,460**	**7,033,783**	**3,618,653**	**915,346**	**22,097,228**	*22.9%*
Calendar Year 2024 Retailers' Occupation	187,225	1,517,017	1,112,786	497,929	753,042	397,180	1,490,866	3,075,040	1,193,777	848,676	**11,073,538**	
Calendar Year 2024 Home Rule	181,267	358,339	1,100,881	497,112	747,628	395,721	334,479	2,234,113	969,443	89,828	**6,908,811**	
Total	**368,492**	**1,875,356**	**2,213,667**	**995,041**	**1,500,670**	**792,901**	**1,825,345**	**5,309,153**	**2,163,220**	**938,504**	**17,982,349**	*6.3%*
Calendar Year 2023 Retailers' Occupation	177,236	1,475,815	1,171,706	463,707	739,581	405,354	1,580,450	2,782,685	1,136,490	85,150	**10,018,174**	
Calendar Year 2023 Home Rule	171,768	339,956	1,159,187	462,938	734,569	404,015	339,521	2,287,981	908,030	84,553	**6,892,518**	
Total	**349,004**	**1,815,771**	**2,330,893**	**926,645**	**1,474,150**	**809,369**	**1,919,971**	**5,070,666**	**2,044,520**	**169,703**	**16,910,692**	*-2.5%*
Calendar Year 2022 Retailers' Occupation	169,793	1,446,918	1,011,611	619,222	879,243	429,965	1,486,475	2,758,858	1,264,772	53,939	**10,120,796**	
Calendar Year 2022 Home Rule	166,261	351,393	994,797	618,407	874,543	429,033	380,485	2,311,491	1,050,585	53,368	**7,230,363**	
Total	**336,054**	**1,798,311**	**2,006,408**	**1,237,629**	**1,753,786**	**858,998**	**1,866,960**	**5,070,349**	**2,315,357**	**107,307**	**17,351,159**	*2.9%*
Calendar Year 2021 Retailers' Occupation	211,392	1,450,048	873,947	636,656	911,771	439,203	1,383,073	2,786,355	1,074,946	59,718	**9,827,109**	
Calendar Year 2021 Home Rule	206,937	377,690	863,746	636,010	906,239	438,388	266,794	2,393,430	887,569	59,195	**7,035,998**	
Total	**418,329**	**1,827,738**	**1,737,693**	**1,272,666**	**1,818,010**	**877,591**	**1,649,867**	**5,179,785**	**1,962,515**	**118,913**	**16,863,107**	*37.6%*
Calendar Year 2020 Retailers' Occupation	208,032	1,441,680	696,762	385,331	708,105	419,815	926,924	1,453,164	1,010,652	63,035	**7,313,500**	
Calendar Year 2020 Home Rule	203,322	341,400	687,482	384,794	702,993	418,924	190,666	1,093,176	856,756	61,417	**4,940,930**	
Total	**411,354**	**1,783,080**	**1,384,244**	**770,125**	**1,411,098**	**838,739**	**1,117,590**	**2,546,340**	**1,867,408**	**124,452**	**12,254,430**	*-21.1%*
Calendar Year 2019 Retailers' Occupation	383,347	1,350,660	1,063,583	765,730	940,680	365,107	1,297,986	1,898,159	901,999	76,934	**9,044,185**	
Calendar Year 2019 Home Rule	376,849	355,436	1,055,977	765,174	936,662	364,134	318,130	1,519,839	727,220	71,176	**6,490,597**	
Total	**760,196**	**1,706,096**	**2,119,560**	**1,530,904**	**1,877,342**	**729,241**	**1,616,116**	**3,417,998**	**1,629,219**	**148,110**	**15,534,782**	*2.4%*
Calendar Year 2018 Retailers' Occupation	423,060	1,381,926	1,135,947	836,179	1,021,471	374,983	1,106,461	1,818,168	981,450	78,155	**9,157,800**	
Calendar Year 2018 Home Rule	368,391	324,554	989,153	737,101	897,313	323,754	296,851	1,295,618	712,061	63,102	**6,007,898**	
Total	**791,451**	**1,706,480**	**2,125,100**	**1,573,280**	**1,918,784**	**698,737**	**1,403,312**	**3,113,786**	**1,693,511**	**141,257**	**15,165,698**	*-1.0%*
Calendar Year 2017 Retailers' Occupation	454,862	1,427,899	1,103,396	844,834	955,144	371,533	1,049,723	1,879,124	1,566,195	93,321	**9,746,031**	
Calendar Year 2017 Home Rule	332,574	298,632	820,166	633,357	713,812	278,071	228,666	1,145,962	1,050,377	65,577	**5,567,194**	
Total	**787,436**	**1,726,531**	**1,923,562**	**1,478,191**	**1,668,956**	**649,604**	**1,278,389**	**3,025,086**	**2,616,572**	**158,898**	**15,313,225**	*1.9%*
Calendar Year 2016 Retailers' Occupation	490,107	1,388,950	1,092,705	884,963	946,318	369,957	1,127,464	1,870,074	1,307,436	139,200	**9,617,174**	
Calendar Year 2016 Home Rule	354,047	302,321	814,192	663,631	706,889	277,058	198,470	1,155,794	847,675	83,634	**5,403,711**	
Total	**844,154**	**1,691,271**	**1,906,897**	**1,548,594**	**1,653,207**	**647,015**	**1,325,934**	**3,025,868**	**2,155,111**	**222,834**	**15,020,885**	

Village of Northbrook
Tax Levy History

Period	Corporate & IMRF	Debt	Police Pension	Fire Pension	Total		EAV	Tax Rate
Tax Year 2025	9,712,738	5,071,820	5,078,907	6,043,900	25,907,365		TBD	
Tax Year 2024	7,880,051	4,418,277	5,119,395	5,645,294	23,063,017		3,220,360,461	0.716%
Tax Year 2023	8,035,843	4,410,721	4,433,669	5,065,902	21,946,135		3,206,339,539	0.684%
Tax Year 2022	8,341,915	4,179,244	4,422,291	4,785,397	21,728,847		3,081,918,660	0.705%
Tax Year 2021	8,895,962	4,178,329	4,271,031	4,520,464	21,865,786		2,652,818,431	0.824%
Tax Year 2020	9,297,050	4,915,185	3,693,028	3,960,530	21,865,793		2,859,973,023	0.765%
Tax Year 2019	8,297,050	4,919,990	4,168,859	4,496,861	21,882,760		2,866,844,264	0.763%
Tax Year 2018	8,055,370	4,156,487	3,638,942	3,704,440	19,555,239		2,533,423,242	0.772%
Tax Year 2017	8,055,370	4,071,999	2,998,526	3,387,070	18,512,965		2,590,166,983	0.715%
Tax Year 2016	8,055,370	3,214,957	2,195,451	2,060,749	15,526,527		2,483,856,521	0.625%
Tax Year 2015	7,820,749	2,661,337	1,803,482	1,748,485	14,034,053		2,076,011,238	0.676%
Tax Year 2014	7,820,749	2,559,587	1,397,406	1,419,399	13,197,141		2,184,047,934	0.604%
Tax Year 2013	7,820,749	2,408,248	1,397,406	1,419,399	13,045,802		2,145,411,161	0.608%

VILLAGE OF NORTHBROOK DEBT RATING HISTORY

UPGRADE/DOWNGRADE HISTORY

Year	Moody's Rating	Note
1992	Aa1	
1994	Aaa	Upgrade
2017	Aaa	Negative Outlook
2019	Aaa	Stable Outlook
2024	Aaa	Stable Outlook
2025	Aaa	Stable Outlook

Year	S&P Rating	Note
2000	AAA	
2024	AAA	Stable Outlook
2025	AAA	Stable Outlook

Reference Key:	Moody's	
Aaa	Prime	→ Most Recent Rating
Aa1	High Grade	
Aa2	High Grade	
Aa3	High Grade	
A1	Upper Medium Grade	
A2	Upper Medium Grade	
A3	Upper Medium Grade	
Baa1	Lower Medium Grade	
Baa2	Lower Medium Grade	
Baa3	Lower Medium Grade	
Ba1	Non-Investment Grade/Speculative	
Ba2	Non-Investment Grade/Speculative	
Ba3	Non-Investment Grade/Speculative	
B1	Highly Speculative	
B2	Highly Speculative	
B3	Highly Speculative	
Caa1	Substantial Risks	
Caa2	Extremely Speculative	
Caa3	Default Imminent	
Ca	Default Imminent	
C	In Default	

Reference Key:	S&P	
AAA	Prime	→ Most Recent Rating
AA+	High Grade	
AA	High Grade	
AA-	High Grade	
A+	Upper Medium Grade	
A	Upper Medium Grade	
A-	Upper Medium Grade	
BBB+	Lower Medium Grade	
BBB	Lower Medium Grade	
BBB-	Lower Medium Grade	
BB+	Non-Investment Grade/Speculative	
BB	Non-Investment Grade/Speculative	
BB-	Non-Investment Grade/Speculative	
B+	Highly Speculative	
B	Highly Speculative	
B-	Highly Speculative	
CCC+	Substantial Risks	
CCC	Extremely Speculative	
CCC-	Default Imminent	
CC	Default Imminent	
C	Default Imminent	
D	In Default	

DEBT POLICY

The Village faces continuing capital and infrastructure costs to meet the increasing needs of our residents and business community. A key goal is to minimize the annual debt requirements for this purpose while maintaining our capacity to meet financial challenges. Thus, the costs associated with acquiring many of these long-term assets will generally be met with the issuance of debt; normally, general obligation bonds. Under current state statutes, home rule communities do not have a legal limit on the amount of debt which can be issued, thus the Village's general obligation bonded debt issuances are not subject to a legal limitation.

In order to maintain a relatively level or decreasing property tax rate, the Village will make detailed analyses of existing debt structures, current and projected cash flows and potential future debt levels before making a decision to issue each new debt obligation.

Since April 1994, the Village has maintained a Aaa bond rating from Moody's Investors Service. Moody's cites Northbrook's sound economy (including a sizable, diverse tax base and superior economic indices), strong financial position (including strong fund balances and substantial financial flexibility) and sound debt management as the major factors in evaluating the Village's strong credit position. In December 2000, the Village also sought a rating from Standard & Poor's. Standard & Poor's also awarded the Village their highest rating of AAA. As of the most recent debt refunding in 2025, both agencies reaffirmed the top ratings.

These factors have also helped the Village issue debt to pay for capital improvements without increasing property taxes. Approximately 60% of the property tax associated with these issues is annually abated by the Village by using fund surpluses or dedicated revenue sources, such as water sales, storm water fees, or a portion of the home rule sales tax.

There are three commonly used indices for measuring debt. Net bonded debt per capita measures the Village's net outstanding debt against the Village's population. This measure allows the reader to determine if the Village's debt is growing in proportion to its population. The ratio of net outstanding debt to assessed valuation shows the relationship between the Village's outstanding debt and the value of property within the Village. The ratio of outstanding debt to fund balance reserves compares the Village's outstanding bonded debt against our unobligated cash reserves. The table below shows these indices for the last ten years.

Fiscal Year	Net G.O. Bonded Debt	Net Debt Per Capita	As a Percentage of Assessed Value	As a Percentage of Fund Reserves
2014	59,265,548	1,721.88	2.76%	326.87%
2015	58,544,630	1,700.94	2.68%	297.19%
2016	65,099,525	1,962.60	3.14%	304.82%
2017	61,808,628	1,863.39	2.49%	279.29%
2018	72,998,836	2,200.75	2.82%	343.32%
2019	69,040,669	2,081.42	2.73%	309.80%
2020	67,630,405	2,038.90	2.36%	312.85%
2021	62,876,659	1,785.15	2.20%	329.38%
2022	63,911,923	1,814.55	2.41%	278.22%
2023	59,802,192	1,697.86	1.94%	199.88%
2024	55,431,278	1,573.77	1.73%	210.44%
2025	50,766,017	1,441.32	1.58%	191.88%

As shown in the above table, the Village's debt level as a percentage of assessed valuation, has remained below 3% except fiscal year 2016. It has been decreasing since fiscal year 2018, dropping to less than 2% starting fiscal year 2023.

Village of Northbrook
Property Tax Levy Recap
All Outstanding Issues

Bond Series	FY26 TY2024 Gross Levy	FY27 TY2025 Gross Levy	FY28 TY2026 Gross Levy	FY29 TY2027 Gross Levy	FY30 TY2028 Gross Levy	FY31 TY2029 Gross Levy	FY32 TY2030 Gross Levy	FY33 TY2031 Gross Levy	FY34 TY2032 Gross Levy	FY35 TY2033 Gross Levy	FY36 TY2034 Gross Levy	FY37 TY2035 Gross Levy	FY38 TY2036 Gross Levy	FY39 TY2037 Gross Levy	FY40 TY2038 Gross Levy	FY41 TY2039 Gross Levy	FY42-FY45 TY2040-TY2043 Gross Levy	Total
2012B	137,900	135,300	137,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	410,900
2013A	427,850	424,350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	852,200
2014A	2,715,050	2,714,450	2,725,050	1,792,200	-	-	-	-	-	-	-	-	-	-	-	-	-	9,946,750
2015A	1,508,168	1,512,673	1,519,523	1,523,455	1,529,350	1,536,915	1,540,835	1,550,960	1,457,445	1,459,795	-	-	-	-	-	-	-	15,139,118
2015B	1,225,225	1,216,025	1,210,825	1,213,525	1,215,325	1,216,225	1,219,975	1,216,338	1,216,725	1,219,600	1,216,125	-	-	-	-	-	-	13,385,913
2016	1,181,963	1,198,413	1,198,663	1,293,163	1,294,063	1,329,063	1,332,113	1,334,113	1,330,063	1,327,200	1,323,200	1,329,975	-	-	-	-	-	15,471,988
2018A	1,256,725	1,253,925	1,253,425	1,322,175	1,373,075	1,371,575	1,374,175	1,375,725	1,366,225	1,370,975	1,374,525	1,371,875	1,371,563	-	-	-	-	17,435,963
2018B	669,473	671,423	667,698	668,438	668,475	672,795	671,220	668,895	670,805	671,205	670,905	668,405	670,155	-	-	-	-	8,709,890
2019	800,150	806,900	801,900	805,650	805,850	545,450	542,250	548,750	544,650	545,250	315,400	317,000	318,300	319,300	-	-	-	8,016,800
2020	181,846	182,646	187,405	186,069	184,720	183,358	186,982	189,525	-	-	-	-	-	-	-	-	-	1,482,549
2021	443,800	444,800	440,300	790,550	787,800	788,800	788,300	785,500	792,500	794,100	790,400	791,500	792,300	787,800	788,100	793,100	-	11,599,650
2024	235,500	235,500	610,500	611,750	612,000	611,250	609,500	611,750	607,750	607,750	606,500	609,000	-	-	-	-	-	6,568,750
2025	-	1,963,000	1,964,250	1,968,500	1,970,500	1,970,250	1,967,750	1,968,000	1,960,750	1,966,250	1,963,750	1,968,500	1,965,000	1,963,500	1,963,750	1,965,500	7,863,000	37,352,250
TOTAL	10,783,649	12,759,403	12,717,237	12,175,474	10,441,158	10,225,680	10,233,099	10,249,555	9,946,913	9,962,125	8,260,805	7,056,255	5,117,318	3,070,600	2,751,850	2,758,600	7,863,000	146,372,719

Village of Northbrook
Projected Outstanding Debt Balances
5/1/25 - 4/30/27

Bond Series	5/1/25 Balance Principal	FY 2026 Debt Issuances	FY26 Debt Payments Principal	FY26 Debt Payments Interest	4/30/26 Balance Principal	Anticipated FY 2027 Debt Issuances	FY27 Debt Payments Principal	FY27 Debt Payments Interest	4/30/27 Balance Principal
2012B	395,000	-	(130,000)	(7,900)	265,000	-	(130,000)	(5,300)	135,000
2013A	810,000	-	(400,000)	(27,850)	410,000	-	(410,000)	(14,350)	-
2014A	9,210,000	-	(2,390,000)	(325,050)	6,820,000	-	(2,485,000)	(229,450)	4,335,000
2015A	12,490,000	-	(1,070,000)	(438,168)	11,420,000	-	(1,105,000)	(407,673)	10,315,000
2015B	11,070,000	-	(855,000)	(370,226)	10,215,000	-	(880,000)	(336,025)	9,335,000
2016B	12,615,000	-	(785,000)	(396,962)	11,830,000	-	(825,000)	(373,422)	11,005,000
2018A	14,175,000	-	(820,000)	(436,726)	13,355,000	-	(850,000)	(403,925)	12,505,000
2018B	6,890,000	-	(435,000)	(234,472)	6,455,000	-	(450,000)	(221,423)	6,005,000
2019	6,645,000	-	(565,000)	(235,150)	6,080,000	-	(600,000)	(206,900)	5,480,000
2020	1,396,000	-	(163,000)	(18,846)	1,233,000	-	(166,000)	(16,646)	1,067,000
2021	9,340,000	-	(180,000)	(263,800)	9,160,000	-	(190,000)	(254,800)	8,970,000
2024 (refunded 2013)	4,710,000	-	-	(235,500)	4,710,000	-	-	(235,500)	4,710,000
2025	-	23,760,000	-	(537,900)	23,760,000	-	(775,000)	(1,188,000)	22,985,000
2026	-	-	-	-	-	43,000,000	-	-	43,000,000
Subtotal Bond Series	89,746,000	23,760,000	(7,793,000)	(3,528,550)	105,713,000	43,000,000	(8,866,000)	(3,893,412)	139,847,000

Village of Northbrook
Debt Amortization Schedule
FY 2027 to Final Maturity

Payment Date	Interest	Principal	Outstanding
06/01/26	1,946,702	-	105,713,000
12/01/26	1,946,702	8,866,000	96,847,000
06/01/27	1,782,119	-	96,847,000
12/01/27	1,782,119	9,153,000	87,694,000
06/01/28	1,625,737	-	87,694,000
12/01/28	1,625,737	8,924,000	78,770,000
06/01/29	1,473,079	-	78,770,000
12/01/29	1,473,079	7,495,000	71,275,000
06/01/30	1,339,840	-	71,275,000
12/01/30	1,339,840	7,546,000	63,729,000
06/01/31	1,203,050	-	63,729,000
12/01/31	1,203,050	7,827,000	55,902,000
06/01/32	1,068,777	-	55,902,000
12/01/32	1,068,777	8,112,000	47,790,000
06/01/33	928,456	-	47,790,000
12/01/33	928,456	8,090,000	39,700,000
06/01/34	783,563	-	39,700,000
12/01/34	783,563	8,395,000	31,305,000
06/01/35	632,903	-	31,305,000
12/01/35	632,903	6,995,000	24,310,000
06/01/36	505,628	-	24,310,000
12/01/36	505,628	6,045,000	18,265,000
06/01/37	393,659	-	18,265,000
12/01/37	393,659	4,330,000	13,935,000
06/01/38	315,300	-	13,935,000
12/01/38	315,300	2,440,000	11,495,000
06/01/39	268,425	-	11,495,000
12/01/39	268,425	2,215,000	9,280,000
06/01/40	224,300	-	9,280,000
12/01/40	224,300	2,310,000	6,970,000
06/01/41	174,250	-	6,970,000
12/01/41	174,250	1,615,000	5,355,000
06/01/42	133,875	-	5,355,000
12/01/42	133,875	1,695,000	3,660,000
06/01/43	91,500	-	3,660,000
12/01/43	91,500	1,785,000	1,875,000
06/01/44	46,875	-	1,875,000
12/01/44	46,875	1,875,000	-

Village of Northbrook
Debt Amortization Schedule by Fund
FY 2027 to Final Maturity

	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036	FY 2037	FY 2041	FY 2045	Total (Note 1)
DEBT SERVICE FUND														
2012B Corporate Purpose Bonds														
Principal	$ 72,280	$ 75,060												$ 147,340
Interest	2,945	1,500												4,445
Subtotal	75,225	76,560												151,785
2013A Corporate Purpose Bonds														
Principal	53,037													53,037
Interest	1,856													1,856
Subtotal	54,893													54,893
2014A Corporate Purpose Bonds														
Principal	1,739,500	1,816,500	1,218,000											4,774,000
Interest	160,615	91,035	36,540											288,190
Subtotal	1,900,115	1,907,535	1,254,540											5,062,190
2015A Corporate Purpose Bonds														
Principal	1,105,000	1,145,000	1,185,000	1,230,000	1,280,000	1,330,000	1,390,000	1,350,000	1,405,000					11,420,000
Interest	407,673	374,523	338,455	299,350	256,915	210,835	160,960	107,445	54,795					2,210,951
Subtotal	1,512,673	1,519,523	1,523,455	1,529,350	1,536,915	1,540,835	1,550,960	1,457,445	1,459,795					13,630,951
2015B Corporate Purpose Bonds														
Principal	210,320	217,490	224,660	231,830	239,000	247,365	254,535	262,900	272,460	280,825				2,441,385
Interest	80,310	71,897	65,372	58,633	51,678	44,209	36,170	27,897	19,024	9,829				465,019
Subtotal	290,630	289,387	290,032	290,463	290,678	291,574	290,705	290,797	291,484	290,654				2,906,404
2016 Corporate Purpose Bonds														
Principal	275,000	285,000	290,000	270,000	310,000	320,000	330,000	340,000	350,000	360,000	375,000			3,505,000
Interest	110,550	102,300	93,750	85,050	76,950	67,650	58,050	48,150	37,100	25,725	13,125			718,400
Subtotal	385,550	387,300	383,750	355,050	386,950	387,650	388,050	388,150	387,100	385,725	388,125			4,223,400
2018A Corporate Purpose Bonds														
Principal	350,000	360,000	375,000	385,000	395,000	410,000	420,000	430,000	445,000	460,000	475,000			4,990,000
Interest	150,900	140,400	129,600	118,350	106,800	94,950	82,650	70,050	57,150	43,800	30,000			1,039,806
Subtotal	500,900	500,400	504,600	503,350	501,800	504,950	502,650	500,050	502,150	503,800	505,000			6,029,806
2018B Corporate Purpose Bonds														
Principal	450,000	460,000	475,000	490,000	510,000	525,000	540,000	560,000	580,000	600,000	620,000			6,455,000
Interest	221,423	207,698	193,438	178,475	162,795	146,220	128,895	110,805	91,205	70,905	48,405			1,585,418
Subtotal	671,423	667,698	668,438	668,475	672,795	671,220	668,895	670,805	671,205	670,905	668,405			8,040,418
2019 Corporate Purpose Bonds														
Principal	235,000	240,000	260,000	265,000	195,000	200,000	210,000	215,000	220,000					2,040,000
Interest	70,700	58,950	46,950	39,150	31,200	25,350	19,350	13,050	6,600					311,300
Subtotal	305,700	298,950	306,950	304,150	226,200	225,350	229,350	228,050	226,600					2,351,300
2020 Corporate Purpose Bonds														
Principal	166,000	173,000	174,000	175,000	176,000	182,000	187,000							1,233,000
Interest	16,646	14,405	12,069	9,720	7,358	4,982	2,525							67,703
Subtotal	182,646	187,405	186,069	184,720	183,358	186,982	189,525							1,300,703
2021 Corporate Purpose Bonds														
Principal	-	-	345,000	365,000	385,000	400,000	410,000	420,000	425,000	435,000	445,000	$ 480,000		5,495,000
Interest	147,550	147,550	147,550	130,300	112,050	92,800	84,800	76,600	68,200	59,700	51,000	14,400		1,231,400
Subtotal	147,550	147,550	492,550	495,300	497,050	492,800	494,800	496,600	493,200	494,700	496,000	494,400		6,726,400
2024 Corporate Purpose Bonds														
Principal	-	48,750	51,350	53,950	56,550	59,150	62,400	65,000	68,250	71,500	75,400			612,300
Interest	30,615	30,615	28,178	25,610	22,913	20,085	17,128	14,008	10,758	7,345	3,770			211,023
Subtotal	30,615	79,365	79,528	79,560	79,463	79,235	79,528	79,008	79,008	78,845	79,170	-		823,323
2025 Corporate Purpose Bonds														
Principal	255,000	270,000	285,000	300,000	315,000	330,000	345,000	360,000	380,000	400,000	420,000	510,000	620,000	7,860,000
Interest	393,000	380,250	366,750	352,500	337,500	321,750	305,250	288,000	270,000	251,000	231,000	140,750	31,000	4,496,000
Subtotal	648,000	650,250	651,750	652,500	652,500	651,750	650,250	648,000	650,000	651,000	651,000	650,750	651,000	12,356,000

Village of Northbrook
Debt Amortization Schedule by Fund
FY 2027 to Final Maturity

	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036	FY 2037	FY 2041	FY 2045	Total (Note 1)
DEBT SERVICE FUND ***continued***														
Total														
Principal	**4,911,137**	**5,090,800**	**4,883,010**	**3,765,780**	**3,861,550**	**4,003,515**	**4,148,935**	**4,002,900**	**4,145,710**	**2,607,325**	**2,410,400**	**990,000**	**620,000**	**51,026,062**
Interest	**1,794,782**	**1,621,122**	**1,458,651**	**1,297,138**	**1,166,158**	**1,028,831**	**895,777**	**756,005**	**614,832**	**468,304**	**377,300**	**155,150**	**31,000**	**12,631,510**
Total Debt Service Fund	**$ 6,705,919**	**$ 6,711,922**	**$ 6,341,661**	**$ 5,062,918**	**$ 5,027,708**	**$ 5,032,346**	**$ 5,044,712**	**$ 4,758,905**	**$ 4,760,542**	**$ 3,075,629**	**$ 2,787,700**	**$ 1,145,150**	**$ 651,000**	**$ 63,657,572**
WATER FUND														
2013A Corporate Purpose Bonds														
Principal	$ 55,357													$ 55,357
Interest	1,938													1,938
Subtotal	57,295													57,295
2014A Corporate Purpose Bonds														
Principal	447,300	467,100	313,200											1,227,600
Interest	41,301	23,409	9,396											74,106
Subtotal	488,601	490,509	322,596											1,301,706
2015B Corporate Purpose Bonds														
Principal	412,720	426,790	440,860	454,930	469,000	485,415	499,485	515,900	534,660	551,075				4,790,835
Interest	157,596	141,087	128,283	115,057	101,410	86,753	70,977	54,744	37,332	19,288				912,527
Subtotal	570,316	567,877	569,143	569,987	570,410	572,168	570,462	570,644	571,992	570,363				5,703,362
2016 Corporate Purpose Bonds														
Principal	30,000	30,000	30,000	30,000	30,000	30,000	35,000	35,000	35,000	35,000	35,000			355,000
Interest	11,175	10,275	9,375	8,475	7,575	6,675	5,775	4,725	3,588	2,450	1,225			71,313
Subtotal	41,175	40,275	39,375	38,475	37,575	36,675	40,775	39,725	38,588	37,450	36,225			426,313
2018A Corporate Purpose Bonds														
Principal	380,000	390,000	405,000	415,000	425,000	440,000	455,000	465,000	480,000	495,000	510,000			5,385,000
Interest	162,844	151,444	139,744	127,594	115,144	102,394	89,194	75,544	61,594	47,194	32,344			1,121,438
Subtotal	542,844	541,444	544,744	542,594	540,144	542,394	544,194	540,544	541,594	542,194	542,344			6,506,438
2019 Corporate Purpose Bonds														
Principal	260,000	275,000	285,000	295,000	120,000	120,000	125,000	130,000	135,000	135,000	140,000			2,315,000
Interest	80,150	67,150	53,400	44,850	36,000	32,400	28,800	25,050	21,150	17,100	13,050			432,450
Subtotal	340,150	342,150	338,400	339,850	156,000	152,400	153,800	155,050	156,150	152,100	153,050			2,747,450
2021 Corporate Purpose Bonds														
Principal	115,000	120,000	130,000	135,000	140,000	150,000	150,000	155,000	160,000	160,000	165,000	$ 180,000		2,270,000
Interest	66,400	60,650	54,650	48,150	41,400	34,400	31,400	28,400	25,300	22,100	18,900	5,400		473,950
Subtotal	181,400	180,650	184,650	183,150	181,400	184,400	181,400	183,400	185,300	182,100	183,900	185,400		2,743,950
2024 Corporate Purpose Bonds														
Principal	-	50,625	53,325	56,025	58,725	61,425	64,800	67,500	70,875	74,250	78,300			635,850
Interest	31,793	31,793	29,261	26,595	23,794	20,858	17,786	14,546	11,171	7,628	3,915			219,139
Subtotal	31,793	82,418	82,586	82,620	82,519	82,283	82,586	82,046	82,046	81,878	82,215	-		854,989
2025 Corporate Purpose Bonds														
Principal	520,000	545,000	575,000	605,000	635,000	665,000	700,000	730,000	770,000	805,000	850,000	1,030,000	1,255,000	15,900,000
Interest	795,000	769,000	741,750	713,000	682,750	651,000	617,750	582,750	546,250	507,750	467,500	284,750	62,750	9,096,250
Subtotal	1,315,000	1,314,000	1,316,750	1,318,000	1,317,750	1,316,000	1,317,750	1,312,750	1,316,250	1,312,750	1,317,500	1,314,750	1,317,750	24,996,250
Total														
Principal	**2,220,377**	**2,304,515**	**2,232,385**	**1,990,955**	**1,877,725**	**1,951,840**	**2,029,285**	**2,098,400**	**2,185,535**	**2,255,325**	**1,778,300**	**1,210,000**	**1,255,000**	**32,934,642**
Interest	**1,348,195**	**1,254,807**	**1,165,859**	**1,083,721**	**1,008,072**	**934,480**	**861,682**	**785,759**	**706,385**	**623,509**	**536,934**	**290,150**	**62,750**	**12,403,110**
Total Water Fund	**$ 3,568,572**	**$ 3,559,322**	**$ 3,398,244**	**$ 3,074,676**	**$ 2,885,797**	**$ 2,886,320**	**$ 2,890,967**	**$ 2,884,159**	**$ 2,891,920**	**$ 2,878,834**	**$ 2,315,234**	**$ 1,500,150**	**$ 1,317,750**	**$ 45,337,752**

Village of Northbrook
Debt Amortization Schedule by Fund
FY 2027 to Final Maturity

	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036	FY 2037	FY 2041	FY 2045	Total (Note 1)
SANITARY SEWER FUND														
2013A Corporate Purpose Bonds														
Principal	$ 26,360													$ 26,360
Interest	923													923
Subtotal	27,283													27,283
2014A Corporate Purpose Bonds														
Principal	198,800	207,600	139,200											545,600
Interest	18,356	10,404	4,176											32,936
Subtotal	217,156	218,004	143,376											578,536
2015B Corporate Purpose Bonds														
Principal	58,960	60,970	62,980	64,990	67,000	69,345	71,355	73,700	76,380	78,725				684,405
Interest	22,514	20,155	18,326	16,437	14,487	12,393	10,140	7,821	5,333	2,755				130,361
Subtotal	81,474	81,125	81,306	81,427	81,487	81,738	81,495	81,521	81,713	81,480				814,766
2016 Corporate Purpose Bonds														
Principal	-	-	-	20,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000			195,000
Interest	6,225	6,225	6,225	6,225	5,625	4,875	4,125	3,375	2,563	1,750	875			48,088
Subtotal	6,225	6,225	6,225	26,225	30,625	29,875	29,125	28,375	27,563	26,750	25,875			243,088
2018A Corporate Purpose Bonds														
Principal	-	-	65,000	65,000	70,000	70,000	75,000	75,000	75,000	80,000	80,000			740,000
Interest	22,406	22,406	22,406	20,456	18,506	16,406	14,306	12,056	9,806	7,556	5,156			174,125
Subtotal	22,406	22,406	87,406	85,456	88,506	86,406	89,306	87,056	84,806	87,556	85,156			914,125
2019 Corporate Purpose Bonds														
Principal	5,000	5,000	5,000	5,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000			110,000
Interest	3,500	3,250	3,000	2,850	2,700	2,400	2,100	1,800	1,500	1,200	900			26,100
Subtotal	8,500	8,250	8,000	7,850	12,700	12,400	12,100	11,800	11,500	11,200	10,900			136,100
2021 Corporate Purpose Bonds														
Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	20,000	20,000	20,000	20,000	$ 20,000		265,000
Interest	7,750	7,000	6,250	5,500	4,750	4,000	3,700	3,400	3,000	2,600	2,200	600		54,950
Subtotal	22,750	22,000	21,250	20,500	19,750	19,000	18,700	23,400	23,000	22,600	22,200	20,600		319,950
2024 Corporate Purpose Bonds														
Principal	-	24,000	25,280	26,560	27,840	29,120	30,720	32,000	33,600	35,200	37,120			301,440
Interest	15,072	15,072	13,872	12,608	11,280	9,888	8,432	6,896	5,296	3,616	1,856			103,888
Subtotal	15,072	39,072	39,152	39,168	39,120	39,008	39,152	38,896	38,896	38,816	38,976	-		405,328
Total														
Principal	**304,120**	**312,570**	**312,460**	**196,550**	**214,840**	**218,465**	**227,075**	**235,700**	**239,980**	**248,925**	**172,120**	**20,000**		**2,867,805**
Interest	**96,746**	**84,513**	**74,255**	**64,076**	**57,348**	**49,963**	**42,803**	**35,348**	**27,498**	**19,478**	**10,987**	**600**		**571,370**
Total Sanitary Sewer Fund	**$ 400,866**	**$ 397,083**	**$ 386,715**	**$ 260,626**	**$ 272,188**	**$ 268,428**	**$ 269,878**	**$ 271,048**	**$ 267,478**	**$ 268,403**	**$ 183,107**	**$ 20,600**		**$ 3,439,175**

Village of Northbrook
Debt Amortization Schedule by Fund
FY 2027 to Final Maturity

	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036	FY 2037	FY 2041	FY 2045	Total (Note 1)
STORMWATER FUND														
2012B Corporate Purpose Bonds														
Principal	$ 57,720	$ 59,940												$ 117,660
Interest	2,355	1,200												3,555
Subtotal	60,075	61,140												121,215
2013A Corporate Purpose Bonds														
Principal	42,396													42,396
Interest	1,484													1,484
Subtotal	43,880													43,880
2014A Corporate Purpose Bonds														
Principal	99,400	103,800	69,600											272,800
Interest	9,178	5,202	2,088											16,468
Subtotal	108,578	109,002	71,688											289,268
2015B Corporate Purpose Bonds														
Principal	198,000	204,750	211,500	218,250	225,000	232,875	239,625	247,500	256,500	264,375				2,298,375
Interest	75,606	67,686	61,543	55,198	48,651	41,619	34,051	26,263	17,910	9,253				437,779
Subtotal	273,606	272,436	273,043	273,448	273,651	274,494	273,676	273,763	274,410	273,628				2,736,154
2016 Corporate Purpose Bonds														
Principal	520,000	535,000	650,000	680,000	700,000	725,000	745,000	765,000	790,000	815,000	850,000			7,775,000
Interest	245,463	229,863	213,813	194,313	173,913	152,913	131,163	108,813	83,950	58,275	29,750			1,622,225
Subtotal	765,463	764,863	863,813	874,313	873,913	877,913	876,163	873,813	873,950	873,275	879,750			9,397,225
2018A Corporate Purpose Bonds														
Principal	120,000	125,000	125,000	185,000	190,000	195,000	200,000	205,000	215,000	220,000	225,000			2,240,000
Interest	67,775	64,175	60,425	56,675	51,125	45,425	39,575	33,575	27,425	20,975	14,375			488,869
Subtotal	187,775	189,175	185,425	241,675	241,125	240,425	239,575	238,575	242,425	240,975	239,375			2,728,869
2019 Corporate Purpose Bonds														
Principal	100,000	105,000	110,000	115,000	115,000	120,000	125,000	125,000	130,000	135,000	140,000			1,615,000
Interest	52,550	47,550	42,300	39,000	35,550	32,100	28,500	24,750	21,000	17,100	13,050			366,800
Subtotal	152,550	152,550	152,300	154,000	150,550	152,100	153,500	149,750	151,000	152,100	153,050			1,981,800
2024 Corporate Purpose Bonds														
Principal	-	38,625	40,685	42,745	44,805	46,865	49,440	51,500	54,075	56,650	59,740			485,130
Interest	24,257	24,257	22,325	20,291	18,154	15,914	13,570	11,098	8,523	5,820	2,987			167,195
Subtotal	24,257	62,882	63,010	63,036	62,959	62,779	63,010	62,598	62,598	62,470	62,727	-		652,325
Total														
Principal	**1,137,516**	**1,172,115**	**1,206,785**	**1,240,995**	**1,274,805**	**1,319,740**	**1,359,065**	**1,394,000**	**1,445,575**	**1,491,025**	**1,274,740**	**-**		**14,846,361**
Interest	**478,666**	**439,932**	**402,494**	**365,477**	**327,392**	**287,970**	**246,859**	**204,499**	**158,808**	**111,423**	**60,162**	**-**		**3,104,375**
Total Storm Water Fund	**$ 1,616,182**	**$ 1,612,047**	**$ 1,609,279**	**$ 1,606,472**	**$ 1,602,197**	**$ 1,607,710**	**$ 1,605,924**	**$ 1,598,499**	**$ 1,604,383**	**$ 1,602,448**	**$ 1,334,902**	**$ -**		**$ 17,950,736**

Village of Northbrook
Debt Amortization Schedule by Fund
FY 2027 to Final Maturity

	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036	FY 2037	FY 2041	FY 2045	Total (Note 1)
SENIOR HOUSING FUND														
2021 Corporate Purpose Bonds														
Principal	$ 60,000	$ 60,000	$ 65,000	$ 65,000	$ 70,000	$ 75,000	$ 75,000	$ 75,000	$ 80,000	$ 80,000	$ 80,000	$ 90,000		$ 1,130,000
Interest	33,100	30,100	27,100	23,850	20,600	17,100	15,600	14,100	12,600	11,000	9,400	2,700		235,550
Total Senior Housing Fund	**93,100**	**90,100**	**92,100**	**88,850**	**90,600**	**92,100**	**90,600**	**89,100**	**92,600**	**91,000**	**89,400**	**92,700**		**1,365,550**
MOTOR FUEL TAX														
2013A Corporate Purpose Bonds														
Principal	232,850											-		232,850
Interest	8,150													8,150
Subtotal	241,000													241,000
2024 Corporate Purpose Bonds														
Principal	-	213,000	224,360	235,720	247,080	258,440	272,640	284,000	298,200	312,400	329,440			2,675,280
Interest	133,764	133,764	123,114	111,896	100,110	87,756	74,834	61,202	47,002	32,092	16,472			922,006
Subtotal	133,764	346,764	347,474	347,616	347,190	346,196	347,474	345,202	345,202	344,492	345,912	-		3,597,286
Total														
Principal	**232,850**	**213,000**	**224,360**	**235,720**	**247,080**	**258,440**	**272,640**	**284,000**	**298,200**	**312,400**	**329,440**			**2,908,130**
Interest	**141,914**	**133,764**	**123,114**	**111,896**	**100,110**	**87,756**	**74,834**	**61,202**	**47,002**	**32,092**	**16,472**			**930,156**
Total Motor Fuel Tax	**$ 374,764**	**$ 346,764**	**$ 347,474**	**$ 347,616**	**$ 347,190**	**$ 346,196**	**$ 347,474**	**$ 345,202**	**$ 345,202**	**$ 344,492**	**$ 345,912**			**$ 3,838,286**
TOTAL ALL FUNDS														
TOTAL PRINCIPAL	**8,866,000**	**9,153,000**	**8,924,000**	**7,495,000**	**7,546,000**	**7,827,000**	**8,112,000**	**8,090,000**	**8,395,000**	**6,995,000**	**6,045,000**	**2,310,000**	**1,875,000**	**105,713,000**
TOTAL INTEREST	**3,893,404**	**3,564,238**	**3,251,474**	**2,946,158**	**2,679,680**	**2,406,099**	**2,137,555**	**1,856,913**	**1,567,125**	**1,265,805**	**1,011,255**	**448,600**	**93,750**	**29,876,071**
TOTAL PRINCIPAL AND INTEREST	**$ 12,759,404**	**$ 12,717,238**	**$ 12,175,474**	**$ 10,441,158**	**$ 10,225,680**	**$ 10,233,099**	**$ 10,249,555**	**$ 9,946,913**	**$ 9,962,125**	**$ 8,260,805**	**$ 7,056,255**	**$ 2,758,600**	**$ 1,968,750**	**$ 135,589,071**

Note 1 - Totals include all scheduled payments. Some years not shown for presentation.

Position Classification System and Pay Plan Schedule

Applicable to regular part- and full-time employees who are not covered by a Collective Bargaining Agreement

Pay Grade	Position Classification	Overtime Exemption Status	Hourly Rate		
100s	Part Time or Seasonal	Nonexempt	Minimum	Midpoint	Maximum
125	Intern (various departments) Account Clerk Administrative Clerk Office Intern Minutes Takers Paid On-Call Firefighter Seasonal Clerk		$ 15.00	$ 23.40	$ 31.80
145	Community Service Officer (PT) Crossing Guard Records Retention Specialist Engineering Intern Payroll Clerk		$ 24.19	$ 34.09	$ 43.99
175	Inspector (DPS) Inspector (Fire) Special Projects Manager		$ 29.69	$ 61.59	$ 93.48

Pay Grade	Position Classification	Overtime Exemption Status	Hourly and Annualized Salary Range		
200s	Administrative and Technical	Nonexempt	Minimum	Midpoint	Maximum
225	Account Clerk Administrative Clerk Customer Service Representative Permit Clerk II Senior Clerk Community Service Officer (FT)		$ 54,988	$ 70,109	$ 85,231
245	Administrative Assistant Animal Control Officer Crime Analyst Management Analyst Community Engagement Specialist Office Manager Payroll Specialist Planner 1 Police Property Clerk Police Records Clerk Project Manager I Support Technician Sustainabilty Coordinator Technology Office Specialist Utility Billing Specialist		$ 65,985	$ 84,406	$ 102,827

265	Assistant to the Village Manager Building Inspector Engineering Technician Fire Prevention Inspector Permit Coordinator Project Manager II Public Improvements Inspector (Public Works) Senior Planner Zoning Administrator	$ 76,983	$ 96,503	$ 116,024
295	Accounting Manager Clinical Social Worker Systems Engineer Senior Human Resources Generalist Employee Support Coordinator Tree Preservation Officer End User Computing Engineer	$ 87,980	$ 106,691	$ 125,403

Pay Grade	Position Classification	Overtime Exemption Status	Annualized Salary Range		
300s	Management and Professional	Exempt	Minimum	Midpoint	Maximum
320	Asst. Water Production Supervisor Asst. Drector of Counseling Services Civil Engineering Permit Coordinator Internal Services Administrator Records Supervisor Village Forester Community Relations Supervisor		$ 98,978	$ 114,836	$ 130,694
340	Assistant Director DPS Assistant Director PW Assistant Village Engineer Communications Manager Director of Counseling Services Fleet Operations Manager Facilities Manager Fire Captain Fire Marshal Maintenance Supervisor (Public Works) Senior Systems Engineer Building Official Economic Development Coordinator Water Production Supervisor/Lead Water Operator		$ 109,975	$ 136,208	$ 162,441
360	Communications Supervisor (9-1-1) Deputy Chief Financial Officer Deputy Director DPS Fire Battalion Chief Superintendent (Public Works) Police Watch Commander		$ 131,970	$ 152,497	$ 173,024

380	Division Fire Chief	$ 148,466	$ 168,682	$ 196,088
	Deputy Fire Chief			
	Deputy Police Chief			
	Village Engineer			
	Deputy Director Public Works			

Pay Grade	Position Classification	Overtime Exemption Status	Annualized Salary Range		
400	Executive Leadership	Exempt	Minimum	Midpoint	Maximum
			As Determined by Village Manager Not to Exceed		
	Deputy Village Manager			$217,724	
	Chief Financial Officer				
	Chief Information Officer				
	Director of Human Resources				
	Director of Development and Planning Services				
	Director of Public Works				
	Fire Chief				
	Police Chief				
	Director of Communications				

Other Compensation For Designated Employees*	Overtime Exemption Status			
Longevity Pay (all full- and part-time non-union positions)				
		Per Pay Period	Per Month	Annualized
	Years 5-6	$ 25.5361		$ 613
	Years 7 - 9	$ 51.0921		$ 1,226
	Years 10 -14	$ 76.6152		$ 1,839
	Years 15 - 19	$ 102.1575		$ 2,452
	Years 20 +	$ 127.6876		$ 3,065
Phone Stipend				
		$ 32.50		$ 780
Vehicle Allowance				
		$ 250		$6,000
Uniform Stipend				
	Public Works			$400
	Police			$652.03 -$1,155.18
	Fire			$300-$736.07
Health Insurance Opt-Out				
		$ 125	$ 250	$ 3,000
Wellness Incentive				
				$50
IT On-Call Pay				
	$50 per day or $350 per week			

** For designated personnel whose hourly and annualized wages are not established pursuant to a collective bargaining agreement or employment agreement.*

FY 2027 Calendar of Village Special Events or Community Special Events Permitted by the Village

May 2026

Art in the Park (May 9 – 10) P
Lew Blond Run, District 30 (May 16) P
Memorial Day Parade (May 25) P

June 2026

Pride Month Programming
Flamingo Friday Kickoff (June 5)
Grapes on the Green (June 13)
Northbrook Climate Action Day (May 30)
St. Norbert's Block Party (June 6) P

July 2026

Fourth of July
Northbrook Grand Prix (July 23)
Farmers Market (June 17 – October 14) P
Northbrook Days (July 29 – August 2) P

August 2026

National Night Out (August 4)
Farmers Market (June 18 – October 14) P
Northbrook Days (July 29 – August 2) P

September 2026

Northbrook Brewfest (September 19)
Farmers Market (June 18 – October 14) P
Shermerfest/Rubber Ducky Race (September TBD) P

October 2026

Fire Department Open House (October 3)
Farmers Market (June 18 – October 14) P

November 2026

Pumpkin Smash (November 7)
Family Dinner (November TBD)
Northbrook's 125th Anniversary (November 18)
Illuminate Northbrook (November 21)

December 2026

Winter Magic Light Show P

January 2027

State of the Village (TBD)

February 2027

Cultural Fair (TBD)

March 2027

(No Events)

April 2027

Earth Day Recycling Event (April 24)
Student Government Day (TBD)

- **Bold:** Village sponsored/hosted
- P**:** hosted by another organization with Northbrook support subject to granting of Special Event Permit when required
- *PTA Council (D27), Homer O. Harvey (D28), and Healthy Kids (YMCA) 5ks and the Plein Air Photography Festival are not listed as dates are TBD
- Dates are approximate and may change with VMO approval

FY 2027 Banner and Flag Calendar

April 20 – May 11	Art in the Park
May 1 – December 31	125th Anniversary Northbrook
May 1 - June 12	Garden Club
May 1 - July 10	Flamingo Fridays
May 1 - May 31	Mental Health Awareness Month
June 1 - June 30	Progress Pride Flags
June 1 - October 11	Farmers Market
June 19 - July 26	Northbrook Grand Prix
July 10 - August 2	Northbrook Days
September 11 – October 31	Northbrook Symphony Orchestra
August 6 - September 11	Brewfest
August 6 - September 30	Shermerfest
October 1 - October 31	Down Syndrome Awareness Month
October 1 - October 31	Substance Abuse Awareness Month
November 1 - January 8	Holiday Banners
November 1 - November 18	Illuminate Northbrook
February 1 - February 28	Bluehawks
February 1 - February 28	Cultural Fair
April 1 - April 30	Earth Month
April 19 – May 10	Art in the Park (2027)

- Start and end dates are approximate. The Village Manager may alter display dates as required.
- American Flags to be mounted in honor of Memorial Day, 4th of July, Labor Day, and Veterans Day.
- Village branded banners to hang throughout the year as determined by staff.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: CFO Steve Drazner
Date: 2026-04-14
Subject: An Ordinance Adopting the Budget of the Northbrook Public Library, County of Cook, State of Illinois for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027

Overview
The Northbrook Public Library is a legally independent taxing district with its own Board of Directors, established and operated pursuant to the Illinois Local Library Act. 75 ILCS 5/1 *et seq*. Pursuant to the above referenced Library statute, in addition to the Library Board of Directors, as a component unit of the Village, the Village Board is also required to approve the Library's budget.

Fiscal Impact
The Village Board's approval will authorize the Library's FY27 Budget as requested.

Recommendation
Approval.

Background
As required under State of Illinois statute, the Village of Northbrook is required to approve the Northbrook Public Library's Annual Budget, as the Library is a component unit of the Village. The Library Board of Trustees approved its Fiscal Year 2027 Budget on March 19, 2026.

An Ordinance Adopting the Budget of the Northbrook Public Library, County of Cook, State of Illinois for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027
Exhibit A- Library FY27 Budget Detail

Ordinance 2026-___

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Adopting the Budget of the Northbrook Public Library, County of Cook, State of Illinois for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027

shall be, and is hereby, adopted as follows:

Section 1. Background.

The Northbrook Public Library (***"Library"***) is a library established and operated pursuant to the Illinois Local Library Act (75 ILCS 5/1 *et seq.)* (***"Library Act"***). As directed by the Library Act, the Northbrook Public Library Board of Trustees (***"Library Board"***) is responsible for determining the amount of taxes to be levied for the corporate purpose of the Library and the expenditures of funds collected pursuant to such levy shall be made under the direction of the Library Board.

The Library Act requires that the Library's tax levy and budget be approved by the Village of Northbrook, notwithstanding the Library's authority and control over such matters. On February 19, 2026, the Library Board held a public hearing to present its draft budget for review and comment. On March 19, 2026, the Library Board voted to approve a budget for the Library's 2027 Fiscal Year (***"FY 2027 Library Budget"***). The Village has received valid notice and proof of the Library Board's approval of the FY 2027 Library Budget.

Upon review of the FY 2027 Library Budget as presented, the Corporate Authorities of the Village have determined that it is in the best interest of the Village to proceed to adopt the FY 2027 Library Budget.

Section 2. Library Budget Adopted.

The Budget of the Northbrook Public Library, for the fiscal year beginning May 1, 2026 and ending April 30, 2027, attached to and incorporated herein as ***Exhibit A***, is hereby adopted.

Section 3. Effective Date.

This Ordinance shall be in full force and effect immediately upon its passage and approval as required by law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:

ATTEST:

Village President

Village Clerk

EXHIBIT A

Northbrook Public Library
Revenue Projections
Fiscal Year 2027

Account Category / Description	Account Number	FY27 Approved Budget
LIBRARY GENERAL FUND (01)		
Property Taxes	40110	9,332,700
Replacement Tax	41110	150,000
Fines, Fees, Rental	43110	40,000
Impact Fees	43100	-
Interest / Investment	44110	35,000
Gifts / Designated	47110	100,000
Miscellaneous	45110	100,000
TOTAL LIBRARY GENERAL FUND		9,757,700
LIBRARY SPECIAL REVENUE FUND (02)		
Property Taxes - IMRF/FICA	40110-11/12	720,000
Interest - IMRF/FICA	44110-11/12	2,500
TOTAL SPECIAL REVENUE FUND		722,500
LIBRARY CAPITAL IMPROVEMENTS FUND (03)		
Interest	44110	20,000
Grants / Other		-
Transfers In	49110	425,000
TOTAL CAPITAL IMPROVEMENTS FUND		445,000

EXHIBIT A

Northbrook Public Library
Revenue Projections
Fiscal Year 2027

Account Category / Description	Account Number	FY27 Approved Budget
DEBT SERVICE FUND (05)		
Property Taxes	40110	770,950
Bonds Issued		-
Premium on Bonds Issued		-
Transfers In	49110	-
Interest / Investment	44110	600
TOTAL DEBT SERVICE FUND		771,550
TOTAL LIBRARY FUNDS REVENUE		11,696,750

EXHIBIT A

Northbrook Public Library
Fund: General (01)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY27 Approved Budget
PERSONAL SERVICES		
Salaries and Wages	51110	4,993,000
TOTAL PERSONAL SERVICES		**4,993,000**
FRINGE BENEFITS		
Group Insurance	51210	1,095,000
Unemployment / Workers' Comp.	51230	18,750
Staff Development	51270	85,000
TOTAL FRINGE BENEFITS		**1,198,750**
CONTRACTUAL SERVICES		
OCLC	50220	29,000
CCS Shared Costs	50240	76,000
Photocopy	52110	18,000
General Insurance	52210	97,000
Telephone/Internet	52220	41,000
Professional Services	52230	685,000
Equipment Rental / Maintenance	52250	56,500
Vehicle Maintenance	53110	3,000
Utilities	53210	56,000
Building Repairs	53320	35,000
Contracted Services	53230	255,000
Recruiting	54110	1,000
TOTAL CONTRACTUAL SERVICES		**1,352,500**

EXHIBIT A

Northbrook Public Library
Fund: General (01)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY27 Approved Budget
COMMODITIES		
Books and Materials	50110	1,050,000
Programs	50210	127,000
Office / Library Supplies	52120	60,000
Software		119,000
Postage	52140	20,000
Community Relations	52260	65,500
Janitorial Supplies	53120	45,000
TOTAL COMMODITIES		**1,486,500**
CAPITAL OUTLAY		
Furniture and Equipment	55240	75,000
TOTAL CAPITAL OUTLAY		**75,000**
OTHER		
Contingency & Misc Exp	54120	100,000
Board Development	54130	1,000
Transfer to Capital Impr. Fund	79130	425,000
Transfer to Debt Service		25,000
Gifts/Designated	77110	100,000
TOTAL OTHER		**651,000**
TOTAL FOR FUND		**9,756,750**

EXHIBIT A

Northbrook Public Library
Fund: Special Revenue (02)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY27 Approved Budget
FRINGE BENEFITS		
IMRF Employer Contributions	51211	380,000
FICA Employer Contributions	51212	350,000
TOTAL FRINGE BENEFITS		**730,000**
TOTAL FOR FUND		**730,000**

EXHIBIT A

Northbrook Public Library
Fund: Capital Improvements (03)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY27 Approved Budget
OTHER		
Renovations, Repairs	60110	810,987
Furniture & Equipment	62110	75,000
Other - Professional Services	61110	125,000
TOTAL OTHER		**1,010,987**
TOTAL FOR FUND		**1,010,987**

EXHIBIT A

Northbrook Public Library
Fund: Debt Service (05)
Department: Public Library
Fiscal Year 2027

Account Category / Description	Account Number	FY27 Approved Budget
OTHER		
Interest Payments	67110	305,950
Principal Payments	67120	465,000
Bond Refunding Payment		-
Bond Issuance Costs		-
Other Financing Uses		600
TOTAL OTHER		**771,550**
TOTAL FOR FUND		**771,550**

MEMORANDUM

To: Village Manager Cara Pavlicek
From: CFO Steve Drazner
Date: 2026-04-14
Subject: An Ordinance Adopting the Municipal Budget of the Village of Northbrook, County of Cook, State of Illinois for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027

Overview
The FY27 Budget Ordinance, as recommended for approval, is materially consistent with the Recommended Budget presented to the Administration and Finance Committee of the Village Board on March 10, 2026.

Fiscal Impact
The Adopted Budget Ordinance will provide the legal appropriations required for spending in Fiscal Year 2027.

Recommendation
Approval.

Background
The adoption of the FY27 Budget Ordinance is a distinct and legally separate agenda item from the Public Hearing on the Budget also presented on the same night. Upon the conclusion of the Public Hearing, the Village Board, at its discretion, is permitted to make further changes to the Proposed Budget or adopt it as presented. The completed budget document is attached to the Public Hearing agenda item.

The FY27 Budget for Board consideration has been compiled and is based on Department Director requests and subsequently several internal budget meetings with each department and the Village Manager, Deputy Village Manager, CFO, Deputy CFO, Director of Human Resources, and CIO during the month of February 2026.

On March 10, 2026, the Administration and Finance Committee of the Village Board held a meeting in which the Recommended Budget was presented and attendees had an opportunity to make inquiries with staff and provide feedback/seek clarification. Since that meeting, minor narrative updates have been made within a few areas of the document as well as some immaterial General Fund budget adjustments totaling approximately $38K, which are

summarized in the Proposed Budget Transmittal Letter included in the budget document.

Chapter 2 of the Municipal Code establishes the foundation for the Municipal Budget and provides the following:

- The Village's fiscal year shall begin on the first day of May of each year and end on the last day of April of the following year.

- The Village Manager shall cause to be prepared each year the annual budget in time for consideration and enactment by the board of trustees during the first quarter of the fiscal year.

- Trustees have historically adopted the budget at the first regular meeting in April to allow the CFO to complete the necessary submittals required by Illinois statute.

- The property tax levy ordinance was adopted and filed in December 2025 in order to comply with Cook County filing deadlines. The overall tax levy (excluding the library) increased by approximately 12.3%, which is roughly $2.8 million. This levy increase was necessary due to increasing debt service payments as well as funding routine municipal operating costs.

- Ordinances to abate some portion of the property tax levy related to debt service – due to the availability of other revenue to pay debt service (e.g., water revenues that are collected to pay for capital water projects) were also presented in December 2025 and subsequently filed with Cook County.

- The Village Manager shall prepare as part of the annual budget process, a pay plan covering all employees of the village not otherwise established via a collective bargaining agreement and that document was previously provided during the budget review in March.

The foundation for the FY27 budget is based upon the Village's current fiscal position as documented in the independent financial audit for the year ending April 30, 2025, as well as:

- The diverse tax base and diverse sources of revenue that exist in the Village.

- The adopted property tax levy for FY 2027.

- The related economic state in the region and nation with attention paid to the Consumer Price Index for All Urban Consumers (CPI-U) increased by 2.7% over the last 12 months, before seasonal adjustments.

- The draft Strategic Plan, which is also proposed to be adopted at this same meeting.
- The five-year Capital Improvement Plan (CIP) for 2027 – 2031 which was prepared and presented to the Village Board on November 11, 2025.

- As identified in the CIP, the state of the Village's infrastructure reflects that of most well-established communities, and as a result, infrastructure needs will continue to increase and deferring capital projects is not recommended.

- Municipal building needs with corresponding financing revenue (general obligation bonds) focused on Fire Station 11/Administration, Police Station, and Public Works Fleet Maintenance Garage.

As in previous years, the Finance Department will continue to apply for the GFOA Budget Award.

An Ordinance Adopting the Municipal Budget of the Village of Northbrook, County of Cook, State of Illinois for the Fiscal Year Beginning May 1 2026 and Ending April 30 2027

Ordinance 2026-___

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Adopting the Municipal Budget of the Village of Northbrook, County of Cook, State of Illinois for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027

shall be, and is hereby, adopted as follows:

Section 1. Background.

Pursuant to Ordinance No. 91-45, enacted on the 24th day of September 1991, the Village of Northbrook established, by a two/thirds majority vote of the President and Board of Trustees then holding office, a budget system, all as authorized by 65 ILCS 5/8-2-9, *et seq.* The Northbrook Municipal Code ***("Village Code"),*** authorizes and directs the Village Manager to appoint and work with the Village's Budget Officer to prepare an annual budget for the Village. Pursuant to that direction, the Village Manager and the Budget Officer have prepared and compiled the contents of the Municipal Budget and presented said Municipal Budget in proposed form for consideration by the President and Board of Trustees.

The proposed Municipal Budget has been made conveniently available for public inspection no less than ten days prior to the passage of the Municipal Budget in such form as the President and Board of Trustees have prescribed. Not less than one week after the publication of the proposed Municipal Budget, and prior to final action on the Budget, the President and Board of Trustees held a public hearing on the proposed Municipal Budget, on the 14th day of April 2026. Notice of such hearing was given by publication in the *Northbrook Star*, which is a newspaper having a general circulation within the Village, at least ten days prior to the time of said hearing. Fiscal Year 2027 appropriations hereby proposed for adoption are summarized in Exhibits A and B as appended to this Ordinance.

Upon review of the Municipal Budget as presented and with such further revisions as have been deemed appropriate by the President and Board of Trustees, the Corporate Authorities of the Village have determined that it is in the best interests of the Village to proceed to adopt the Municipal Budget as presented for the fiscal year beginning May 1, 2026 and ending April 30, 2027.

Section 2. Budget Adopted.

The Municipal Budget of the Village of Northbrook, Cook County, Illinois, for the fiscal year beginning May 1, 2026 and ending April 30, 2027, is hereby adopted as summarized in Exhibit A and Exhibit B, attached and incorporated herein and made part of this Ordinance.

Section 3. Effective Date.

This Ordinance shall be in full force and effect immediately upon its passage and approval as required by law.

PASSED: This 14th day of April, 2026

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

_____

Village President

ATTEST:

_____

Village Clerk

EXHIBIT A
GENERAL FUND BY OPERATING DEPARTMENT

GF Department		FY27 For Adoption General Fund
Revenues- All	Dept	73,359,345
Legislative	1110	$ 400,100
Administrative	1120	2,032,685
Human Resources	1121	719,355
Sustainability	1122	303,180
Legal	1200	868,500
Finance	1300	1,550,004
Interfund Transfers	1310	800,000
Information Technology	1400	3,999,910
Police	2100	24,412,084
Drug Forfeiture	2200	-
E911	2300	438,655
Fire	3100	24,292,285
Foreign Fire	3200	-
Public Works	4100	10,078,590
Development & Planning	6300	2,827,720
Economic Incentives	6310	1,580,000
Subtotal Expenses		74,303,068
Surplus/(Deficit)		$ (943,723)

EXHIBIT B
SUMMARY ALL FUNDS

Fund Name	Fund Type	For Adoption FY27 Budget Revenues	For Adoption FY27 Budget Expenses	For Adoption FY27 Budget Net
General Fund	General	73,359,345	74,303,068	(943,723)
Facility Capital Projects Fund	Capital	38,550,000	44,547,972	(5,997,972)
Infrastructure Capital Projects Fund	Capital	7,055,000	8,103,299	(1,048,299)
Debt Service Fund	Debt Service	7,150,683	7,086,484	64,199
Water Fund	Enterprise	10,993,000	15,981,632	(4,988,632)
Sanitary Sewer Fund	Enterprise	2,754,000	2,445,920	308,080
Stormwater Fund	Enterprise	3,435,000	3,085,668	349,332
Senior Housing Fund	Enterprise	995,200	2,052,875	(1,057,675)
Parking Fund	Enterprise	246,800	152,793	94,007
Self Insurance Fund	Internal Service	1,115,900	2,030,000	(914,100)
Health Insurance Fund	Internal Service	10,206,260	10,196,000	10,260
Police Pension Fund	Fiduciary	10,915,907	7,445,800	3,470,107
Fire Pension Fund	Fiduciary	12,391,900	7,689,200	4,702,700
Cemetery Fund	Permanent	35,000	40,550	(5,550)
Motor Fuel Fund	Special Revenue	1,900,000	2,214,224	(314,224)
Affordable Housing Fund	Special Revenue	120,000	393,192	(273,192)
Traffic Impact Fee Fund	Special Revenue	6,000	28,119	(22,119)
Northbrook Court TIF (New)	Special Revenue	-	125,000	(125,000)
		181,229,995	187,921,796	(6,691,801)

WEEKLY MANAGER'S REPORT

WEEK ENDING MARCH 13, 2026

Meetings of the Village Board

- There are no meetings of the Village Board next week.

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on March 13, 2026.

Save the Date

Early Voting at Village Hall ends Monday, March 16
Illinois voters will head to the polls on Tuesday, March 17, 2026, for the gubernatorial primary election. Village Hall is NOT a voting precinct on Election Day. For more voter information from the Cook County Clerk's Office, visit the Village's Voter Services webpage.

Early Voting Schedule at Northbrook Village Hall (Board Room):

- Saturday, March 14 from 9 a.m.–5 p.m.
- Sunday, March 15 from 10 a.m.–4 p.m.
- Monday, March 16 from 9 a.m.–5 p.m.

Updates

Sales Tax Monthly Report
Linked here is the monthly sales tax data for collections through March 2026 (liability month December 2025) of $2,183,075 which is $137,793 or 6.7%, greater than the monthly amount collected in March 2025 (December 2024). These figures include the automatic 1% municipal, 1% home rule, and 3% local cannabis taxes.

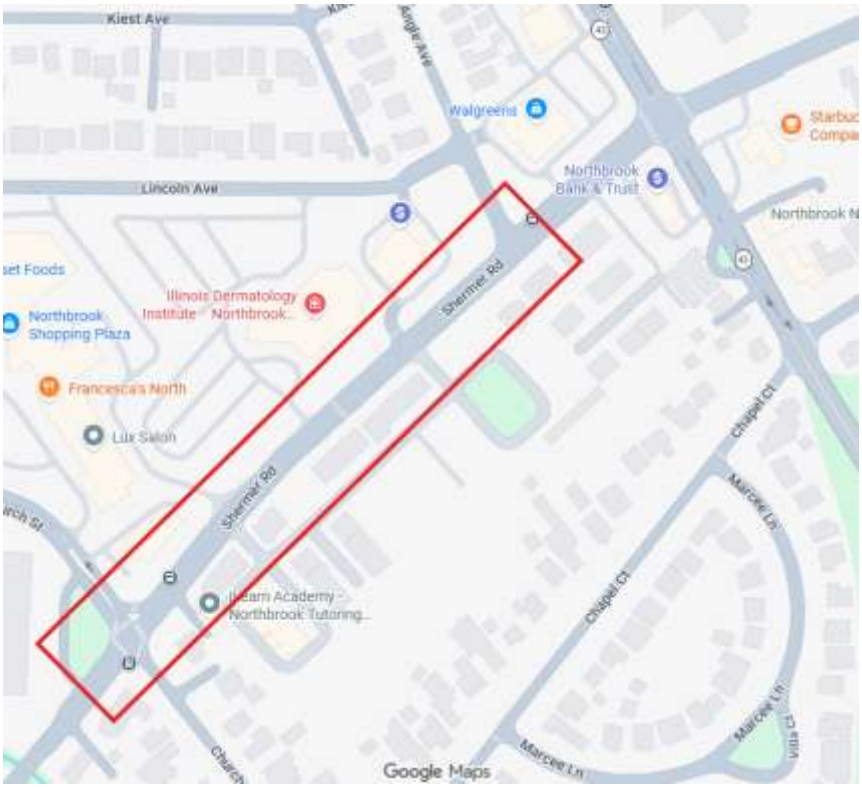
While sales tax revenue reports are reported in line with the Village's fiscal year which starts May 1, we are shared a year over year comparison for 2024 and 2025 now that we have received all 2025 data from the State of Illinois:

CY2024: Total Sales Tax Collected = $18,155,567
CY2025: Total Sales Tax Collected = $22,228,764
Increase: $4,073,197Percent Change: 22.4%

Nicor Gas Main Installation Work on Shermer Road
Nicor crews are expected to begin setting up the work area along Shermer Road, Church Street, and Angle Avenue on Friday, March 13. During this time, residents may notice utility paint markings and flags placed to identify underground utilities in advance of construction.

Beginning Monday, March 16, weather permitting, Nicor crews anticipate opening sections of the roadway along Shermer Road and will work north toward Church Street to install the new gas main. This work is expected to continue through March 27. During construction, the northbound/eastbound right lane will be closed, and flaggers along with traffic control devices will be in place to direct both vehicle and pedestrian traffic.

Project Area Map of Nicor Gas Main Installation



Shermer Road Corridor Improvements Project Update
Construction is anticipated to resume along the Shermer Road Corridor in March 2026, depending upon weather conditions with substantial completion for the roadway and shared-use path work is anticipated for early Spring of 2026.

Starting April 2026, work will begin on the Metra Lot improvements Project, which has an anticipated completion date of May 22, 2026. The Village's Contractor will continue making improvements to the southwest portion of the West Commuter Parking Lot and will include the removal of approximately 40 spaces during construction to improve traffic flow. There will also be median and tree plantings.

If you still have an old Water Meter, time is running out to Schedule its Replacement
The Village and its partner, Veregy, LLC, are continuing the required replacement of water

meters as part of the automated water meter program to update the Village's system as the current meter have reached the end of their useful life. For any property that has not responded to the multiple mailings, appointments need to be scheduled now by contacting Veregy at (866) 260-3176 on or before March 16, 2026. Appointments are scheduled in two-hour windows, and installation typically takes about 30 minutes. Water meter replacement is mandatory for all customers in accordance with Section 27-34(b) of the Municipal Code.

New Fire Station 11 (820 Dundee Road) Update
The Village's construction manager, Leopardo has begun installation of the construction entrance and fencing and is anticipated to be completed by Friday, March 13. Next week, the contractor plans to install silt fencing around the site to support erosion and sediment control measures.

New Public Works Fleet Maintenance Garage Update
The Village's construction manager, Leopardo has been coordinating utility work at the site and has installed erosion control measures, including silt fencing and inlet protection, to support stormwater and sediment control during construction activities. Soil testing is also ongoing to support upcoming excavation work.

Contractual Parkway Tree Trimming Substantially Completed
As of Thursday, March 12, Advanced Tree Care, the Village's parkway tree trimming contractor, has completed the majority of trimming for approximately 2,052 parkway trees located in the central portion of the Village. Only twenty-eight (28) trees remain to be trimmed, and the contractor anticipates completing the remaining work by March 20, weather permitting.

Water Main Break Restoration Work Begins
During the 2025–2026 winter season, Public Works crews performed water main repairs in response to water main breaks. These repairs often require excavation of asphalt, concrete, and/or parkway sod to reach the break. Following each repair, temporary restorations are completed at the excavation sites, with crews returning in the spring to perform permanent restorations. This week, Public Works crews began saw-cutting in preparation for completing permanent asphalt, concrete, and dirt and seed restorations. In total, 65 restorations are scheduled, including 11 asphalt, 7 concrete, 42 dirt and seed, and 5 irrigation or miscellaneous restorations.

Mailbox Damage During Snow Removal
Occasionally, mailboxes or support posts may be damaged during snow removal operations on Village-maintained streets. So far this winter, 31 mailbox damage reports have been received. Of these, 28 have been permanently repaired and three (3) have been temporarily repaired, with permanent repairs to be completed as weather permits. Depending on the location of a damaged mailbox, a barricade may also be placed near the temporarily repaired mailbox.

Mailbox damage most often occurs when wet or heavy snow is discharged from plow blades. When damage is caused by Village snow removal activities, it is the Public Works Department's policy to repair or, if needed, replace the mailbox post and mailbox (standard aluminum mailbox), or residents may instead opt for a reimbursement of $45. The repair and replacement options for mailboxes are outlined in the Village's Standard Operating Procedures.

Please note that decorative, customized, or specialty mailboxes and posts (such as wrought iron or other non-standard designs) are installed within the public right-of-way at the property owner's risk and will not be replaced in kind. If a mailbox has been damaged by a plow truck,

please contact the Public Works Department at 847-272-4711 or submit a request through the GONorthbrook system.

Resident Participation for IEPA Lead and Copper Testing
This week, the Public Works Department mailed letters to 63 households requesting participation in the Village's lead and copper water sampling program. The Illinois Environmental Protection Agency (IEPA) requires the Village to conduct water testing at designated homes twice per year to monitor lead and copper levels. Residents who choose to participate will be contacted by Public Works staff with additional information regarding the upcoming sampling process.

It is important to note that the Village of Northbrook does not have any lead water mains and there is not lead in the Village's water supply. Most often lead that is detected in a customer's water is the result of a lead water service, lead plumbing in the home, or old plumbing fixtures in a home. Customers interested in finding out if they have a lead service or would like more information about the Village's 50/50 Lead Service Line Replacement Program can visit the webpages below on the Village's website:

- Water Quality Information & Consumer Confidence Report
- Lead Service Line Replacement
- Lead Service Line Inventory

Cook County Department of Transportation and Highways Roadway Projects
In March 2025, the Cook County Department of Transportation and Highways began work on resurfacing projects on County Roads in Northbrook to resurface asphalt pavement, upgrade sidewalk ramps to improve ADA accessibility, install new pavement markings, and modernize traffic signals at key intersections. Work is completed on Sunset Ridge Road from Glenview to Skokie Boulevard and on Walters Avenues from Landwehr to Pfingston. Project work remaining on Landwehr and the following project updates have been provided by Cook County:

- ***Landwehr Road (Hampton Court in Glenview to Dundee Road)***
    - Temporary traffic signals at the Cherry Lane/Landwehr Road intersection were switched over to permanent traffic signals.
    - Permanent traffic signals at Walters Avenue/Landwehr Road and Techny Road/Landwehr Road intersections still require ComEd meter installation. Once ComEd work is completed, traffic signal switchover will occur.
    - Parkway restoration and demobilization along the corridor will be scheduled following traffic signal switchover.

Business License Update:
- Eden LLC, located at 450 Skokie # 200, was issued a license this week for a relationship and wellness coaching facility.
- Businesses were sent renewal notices and invoices via email the week of February 16 for the 2026 business licenses with a deadline to renew prior to March 11, 2026
    - To date 198 businesses have been renewed. Second notices will be sent to the 250 remaining businesses who need to complete the business license renewal process.

Citizens' Police Academy Welcomes a New Class

The Northbrook Police Department Citizen's Police Academy began last week with a new class, and participants enjoyed the introduction and tour of the Police Department. The goal of the eight-session program is to strengthen the partnership between the Northbrook Police Department and the community through education and connection. Session topics include emergency communications, patrol operations, investigations, police canine techniques, animal control, among others.

WEEKLY MANAGER'S REPORT

WEEK ENDING MARCH 20, 2026

Meetings of the Village Board

- There are no meetings of the Village Board next week.

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on March 20, 2026.

Save the Date

Election Sign Disposal - Now through Friday, March 27
Have an election yard sign from the March 17 Gubernatorial Primary? The Village is offering a convenient drop-off for disposal. Now through March 27, residents may place signs in a designated dumpster located in the Fleet Maintenance Garage parking lot (behind Village Hall). Signs will be recycled. Please remove all metal stakes prior to disposal.

Updates

Provide Feedback on the Shermer-Walters Public Forum
The Northbrook Village Board of Trustees is seeking community feedback on the future of the Shermer-Walters Public Forum, located at Shermer Road and Walters Avenue near downtown. Known as "the Parkway," "Free Speech Triangle," or "Triangle Park," this space is designated for free expression. Following the February 10, 2026, Board discussion, Trustees agreed more input is needed on its use and governance. Over the next several months, residents can share their thoughts via email, a survey, or at a public meeting. Learn more and take the survey by visiting the Shermer-Walters Forum webpage.

Draft of the Village's Strategic Plan
The Village of Northbrook has reached an important milestone in developing its Strategic Plan. A draft of the Strategic Plan is now available on the Village's Strategic Plan engagement website for community review. Residents are encouraged to provide feedback. Residents may email the Village Board their comments on the draft Strategic Plan at village@northbrook.il.us. Comments will be accepted through March 31, 2026.

Public Works Responds to Wind-Related Storm Damage & Flooding
On Friday, March 13, the Village's Public Works Department received numerous service requests related to storm damage caused by strong winds. Public Works staff remained on standby after normal working hours to respond to additional calls and to address storm-related impacts on public roads and parkways. Public Works also received numerous service requests for storm related flooding, standing water, and blockages following storms over the weekend. Residents may submit service requests related to storm damage or flooding through the GONorthbrook system or by contacting the Public Works Department at 847-272-4711.

Shermer Road Corridor Improvements Project Update
Construction is anticipated to resume along the Shermer Road Corridor in March 2026, depending upon weather conditions, with substantial completion for the roadway and shared-use path work is anticipated for Spring of 2026.

Starting April 2026, work will begin on the Metra Lot improvement Project, which has an anticipated completion date of May 22, 2026. The Village's Contractor will continue making improvements to the southwest portion of the West Commuter Parking Lot and will include the removal of approximately 40 spaces during construction to improve traffic flow. There will also be median and tree plantings.

New Public Works Fleet Maintenance Garage Update
The Village's construction manager, Leopardo, completed soil testing and tree / bush removal in preparation for construction. Electrical work was performed in the garage area prior to the upcoming removal of the concrete floor. Initial work began on the installation of a stair tower that will provide access to the second-floor office area.

New Fire Station 11 (820 Dundee Road) Update
The Village's construction manager, Leopardo, has completed installation of the construction entrance and construction fencing at the site. The construction trailer was also delivered.

If you still have an old Water Meter, Schedule its Replacement Now
The Village and its partner, Veregy, LLC, are continuing the required replacement of water meters as part of the automated water meter program to update the Village's system as the current meter have reached the end of their useful life. Customers that have not scheduled their meter replacements must schedule now by contacting Veregy at (866) 260-3176 to avoid disruption to their water service. Water meter replacement is mandatory for all customers in accordance with Section 27-34(b) of the Municipal Code.

Public Safety Community Relations
The Citizen's Police Academy has entered its third week focusing on range training and simulator exercises. Department representatives presented an Identity Theft and Prevention Program at Axelson Manor, providing residents with guidance on fraud awareness and prevention. Department representatives participated in meet-and-greet events at Axelson Manor, Brandel Care, Westmoor School, and Covenant Village (Willow Manor House). Additionally, department staff participated in High Five Friday at Wescott School.

WEEKLY MANAGER'S REPORT

WEEK ENDING MARCH 27, 2026

Meetings of the Village Board

Tuesday, March 31, 2026

- Committee of the Whole Special Meeting – 6 p.m. in the Village Hall Terrace Room

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on March 27, 2026.

Save the Date

All-In Composting & Yard Waste Weekly Pickup Returns – April 1
Weekly collection of yard waste and compostable materials resumes April 1 and runs through November 25. For All-In Composting (the LRS 35-gallon cart with a yellow lid), additional yard waste (no food scraps) can be placed in approved paper bags (with a sticker) or personal containers labeled "YARD WASTE ONLY" (with a sticker). Stickers are available at Village Hall and authorized retailers. Visit the LRS website for more information.

National Prescription Drug Take Back Day – April 25
Safely dispose of unused or expired medications at the National Prescription Drug Take Back Day on Saturday, April 25, from 10 a.m. to 2 p.m. at the Northbrook Police Department, 1401 Landwehr Rd. This free and anonymous event is a simple way to help keep your home and community safe. Click here to learn more about Drug Take Back Day in Northbrook.

Updates

Controlled Burns Supporting Healthy Native Landscapes
Over the next two weeks, the Village's native landscaping contractor will conduct controlled prescribed burns of native plantings in the Techny Native Area (northwest corner of Glenbrook North High School), Northbrook East Detention Basin (near Sunset Ridge Road and Midway Road), and the Sunny Acres Detention Basin (northeast corner of Sanders Road and Phyllis Road). Please note that all necessary permits have been obtained from the Illinois Environmental Protection Agency, Cook County, and the Northbrook Fire Department. These Prescribed burns will be conducted by trained professionals under controlled conditions and are expected to last only a few hours. Prescribed burns are an important land management practice that help maintain healthy native landscapes. Benefits include improving species and promoting the growth of native plant species and removing excess organic material to allow sunlight to reach new vegetation.

Review the Draft Strategic Plan
A draft of the Village's Strategic Plan is now available on the Strategic Plan engagement website for community review. Residents are encouraged to provide feedback. Residents may email the Village Board their comments on the draft Strategic Plan at village@northbrook.il.us. Comments will be accepted through March 31, 2026.

Share Your Thoughts on the Shermer-Walters Public Forum
The Northbrook Village Board of Trustees is seeking community feedback on the future of the Shermer-Walters Public Forum, located at Shermer Road and Walters Avenue near downtown. Known as "the Parkway," "Free Speech Triangle," or "Triangle Park," this space is designated for free expression. Over the next several months, residents can share their thoughts via email, a survey, or at a public meeting. Learn more and take the survey by visiting the Shermer-Walters Forum webpage.

Shermer Road Corridor Project – West Commuter Parking Lot improvements
Starting April 2026, work will begin on the Metra Lot improvement Project, which has an anticipated completion date of May 22, 2026. The Village's contractor will continue making improvements to the southwest portion of the West Commuter Parking Lot and will include the removal of approximately 40 spaces during construction to improve traffic flow.

Public Safety Community Relations
The Citizen's Police Academy has entered its fourth week focusing on drone training and simulator exercises. In addition, department representatives and Therapy K9 Chloe participated in a meet-and-greet with a family whose son recently underwent surgery for tumor removal. The child is among Chloe's biggest fans and finds inspiration in her having experienced a similar condition.

WEEKLY MANAGER'S REPORT

WEEK ENDING APRIL 3, 2026

Meetings of the Village Board

Wednesday, April 8, 2026

- Committee of the Whole Special Meeting – 6 p.m. in the Terrace Room, Village Hall

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on April 3, 2026.

Save the Date

All-In Composting & Yard Waste Weekly Pickup Returns – April 1
Weekly collection of yard waste and compostable materials resumes April 1 and runs through November 25. For All-In Composting (the LRS 35-gallon cart with a yellow lid), additional yard waste (no food scraps) can be placed in approved paper bags (with a sticker) or personal containers labeled "YARD WASTE ONLY" (with a sticker). Stickers are available at Village Hall and authorized retailers. Additional information about All-In Composting and other curbside composting options is found on the Village's Recycling, Refuse & Composting Services page.

Give a Pint, Get a Pint Blood Drive – April 7
State Senator Morrison's office is hosting a blood drive with Versiti Blood Center of Illinois on Tuesday, April 7, from 9 a.m. to 1 p.m., at Holy Cross Catholic Church in Deerfield (724 Elder Ln). Participants can sign up here. Appointments are preferred, but walk-ins are welcome. Ice cream will be given to each person who donates blood. For more information, contact Senator Morrison's District Office at 847-945-5200.

National Prescription Drug Take Back Day – April 25
Safely dispose of unused or expired medications at the National Prescription Drug Take Back Day on Saturday, April 25, from 10 a.m. to 2 p.m. at the Northbrook Police Department, 1401 Landwehr Rd. This free and anonymous event is a simple way to help keep your home and community safe. Click here to learn more about Drug Take Back Day in Northbrook.

Updates

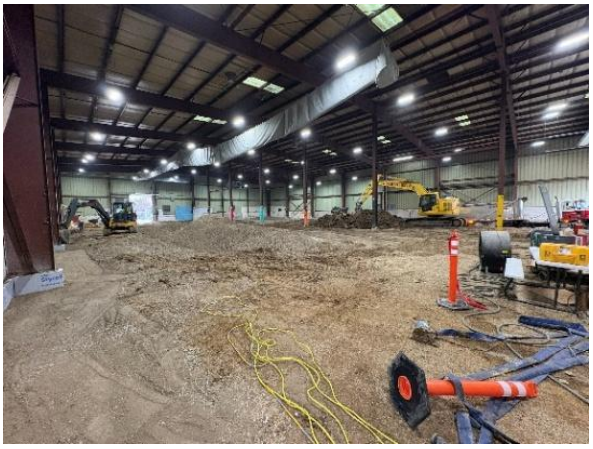
Water Main Break Spring Restoration Work
During the winter, Village Public Works crews responded to numerous water main breaks which required the excavation of asphalt, concrete, and/or parkway sod to access the break. Following each repair, the site was temporarily restored. With spring arriving, Public Works crews are in the process of returning to these excavation sites to perform permanent restorations.

Prescribed Burns for Native Landscaping Postponed
Due to weather, previously scheduled prescribed burns of native plantings at Techny Native Area, Northbrook East Detention Basin, and Sunny Acres Detention Basin have been postponed. The Village will provide additional information once the prescribed burns are rescheduled.

Spring Street Sweeping Begins
This week, the Village began its Spring Street Sweeping Program. In addition to keeping roadways clean and visually appealing, street sweeping prevents debris from entering storm sewer systems, reducing the risk of blockages and localized flooding. Residents can track the progress of street sweeping and find additional information by visiting the Village's Street Sweeping webpage.

Shermer Road Corridor Improvements Project
Construction is anticipated to resume along the Shermer Road Corridor on April 6, 2026. The work will resume with the traffic signals at Willow Road as well as topsoil and sod restoration along the side path and in the medians. This work will require temporary lane closures throughout the corridor. Please be cognizant of construction signage and adhere to new temporary traffic patterns.

Update – New Fleet Maintenance Garage
This week, demolition of the garage floor was completed. Temporary window enclosures have been installed and demolition of the interior garage walls has been completed. Upcoming work activities include: excavation along the interior perimeter of the garage to prepare for insulation installation; forming, reinforcing, and pouring of the south elevator pit base and walls; and continued removal of existing paint from lower-level walls in preparation for waterproofing.

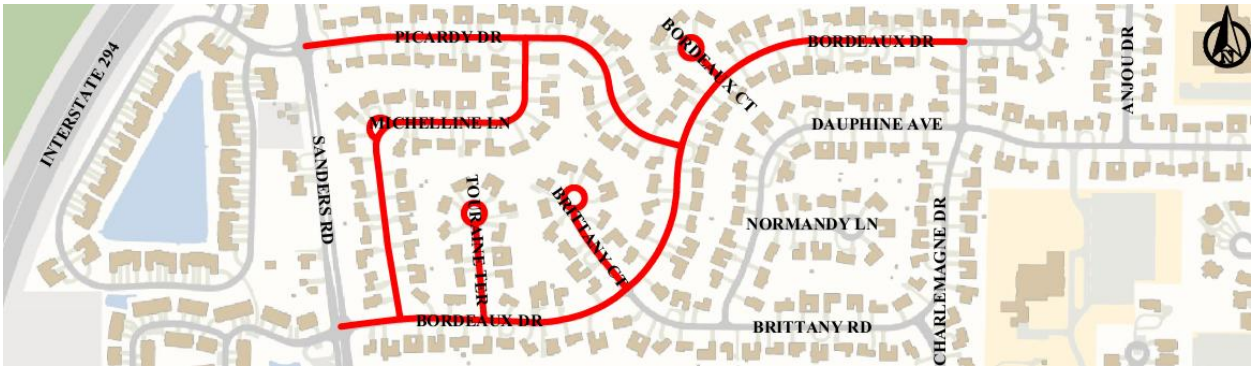


Update – New Fire Station 11
The new Fire Station 11 at 820 Dundee Road has received its building permit to commence construction of the new facility. Significant work has been completed in cleaning and preparing the site.



Schedule Now! - Automated Water Meter Project
The Village of Northbrook continues with the installation of new water meters that began in April 2025. Customers that have not scheduled their meter replacements are encouraged to do so as soon as possible to avoid disruption to their water service. There is no opt-out for this program, all meters must be replaced as part of this program. For additional information visit the Village's website at its Automated Water Meter Project page.

Concrete Street Patching Improvements
Starting April 6, the Village will commence its Concrete Street Patching Improvements Program. The Village's contractor will perform the work to include concrete panel replacement, storm structure adjustments and reconstruction, and parkway sod restoration within the Charlemagne Subdivision. The streets impacted by this work include Picardy Lane, Michelline Lane, Bordeaux Drive, Bordeaux Court, Brittany Court, and Touraine Terrace. (See the map below.)



WEEKLY MANAGER'S REPORT

WEEK ENDING APRIL 10, 2026

Meetings of the Village Board

Tuesday, April 14, 2026

- Committee of the Whole Meeting – 6 p.m. in the Terrace Room
- Village Board Regular Meeting – 7:30 p.m. in the Board Room

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on April 10, 2026.

Save the Date

Home Hazardous Waste Pick-Up Requests Open in April
Residents can schedule at-home pickup for household hazardous waste (HHW) through the LRS HHW program. Items such as paints, batteries, cleaning products, and fluids are safely collected, with many materials recycled. Requests may be submitted in April, July, and October through the HHW online portal, with collections occurring in May, August, and November. After signing up, a kit with instructions and collection materials will be mailed, and a pickup date will be confirmed. Questions about the HHW program, including scheduling, eligible items, and collection information should be directed to LRS Customer Service at 844-633-3577 or service@lrsrecycles.com.

National Prescription Drug Take Back Day – April 25
Safely dispose of unused or expired medications at the National Prescription Drug Take Back Day on Saturday, April 25, from 10 a.m. to 2 p.m. at the Northbrook Police Department, 1401 Landwehr Rd. This free and anonymous event is a simple way to help keep your home and community safe. Click here to learn more about Drug Take Back Day in Northbrook.

Updates

Nicor Gas Main Installation Work on Shermer Road
On Friday, April 10, Nicor crews began to install a gas main across Shermer Road northwest along Church Street, as part of ongoing efforts to enhance and modernize the gas main infrastructure in this area. This work requires traffic on the northern portion of the intersection to be reduced to a single lane to accommodate construction activities in the northwest corner of the intersection. Motorists traveling northbound and southbound on Shermer Road near the intersection should anticipate delays. Construction along Shermer Road is expected to continue

over the next several weeks and will include gas main installation, individual service connections, and roadway restoration.

Rescheduled Village Hall Sidewalk Replacement Work
Beginning Monday, April 13 (weather permitting), Public Works will perform sidewalk replacement work at the Village Hall in the rear parking lot. Please be advised that parking spaces will be temporarily closed during construction activities in each work area, as indicated on the accompanying map. The three (3) parking spaces nearest Phase 1 will be closed during the week of April 13 and are expected to reopen on April 20. The two (2) parking spaces near Phase 2 will be closed during the week of April 20 and are expected to reopen on April 27.





Shermer Road Corridor Improvements Project Update
During the week of April 6, the Village's contractor resumed work on Shermer Road between Willow Road and Walters Avenue, including installation of a new traffic signal mast arm at the Willow and Shermer intersection. In the next week, work will include removal of temporary

asphalt, pouring sidewalks on the west side of Shermer Road, laying sod, and base material preparation for the shared-use path on the east side.
Work at the southwest portion of the West Commuter Parking Lot continues including temporary closure of some 48 spaces. Available parking capacity exists in the other Metra Commuter Lots including on the north side of Shermer, accessed from Cedar Lane by Village Hall.

Development and Construction Updates

- The demolition of the former Our Lady of the Brook church at 3700 Dundee Road has been completed and site work will soon begin with the new Reserve of the Brook 53-unit townhome development. Click to visit the Development Project Tracker portal for more information on other new developments and construction occurring in Northbrook.

- Mariano's located at the northwest corner of Skokie Boulevard and Dundee Road is proposing installation of a new gas station on the south side of the grocery store. The Plan Commission unanimously recommended approval of the plan during its regular meeting on Tuesday, April 7, 2026. Click below for more information about this request and other development applications under review.

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

ESCROW DEPOSIT/PERFORMANCE BOND REFUNDS
INVOICES PROCESSED BETWEEN MARCH 1, 2026 - MARCH 15, 2026
FOR 4/14/26 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312188	GNP DEVELOPMENT	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
312189	RESTORE PLUMBING & DRAIN	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312190	AMERICAN TECHNY LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,500.00
312191	TRENCHLESS INNOVATIONS INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312192	BILLS PLUMBING & SEWER INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312193	BILLS PLUMBING & SEWER INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312194	OPTIVIA SOLUTIONS	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,190.81
312195	85 95 REVERE DRIVE INV	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,400.00
312196	ABI DEVELOPERS 2 INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	5,000.00
312197	NICHOLAS & ASSOCIATES INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	10,000.00
312198	J BLANTON PLUMBING	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
312199	HIGHLAND BAKING	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	2,200.00
312200	LARRY AND MINDY HERSKOVITZ	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,500.00
		CLASS 'A' TOTAL	**30,790.81**

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 1, 2026 - MARCH 15, 2026
FOR 4/14/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312243	A5 GROUP INC	PROFESSIONAL SERVICES - GG (*)	5,650.00
312201	ABT ELECTRONICS INC	SERVICES - FD	279.00
312215	ACE NORTHBROOK HARDWARE & RENTAL	EQUIPMENT/TOOLS/SUPPLIES - PW/FD	695.51
8338(A)	ADDIS LAW GROUP	LEGAL FEES - GG	17,000.00
312238	ADS ENVIRONMENTAL SERVICES	SERVICES - PW	900.00
8307(A)	AIR ONE EQUIPMENT INC	EQUIPMENT/SUPPLIES/SERVICES - FD	2,395.00
8332(A)	AL WARREN OIL CO INC	FUEL/OIL - PW/PD	22,979.06
8308(A)	ALEXANDER CHEMICAL CORPORATION	CHEMICALS - PW (*)	5,947.20
312258	ALLIANCE LAUNDRY SYSTEMS DISTR LLC	SERVICES - FD	290.49
8309(A)	ALPHA PRIME COMMUNICATIONS	PARTS - PW	630.00
8333(A)	AMAZON.COM SERVICES INC	EQUIPMENT/SUPPLIES/PARTS - PW/IT/FD/GG/FIN/DPS	2,899.24
8335(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN	681.06
312257	AMERICAN TAXI DISPATCH INC	SENIOR TRANSPORTATION - FIN	285.00
312204	AT&T MOBILITY NATIONAL ACCOUNTS LLC	TELECOMMUNICATIONS - IT	12,680.64
8330(A)	ATLAS ENGINEERING GROUP LTD	SHERMER CORRIDOR ENG. SERVICES - PW (*)	8,886.24
312263	ATLASTICITY LLC	PROFESSIONAL SERVICES - IT	211.82
312270	BCBS OF ILLINOIS REFUND & RECOVERY	OVERPAYMENT REFUND - FD	2,289.95
312271	BCBS OF ILLINOIS REFUND & RECOVERY	OVERPAYMENT REFUND - FD	1,048.00
312202	BOUND TREE MEDICAL LLC	SUPPLIES - FD	1,036.71
8329(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	78.00
312203	CASE LOTS INC	SUPPLIES - PW	2,497.00
8311(A)	CDW GOVERNMENT INC	EQUIPMENT - IT	2,365.44
8310(A)	CHICAGO COMMUNICATIONS LLC	EQUIPMENT/SERVICES - FD	2,605.00
312229	CINTAS CORPORATION #2	UNIFORMS - PW	77.56
8336(A)	CIVILTECH ENGINEERING INC	PROFESSIONAL SERVICES - DPS	958.65
312205	COMCAST CABLE	TELECOMMUNICATIONS - IT	465.35
312206	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	7,444.15
312262	CONSENSUS CLOUD SOLUTIONS LLC	SUBSCRIPTION - IT	99.95
312250	CPAH	PROFESSIONAL SERVICES - DPS	147.50
312249	CULY CONTRACTING LLC	ANNUAL MANHOLE MAINTENANCE - PW (*)	60,250.00
312234	CUMMINS SALES & SERVICE	SERVICES/PARTS - PW/FD	1,094.00
312207	CUTLER WORKWEAR	UNIFORMS - PW (*)	1,687.64
8339(A)	DACRA TECH LLC	SUBSCRIPTION - IT (*)	2,500.00
8344(A)	DELTA T LLC DBA BIG ASS FANS	EQUIPMENT - PW	460.00
312259	DRAIN & PLUMBING SERVICES	CRESTWOOD SERVICES - FIN (*)	4,200.89
312208	DTN LLC	SUBSCRIPTION - PW	2,553.45
312267	DYLAN VALKENAAR	REIMBURSEMENT - FD	40.00
312241	ELEVATED SAFETY LLC	TRAINING - FD	800.00
312230	ELINEUP LLC	SUBSCRIPTION - IT	750.00
312261	EN VENDING LLC	CANTEEN - FD	644.16
312218	ENDEAVOR HEALTH MEDICAL GROUP	PROFESSIONAL SERVICES - FD	61.00
312251	EXCEL OIL SERVICES	SERVICES - PW	90.00
312239	FE MORAN INC MECHANICAL SERVICE	SERVICES - PW	1,180.00
312210	FIELDS JEEP INC/FIELDS CHRYSLER	PARTS - PD	396.95
312246	FILE OF LIFE FOUNDATION INC	SUPPLIES - FD	171.80
8328(A)	FIRE SAFETY CONSULTANTS INC	PROFESSIONAL SERVICES - FD/DPS (*)	4,888.80
8331(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - FD	465.80
312211	FOOT STONE INC	PROFESSIONAL SERVICES - PW (*)	3,272.25
8312(A)	FOX VALLEY FIRE & SAFETY CO	SERVICES - PW	6,005.00
8341(A)	GENUINE PARTS COMPANY INC	PARTS - PW/PD	2,216.75
312268	GERTIE BELLS LLC DBA BBQ PRO SHOP	WATER/SEWER REFUND - FIN	100.00
312212	GOLF MILL FORD	PARTS - PW/FD	1,747.28
312260	GORDON FLESCH COMPANY INC	PRINTING - IT (*)	1,523.11
8313(A)	GRAINGER	SUPPLIES/TOOLS - FD/PW	3,041.44
8337(A)	GRANITE TELECOMMUNICATIONS, LLC	TELECOMMUNICATIONS - IT	3,419.21
8314(A)	HAVEY COMMUNICATIONS INC	PARTS - PD	1,174.55
312237	HEALTH INSPECTION PROFESSIONALS INC	SERVICES - DPS (*)	5,710.00
312245	HEARTLAND BUSINESS SYSTEMS LLC	PROFESSIONAL SERVICES - IT	780.00
312213	HENDERSON PRODUCTS INC	PARTS - FD	154.13

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 1, 2026 - MARCH 15, 2026
FOR 4/14/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312227	HIGH STAR TRAFFIC	SUPPLIES - PW	1,830.50
8315(A)	HIGHLAND PARK FORD LINCOLN	PARTS - PD	402.78
8343(A)	HODC C/O CRESTWOOD PLACE	CRESTWOOD EXPENSE REIMB - FIN (*)	36,187.50
312253	IDENTISYS INC	SUPPLIES - GG	150.26
312236	IFSAP	MEMBERSHIPS - FD	60.00
312240	IL DEPT OF INNOVATION & TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	3,022.89
8346(A)	INTERIORS FOR BUSINESS INC	EQUIPMENT - PW (*)	17,742.64
312256	JASPER WELLER LLC	PARTS - FD	151.28
312254	LINDE GAS & EQUIPMENT INC	SUPPLIES - PW	258.65
312266	LOIS WOLFF	OVERPAYMENT REFUND - PD	120.00
8334(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	1,764.57
8317(A)	MEADE INC	SERVICES - PW (*)	2,133.09
8318(A)	METROPOLITAN INDUSTRIES	SERVICES - PW	1,270.00
8319(A)	MGP INC	PROFESSIONAL SERVICES - PW (*)	20,784.26
312264	MICHAEL PALATNIK	OVERPAYMENT REFUND - FD	123.00
312255	MICHIO MURAKISHI	PROFESSIONAL SERVICES - DPS (*)	5,706.25
8320(A)	MID AMERICAN WATER OF WAUCONDA INC	PARTS - PW (*)	5,332.31
312252	MIDWEST POWER INDUSTRY INC	SERVICES - PW (*)	5,266.04
312214	MONROE TRUCK EQUIPMENT INC	EQUIPMENT - PW (*)	97,430.00
8321(A)	MOTION INDUSTRIES INC	PARTS - PW	210.56
8322(A)	MOTOROLA SOLUTIONS INC	EQUIPMENT - FD	833.30
312216	NICOR	UTILITIES - PW	2,380.72
312217	NORTH SHORE GAS COMPANY	UTILITIES - PW	415.78
312219	NORTHWEST FREIGHTLINER	PARTS - PW	264.50
8323(A)	PARKMOBILE LLC	MONTHLY SERVICE FEES - PW	1,057.45
8340(A)	PERFECT CLEANING SYSTEM INC	SERVICES - PW (*)	10,980.50
8324(A)	POMPS TIRE SERVICE INC	TIRES - PW	1,411.08
8325(A)	PORTER LEE CORPORATION	SUBSCRIPTION - IT	2,110.00
312242	PROFESSIONAL CEMETERY SERVICES	SERVICES - PW	2,240.00
312220	PUMPBIZ INC	PARTS - PW	268.83
312269	RESTORATION HARDWARE INC	WATER/SEWER REFUND - FIN	29.30
312244	RICKMAN CONTRACT SERVICES INC	SERVICES - FIN (*)	6,900.00
312221	ROSATIS PIZZA	CANTEEN - FD	212.95
312222	SAFEBUILT ILLINOIS LLC	PROFESSIONAL SERVICES - DPS (*)	1,076.25
312223	SENTINEL TECHNOLOGIES INC	NETWORK UPGRADE - IT (*)	246,235.10
8326(A)	SPOK INC	SERVICES - PW	67.68
312233	STATE GRAPHICS	PRINTING - GG (*)	8,460.20
8327(A)	STEINER ELECTRIC COMPANY	SUBSCRIPTION - IT (*)	9,361.86
312224	SUBURBAN ACCENTS INC	SERVICES - PD	2,500.00
312225	SUNSET FOOD MART INC	CANTEEN - FD	43.62
8345(A)	SWANSONS BLOSSOM SHOP	SERVICES - FD	315.90
8316(A)	TERRI LUECHT	SUPPLEMENT PAYMENT - FIN	1,659.00
312248	THALMANN ALIGNMENT INC	SERVICES - PD/PW	265.00
312226	THOMPSON ELEVATOR INSP SVC INC	SERVICES - DPS (*)	701.00
312231	TRANE US INC	PARTS - PW	143.41
312228	ULINE INC	VH REMODELING - GG (*)	1,710.00
312247	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	115.00
312232	WATERWAY GAS AND WASH COMPANY	SERVICES - FD/PD/PW	458.50
8342(A)	WINDWARD ROOFING & CONSTRUCTION INC	SERVICES - PW	4,380.00
312209	WS DARLEY & COMPANY	TOOLS - FD	111.69
312235	ZOLL MEDICAL CORP	SUPPLIES - FD	1,288.50
		CLASS 'A' TOTAL	**722,845.43**

CLASS 'B' WARRANTS

510(E)	COOK COUNTY TREASURER	PROPERTY TAX 3105 WALTERS - FIN	793.64
48(E)	IPBC	HEALTH INSURANCE - GG	632,941.92
512(E)	LOWES - VILLAGE ACCOUNT	PARTS/SUPPLIES - PW/FD/PD	1,227.37
3/13/26	PAYROLL	3/13/2026 PAYROLL	924,218.41

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 1, 2026 - MARCH 15, 2026
FOR 4/14/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
509(E)	QUADIENT FINANCE USA INC	POSTAGE - FIN	3,900.00
511(E)	WEX BANK	FUEL - PD/PW/FD	16,420.00
		CLASS 'B' TOTAL	**1,579,501.34**
		REPORT TOTAL	***2,302,346.77***

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 1, 2026 - MARCH 15, 2026
FOR 4/14/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312223	SENTINEL TECHNOLOGIES INC	NETWORK UPGRADE - IT (*)	246,235.10
312214	MONROE TRUCK EQUIPMENT INC	EQUIPMENT - PW (*)	97,430.00
312249	CULY CONTRACTING LLC	ANNUAL MANHOLE MAINTENANCE - PW (*)	60,250.00
8343(A)	HODC C/O CRESTWOOD PLACE	CRESTWOOD EXPENSE REIMB - FIN (*)	36,187.50
8332(A)	AL WARREN OIL CO INC	FUEL/OIL - PW/PD	22,979.06
8319(A)	MGP INC	PROFESSIONAL SERVICES - PW (*)	20,784.26
8346(A)	INTERIORS FOR BUSINESS INC	EQUIPMENT - PW (*)	17,742.64
8338(A)	ADDIS LAW GROUP	LEGAL FEES - GG	17,000.00
312204	AT&T MOBILITY NATIONAL ACCOUNTS LLC	TELECOMMUNICATIONS - IT	12,680.64
8340(A)	PERFECT CLEANING SYSTEM INC	SERVICES - PW (*)	10,980.50
8327(A)	STEINER ELECTRIC COMPANY	SUBSCRIPTION - IT (*)	9,361.86
8330(A)	ATLAS ENGINEERING GROUP LTD	SHERMER CORRIDOR ENG. SERVICES - PW (*)	8,886.24
312233	STATE GRAPHICS	PRINTING - GG (*)	8,460.20
312206	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	7,444.15
312244	RICKMAN CONTRACT SERVICES INC	SERVICES - FIN (*)	6,900.00
8312(A)	FOX VALLEY FIRE & SAFETY CO	SERVICES - PW	6,005.00
8308(A)	ALEXANDER CHEMICAL CORPORATION	CHEMICALS - PW (*)	5,947.20
312237	HEALTH INSPECTION PROFESSIONALS INC	SERVICES - DPS (*)	5,710.00
312255	MICHIO MURAKISHI	PROFESSIONAL SERVICES - DPS (*)	5,706.25
312243	A5 GROUP INC	PROFESSIONAL SERVICES - GG (*)	5,650.00
8320(A)	MID AMERICAN WATER OF WAUCONDA INC	PARTS - PW (*)	5,332.31
312252	MIDWEST POWER INDUSTRY INC	SERVICES - PW (*)	5,266.04
8328(A)	FIRE SAFETY CONSULTANTS INC	PROFESSIONAL SERVICES - FD/DPS (*)	4,888.80
8342(A)	WINDWARD ROOFING & CONSTRUCTION INC	SERVICES - PW	4,380.00
312259	DRAIN & PLUMBING SERVICES	CRESTWOOD SERVICES - FIN (*)	4,200.89
8337(A)	GRANITE TELECOMMUNICATIONS, LLC	TELECOMMUNICATIONS - IT	3,419.21
312211	FOOT STONE INC	PROFESSIONAL SERVICES - PW (*)	3,272.25
8313(A)	GRAINGER	SUPPLIES/TOOLS - FD/PW	3,041.44
312240	IL DEPT OF INNOVATION & TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	3,022.89
8333(A)	AMAZON.COM SERVICES INC	EQUIPMENT/SUPPLIES/PARTS - PW/IT/FD/GG/FIN/DPS	2,899.24
8310(A)	CHICAGO COMMUNICATIONS LLC	EQUIPMENT/SERVICES - FD	2,605.00
312208	DTN LLC	SUBSCRIPTION - PW	2,553.45
8339(A)	DACRA TECH LLC	SUBSCRIPTION - IT (*)	2,500.00
312224	SUBURBAN ACCENTS INC	SERVICES - PD	2,500.00
312203	CASE LOTS INC	SUPPLIES - PW	2,497.00
8307(A)	AIR ONE EQUIPMENT INC	EQUIPMENT/SUPPLIES/SERVICES - FD	2,395.00
312216	NICOR	UTILITIES - PW	2,380.72
8311(A)	CDW GOVERNMENT INC	EQUIPMENT - IT	2,365.44
312270	BCBS OF ILLINOIS REFUND & RECOVERY	OVERPAYMENT REFUND - FD	2,289.95
312242	PROFESSIONAL CEMETERY SERVICES	SERVICES - PW	2,240.00
8341(A)	GENUINE PARTS COMPANY INC	PARTS - PW/PD	2,216.75
8317(A)	MEADE INC	SERVICES - PW (*)	2,133.09
8325(A)	PORTER LEE CORPORATION	SUBSCRIPTION - IT	2,110.00
312227	HIGH STAR TRAFFIC	SUPPLIES - PW	1,830.50
8334(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	1,764.57
312212	GOLF MILL FORD	PARTS - PW/FD	1,747.28
312228	ULINE INC	VH REMODELING - GG (*)	1,710.00
312207	CUTLER WORKWEAR	UNIFORMS - PW (*)	1,687.64
8316(A)	TERRI LUECHT	SUPPLEMENT PAYMENT - FIN	1,659.00
312260	GORDON FLESCH COMPANY INC	PRINTING - IT (*)	1,523.11
8324(A)	POMPS TIRE SERVICE INC	TIRES - PW	1,411.08
312235	ZOLL MEDICAL CORP	SUPPLIES - FD	1,288.50
8318(A)	METROPOLITAN INDUSTRIES	SERVICES - PW	1,270.00
312239	FE MORAN INC MECHANICAL SERVICE	SERVICES - PW	1,180.00
8314(A)	HAVEY COMMUNICATIONS INC	PARTS - PD	1,174.55
312234	CUMMINS SALES & SERVICE	SERVICES/PARTS - PW/FD	1,094.00
312222	SAFEBUILT ILLINOIS LLC	PROFESSIONAL SERVICES - DPS (*)	1,076.25
8323(A)	PARKMOBILE LLC	MONTHLY SERVICE FEES - PW	1,057.45
312271	BCBS OF ILLINOIS REFUND & RECOVERY	OVERPAYMENT REFUND - FD	1,048.00

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 1, 2026 - MARCH 15, 2026
FOR 4/14/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312202	BOUND TREE MEDICAL LLC	SUPPLIES - FD	1,036.71
8336(A)	CIVILTECH ENGINEERING INC	PROFESSIONAL SERVICES - DPS	958.65
312238	ADS ENVIRONMENTAL SERVICES	SERVICES - PW	900.00
8322(A)	MOTOROLA SOLUTIONS INC	EQUIPMENT - FD	833.30
312241	ELEVATED SAFETY LLC	TRAINING - FD	800.00
312245	HEARTLAND BUSINESS SYSTEMS LLC	PROFESSIONAL SERVICES - IT	780.00
312230	ELINEUP LLC	SUBSCRIPTION - IT	750.00
312226	THOMPSON ELEVATOR INSP SVC INC	SERVICES - DPS (*)	701.00
312215	ACE NORTHBROOK HARDWARE & RENTAL	EQUIPMENT/TOOLS/SUPPLIES - PW/FD	695.51
8335(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN	681.06
312261	EN VENDING LLC	CANTEEN - FD	644.16
8309(A)	ALPHA PRIME COMMUNICATIONS	PARTS - PW	630.00
8331(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - FD	465.80
312205	COMCAST CABLE	TELECOMMUNICATIONS - IT	465.35
8344(A)	DELTA T LLC DBA BIG ASS FANS	EQUIPMENT - PW	460.00
312232	WATERWAY GAS AND WASH COMPANY	SERVICES - FD/PD/PW	458.50
312217	NORTH SHORE GAS COMPANY	UTILITIES - PW	415.78
8315(A)	HIGHLAND PARK FORD LINCOLN	PARTS - PD	402.78
312210	FIELDS JEEP INC/FIELDS CHRYSLER	PARTS - PD	396.95
8345(A)	SWANSONS BLOSSOM SHOP	SERVICES - FD	315.90
312258	ALLIANCE LAUNDRY SYSTEMS DISTR LLC	SERVICES - FD	290.49
312257	AMERICAN TAXI DISPATCH INC	SENIOR TRANSPORTATION - FIN	285.00
312201	ABT ELECTRONICS INC	SERVICES - FD	279.00
312220	PUMPBIZ INC	PARTS - PW	268.83
312248	THALMANN ALIGNMENT INC	SERVICES - PD/PW	265.00
312219	NORTHWEST FREIGHTLINER	PARTS - PW	264.50
312254	LINDE GAS & EQUIPMENT INC	SUPPLIES - PW	258.65
312221	ROSATIS PIZZA	CANTEEN - FD	212.95
312263	ATLASTICITY LLC	PROFESSIONAL SERVICES - IT	211.82
8321(A)	MOTION INDUSTRIES INC	PARTS - PW	210.56
312246	FILE OF LIFE FOUNDATION INC	SUPPLIES - FD	171.80
312213	HENDERSON PRODUCTS INC	PARTS - FD	154.13
312256	JASPER WELLER LLC	PARTS - FD	151.28
312253	IDENTISYS INC	SUPPLIES - GG	150.26
312250	CPAH	PROFESSIONAL SERVICES - DPS	147.50
312231	TRANE US INC	PARTS - PW	143.41
312264	MICHAEL PALATNIK	OVERPAYMENT REFUND - FD	123.00
312266	LOIS WOLFF	OVERPAYMENT REFUND - PD	120.00
312247	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	115.00
312209	WS DARLEY & COMPANY	TOOLS - FD	111.69
312268	GERTIE BELLS LLC DBA BBQ PRO SHOP	WATER/SEWER REFUND - FIN	100.00
312262	CONSENSUS CLOUD SOLUTIONS LLC	SUBSCRIPTION - IT	99.95
312251	EXCEL OIL SERVICES	SERVICES - PW	90.00
8329(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	78.00
312229	CINTAS CORPORATION #2	UNIFORMS - PW	77.56
8326(A)	SPOK INC	SERVICES - PW	67.68
312218	ENDEAVOR HEALTH MEDICAL GROUP	PROFESSIONAL SERVICES - FD	61.00
312236	IFSAP	MEMBERSHIPS - FD	60.00
312225	SUNSET FOOD MART INC	CANTEEN - FD	43.62
312267	DYLAN VALKENAAR	REIMBURSEMENT - FD	40.00
312269	RESTORATION HARDWARE INC	WATER/SEWER REFUND - FIN	29.30
		CLASS 'A' TOTAL	**722,845.43**

CLASS 'B' WARRANTS

3/13/26	PAYROLL	3/13/2026 PAYROLL	924,218.41
48(E)	IPBC	HEALTH INSURANCE - GG	632,941.92
511(E)	WEX BANK	FUEL - PD/PW/FD	16,420.00
509(E)	QUADIENT FINANCE USA INC	POSTAGE - FIN	3,900.00

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 1, 2026 - MARCH 15, 2026
FOR 4/14/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
512(E)	LOWES - VILLAGE ACCOUNT	PARTS/SUPPLIES - PW/FD/PD	1,227.37
510(E)	COOK COUNTY TREASURER	PROPERTY TAX 3105 WALTERS - FIN	793.64
		CLASS 'B' TOTAL	**1,579,501.34**
		REPORT TOTAL	***2,302,346.77***

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

ESCROW DEPOSIT/PERFORMANCE BOND REFUNDS
INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312274	LAKESIDE PLUMBING	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312275	PULTE HOMES	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	5,000.00
312276	PATZIK, FRANK & SAMOTNY LTD	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,123.00
312277	CROWN CASTLE USA INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	808.55
312278	ABC PLUMBING HEATING COOLING & ELECTRIC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312279	ROBERT BACZEWSKI *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
312280	HIGHLAND DEVELOPMENT	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	13,000.00
312281	KIN SPORTS LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	525.86
312282	EUROMARKET DESIGNS INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,129.40
312283	MOTRIA MELNYK *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	96.00
312284	LITTLE MOUNTAIN GYMNASTICS LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	148.40
312285	KLOEPFER CONSTRUCTION	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312286	GATEWAY II LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
312287	CLEAR PIPE INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312288	J BLANTON PLUMBING *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312289	PRIME PLUMBING SERVICES	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312290	DUTCH BARN LANDSCAPING *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	46.40
312291	NORTH PRIME HOMES INC *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	4.42
312292	24/7 PLUMBING HEATING & COOLING INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312293	SFP NORTHBROOK POINTE LLC *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,000.00
312294	UNDERWRITERS LABORATORIES	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	4,165.12
312295	40 SKOKIE PROPERTY LLC *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	5,800.00
312296	RAMON & SONS SEWER & WATER INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312297	AMAZING HOMES DEVELOPERS LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	7,725.50
312298	CROSSROADS NBRK LLC *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,000.00
312299	DANIEL C SHAPIRO *	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	577.00
312300	ANA INVESTMENTS LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,300.00
312301	LAKEVIEW PLUMBING INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312302	WYSPA DZIECI SCHOOL	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	772.83
312303	NORTH COAST SEWER & DRAINAGE INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
312304	AMERICAN NATIONAL SPRINKLER	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
		CLASS 'A' TOTAL	**59,722.48**

* REISSUED CHECKS

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312379	ACCURATE EMPLOYMENT SCREENING LLC	SERVICES - GG	199.99
312328	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES/TOOLS - PW/FD/PD	2,244.61
312412	ADAM WORTHINGTON	REIMBURSEMENT - PD	38.12
312393	ADVANCE AUTO PARTS	PARTS - PD	21.50
8348(A)	ADVANCED TREE CARE	FY2026 TREE TRIMMING - PW (*)	85,964.00
8349(A)	AIR ONE EQUIPMENT INC	EQUIPMENT - FD	2,109.00
8374(A)	AL WARREN OIL CO INC	OIL/SUPPLIES - PD/PW	2,030.75
312413	ALEXANDER GIARMIDIS	REIMBURSEMENT - PD	571.91
312367	ALLEGRA MARKETING PRINT & MAIL	PRINTING - FD	447.05
312394	ALLIED GARAGE DOOR INC	SERVICES - PW (*)	4,697.55
8350(A)	AMALGAMATED BANK OF CHICAGO	BOND ADMIN FEE - FIN	475.00
312414	AMANDA JAEGERS	REIMBURSEMENT - PD	20.00
312411	AMANDA WRANN	REIMBURSEMENT - PD	122.19
312415	AMARIS LA COUR	REIMBURSEMENT - PD	203.00
8375(A)	AMAZON.COM SERVICES INC	SUPPLIES/PARTS/EQUIPMENT - PD/FD/IT/PW	2,384.34
312416	AMELIA HOST	REIMBURSEMENT - PD	150.00
312391	AMERICAN TAXI DISPATCH INC	SENIOR TRANSPORTATION - FIN	250.00
312306	AMERICAN UNDERGROUND INC	FY2026 SEWER TELEVISING - PW (*)	61,869.45
312417	ANGELO WELLS	REIMBURSEMENT - PD	133.45
312305	APCO INTERNATIONAL INC	MEMBERSHIP - PD	1,012.00
312384	ARLINGTON HEIGHTS FORD LLC	PARTS - PD	5,365.80
8351(A)	ARLINGTON POWER EQUIPMENT	SUPPLIES - PW	119.97
312362	ARTISTIC ENGRAVING	UNIFORMS - PD	176.75
312361	ATLAS BOBCAT LLC	PARTS - PW	1,354.45
8369(A)	AW ZENGELER CLEANERS INC	SERVICES - PD	184.42
312403	BERRY DUNN MCNEIL & PARKER LLC	STRATEGIC PLANNING - GG (*)	5,840.00
312390	BIG BELLY SOLAR LLC	TRASH/RECYCLING RECEPTACLES - PW (*)	2,171.98
8372(A)	BIO TRON INC	SERVICES - FD	150.00
312441	BRANDON COLLAZO	REIMBURSEMENT - FD	2,720.00
312307	BRANIFF COMMUNICATIONS INC	SERVICES - FD	6,470.00
312418	BRETT KIM	REIMBURSEMENT - PD	40.11
312419	BRIAN RILEY	REIMBURSEMENT - PD	18.85
8353(A)	BS&A SOFTWARE	PAYMENT PROCESSING SERVICES - FIN (*)	13,540.55
312308	BURRIS EQUIPMENT COMPANY	PARTS - PW	730.00
312398	C+H PRECISION WEAPONS LLC	SUPPLIES - PD	181.00
8371(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	73.45
8384(A)	CAHILL HEATING COOLING ELECTRIC	SERVICES - PW (*)	650.00
8389(A)	CAPTRUST FINANCIAL ADVISORS	PROFESSIONAL SERVICES - FIN	1,291.67
8354(A)	CHICAGO COMMUNICATIONS LLC	EQUIPMENT/SERVICES - FD	7,200.00
312350	CINTAS CORPORATION #2	SUPPLIES - PD	540.56
312349	CINTAS CORPORATION #2	UNIFORMS - PW	232.68
312402	CITYGATE ASSOCIATES LLC	PROFESSIONAL SERVICES - PD (*)	33,169.34
8379(A)	CLARK HILL PLC	LEGAL SERVICES - GG	9,422.50
8355(A)	COMCAST	TELECOMMUNICATIONS - IT	3,093.71
312309	COMCAST CABLE	CABLE/INTERNET - PD	128.50
312310	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	695.22
8380(A)	CONSTELLIX	SUBSCRIPTION - IT	23.43
312311	COOK COUNTY RECORDER OF DEEDS	RECORDING FEES - DPS	497.00
312312	COSTAR REALTY INFORMATION INC	SUBSCRIPTION - DPS	1,136.05
312420	CRAIG ROSCOE	REIMBURSEMENT - PD	219.41
312358	CUMMINS SALES & SERVICE	SERVICES - FD	2,461.02
8381(A)	DACRA TECH LLC	SUBSCRIPTION - IT	2,500.00
312436	DANIEL LESZKA	REIMBURSEMENT - FD	123.16
312409	DONALD ANDERSON	REIMBURSEMENT - PD	150.00
312421	DORACELY CHAVEZ	REIMBURSEMENT - PD	72.28
312375	DR ROBIN KROLL INC	PROFESSIONAL SERVICES - PD	185.00
8356(A)	DREISILKER ELECTRIC MOTORS INC	PARTS - PW	443.97
312313	EL-COR INDUSTRIES INC	PARTS - PW/PD	223.93
312443	ELIZABETH BILLING	WATER/SEWER REFUND - FIN	4.30

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
8377(A)	ELROD FRIEDMAN LLP	LEGAL SERVICES - GG/DPS	47,023.50
312330	ENDEAVOR HEALTH MEDICAL GROUP	PROFESSIONAL SERVICES - PD	267.00
312422	ERIC GUSTASON	REIMBURSEMENT - PD	278.93
8388(A)	EVIDENT	SUPPLIES - PD	1,090.57
312365	FE MORAN INC FIRE PROTECTION	SERVICES - PW	5,280.00
312314	FIELDS JEEP INC/FIELDS CHRYSLER	PARTS - PD	1,009.68
8370(A)	FIRE SAFETY CONSULTANTS INC	PROFESSIONAL SERVICES - FD (*)	9,005.00
8373(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - PD/GG	1,353.77
312383	FLOCK GROUP INC	LICENSE PLATE READER CAMERAS - PD (*)	52,500.00
8357(A)	GALLS LLC	UNIFORMS - PD	4,609.49
312316	GENES VILLAGE TOWING INC	SERVICES - PW	400.00
8385(A)	GENUINE PARTS COMPANY INC	PARTS/SUPPLIES - PD/PW	2,156.70
312315	GEORGE GARNER CYCLERY INC	SUPPLIES - PD	137.92
312318	GEWALT HAMILTON ASSOCIATES INC	PROFESSIONAL SERVICES - PW (*)	27,438.83
312317	GIS CONSORTIUM	SUBSCRIPTION - PW	6,800.00
312392	GOOD IMPRESSIONS	SUPPLIES - PD	198.00
312397	GORDON FLESCH COMPANY INC	PRINTING - IT (*)	2,480.92
8358(A)	GRAINGER	EQUIPMENT/SUPPLIES - PW/FD	814.77
8359(A)	HAVEY COMMUNICATIONS INC	PARTS - PD	2,250.90
312370	HEARTLAND BUSINESS SYSTEMS LLC	PROFESSIONAL SERVICES - IT	1,121.25
312319	HENRICKSEN & COMPANY INC	EQUIPMENT - GG	8,879.61
312389	HFS BUREAU OF FISCAL OPERATIONS	GEMT MEDICAID AMBULANCE FEE REIMB - FD	101,218.55
312320	HIGH PSI LTD	SERVICES - PW	263.53
8386(A)	HODC C/O CRESTWOOD PLACE	CRESTWOOD EXPENSE REIMB - FIN (*)	40,316.85
312321	IDLEWOOD ELECTRIC SUPPLY INC	SUPPLIES - PW	19.11
312366	IL DEPT OF INNOVATION & TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	3,022.89
312322	INDUSTRIAL ORGANIZATIONAL SOLUTIONS	PROFESSIONAL SERVICES - FD (*)	16,917.50
312364	INSIGHT PUBLIC SECTOR INC	SUBSCRIPTION - IT (*)	7,549.32
8361(A)	INTERGOVERNMENTAL RISK MANAGEMENT	INSURANCE DEDUCTIBLE - GG	33,568.56
312323	INTERNATIONAL SOCIETY OF FIRE	MEMBERSHIPS - FD	150.00
312423	JAKE PAWLICKI	REIMBURSEMENT - PD	46.82
312424	JAMES FRIEL	REIMBURSEMENT - PD	45.03
312425	JASON STEINER	REIMBURSEMENT - PD	44.49
312324	JG UNIFORMS INC	UNIFORMS - PD	607.10
312437	JOHN KULICK	REIMBURSEMENT - FD	41.00
312426	JOHN SEILER	REIMBURSEMENT - PD	261.83
312404	JOSEPH KIM	PERMIT OVERPAYMENT REFUND - PD	5.00
8387(A)	JOSEPH KLEMM	PSEBA BENEFIT REIMBURSEMENT - GG	1,758.54
8383(A)	KASPER HOLMES & DRING LTD	LEGAL SERVICES - GG	7,000.00
312408	KATHLEEN YAVITT	REIMBURSEMENT - FD	99.95
312325	KEYTH TECHNOLOGIES INC	VH SECURITY SYSTEM UPGRADE - PW	9,840.00
8362(A)	KIESLER POLICE SUPPLY INC	SUPPLIES - PD	2,452.80
312427	KYLE PILMER	REIMBURSEMENT - PD	616.63
312326	LAKE COUNTY PUBLIC WORKS DEPT	SERVICES - PW	86.00
312378	LAN ELECTRIC INC	SERVICES - PW	1,770.36
312405	LESLIE ALING	PERMIT OVERPAYMENT REFUND - PD	5.00
312386	LINDE GAS & EQUIPMENT INC	SUPPLIES - PW	367.35
312385	LINDE GAS & EQUIPMENT INC	SUPPLIES - FD	158.95
8376(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	2,040.47
312442	MARIO VENTRELLI	WATER/SEWER REFUND - FIN	4.30
312428	MATTHEW JOHNSON	REIMBURSEMENT - PD	105.23
312438	MAUREEN MORRISSEY	REIMBURSEMENT - FD	49.99
312407	MCCLOUD SERVICES	PERMIT OVERPAYMENT REFUND - PD	5.00
8378(A)	MERCHANTS CREDIT GUIDE CO	COLLECTIONS - FIN	15.00
8363(A)	METROPOLITAN MAYORS CAUCUS	MEMBERSHIPS - GG	1,584.99
312439	MICHAEL ROBBIN	REIMBURSEMENT - FD	230.00
312387	MICHIO MURAKISHI	PROFESSIONAL SERVICES - DPS (*)	7,307.86
312395	MIDWEST PAVING EQUIPMENT INC	PARTS - PW	511.88
312382	MIDWEST POWER INDUSTRY INC	SERVICES - PW (*)	3,041.07

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312429	MILLIE GOMEZ	REIMBURSEMENT - PD	56.88
312368	MINDSIGHT	EQUIPMENT/SUBSCRIPTION - IT	4,543.40
312327	MONROE TRUCK EQUIPMENT INC	PARTS - PW	287.00
8364(A)	MOTOROLA SOLUTIONS INC	TELECOMMUNICATIONS/CONFERENCE - PD/IT	17,075.92
312388	NATIONAL PELRA	TRAINING - GG	460.00
8365(A)	NEMETH GLASS OF ILLINOIS INC	SERVICES - PW	225.00
312329	NICOR	UTILITIES - PW	4,461.63
312331	NORTH SUBURBAN YMCA	CULTURAL FAIR 2026 - GG	700.00
312332	NORTHWEST FREIGHTLINER	PARTS - FD	371.21
312400	NORTHWIND TECHNOLOGIES	SOFTWARE LICENSE/SUPPORT - IT	918.94
312399	ONCE UPON A DELI	CANTEEN - PD	99.00
312374	PALE BLUE DOT LLC	PROFESSIONAL SERVICES - DPS	3,800.00
312355	PARTNERS & PAWS VETERINARY SVCS LLC	K-9 CARE - PD	605.33
312380	PEERLESS NETWORK INC	TELECOMMUNICATIONS - IT	7,314.95
312334	PIONEER RESEARCH	SUPPLIES - PW	627.19
312396	PLUNKETT'S PEST CONTROL INC	SERVICES - PW	151.41
8366(A)	POMPS TIRE SERVICE INC	TIRES - PD/FD/PW	1,704.34
312363	POSTAL SOURCE	SUPPLIES - FIN	116.95
312335	PROMOS 911 INC	SUPPLIES - FD	2,421.45
312372	RAECO RENTS LLC	EQUIPMENT RENTAL - FD	2,397.09
312333	RAY OHERRON CO INC	SUPPLIES/EQUIPMENT - PD	1,390.33
312336	REGIONAL EMERGENCY DISPATCH CENTER	DISPATCH - FD	64,690.00
312369	RICKMAN CONTRACT SERVICES INC	SERVICES - FIN (*)	6,900.00
312430	ROBERT BUJAK	REIMBURSEMENT - PD	259.58
8352(A)	ROSE MARY JURINEK	COURT REPORTING - PD	1,215.00
312337	ROSE PEST SOLUTIONS	SERVICES - PD	126.00
8367(A)	RUBBER INC	PARTS - FD	161.33
312338	RUSH TRUCK CENTERS OF ILLINOIS	PARTS - PW	430.38
312339	SAFEBUILT ILLINOIS LLC	PROFESSIONAL SERVICES - DPS	472.50
312340	SECRETARY OF STATE	NOTARY RENEWAL - PD	15.00
312341	SENTINEL TECHNOLOGIES INC	NETWORK UPGRADE - IT (*)	51,326.72
312342	SEVEN ELEVEN STORE #33792	CANTEEN - PD	779.65
312401	SHRED SPOT	SERVICES - GG	1,630.60
312381	STAKING UNIVERSITY	TRAINING - PW	1,750.00
312431	STAN FERGUSON	REIMBURSEMENT - PD	203.50
312343	STANDARD EQUIPMENT COMPANY	PARTS - PW	487.34
312357	STATE GRAPHICS	PRINTING - GG	351.26
312344	STATE TREASURER	INTERGOVERNMENTAL COST SHARING - PW (*)	1,823.37
312345	STREICHERS INC	UNIFORMS - PD	325.01
312346	STRYKER SALES LLC	SERVICES - FD	282.00
312373	SYMMETRY ENERGY SOLUTIONS LLC	UTILITIES - PW	5,570.98
312406	TAGA HOLDINGS, LLC GREGORY LAGUNOV	PERMIT OVERPAYMENT REFUND - PD	5.00
312440	TED AQUINO	REIMBURSEMENT - FD	499.00
312432	TERESA DREWES	REIMBURSEMENT - PD	461.33
312410	TERRENCE JORIA	REIMBURSEMENT - PD	141.02
312377	THALMANN ALIGNMENT INC	SERVICES - PW	150.00
312354	THE BLUE LINE	RECRUITING - PD	348.00
8368(A)	THOMSON REUTERS	SUBSCRIPTION - PD	349.30
312433	TIMOTHY THOMA	REIMBURSEMENT - PD	309.72
312434	TODD FEINGOLD	REIMBURSEMENT - PD	461.33
312376	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	83.25
312353	UNIVERSITY OF ILLINOIS	TRAINING - FD	2,500.00
8360(A)	USABLUEBOOK	PARTS - PW	433.13
312371	VERIZON CONNECT NWF INC	SUBSCRIPTION - PW	1,171.09
312347	VERIZON WIRELESS	TELECOMMUNICATIONS - IT	876.23
312348	VIDEO & SOUND SERVICE INC	VILLAGE FACILITY CAMERAS SYSTEM UPGRADE - IT (*)	47,541.00
8382(A)	WATER ISAC	MEMBERSHIP - IT	650.00
312356	WATERWAY GAS AND WASH COMPANY	SERVICES - PD	1,067.00
312351	WHEEL-INN BODY & MOTOR WORKS	SERVICES - PD	899.62

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312435	WILLIAM HUMPHRIES	REIMBURSEMENT - PD	2,151.33
312359	WITMER PUBLIC SAFETY GROUP INC	EQUIPMENT - FD	200.95
312352	WORLDS SECURITY & CONTROL INC	SERVICES - PW	570.00
312360	ZOLL MEDICAL CORP	SUPPLIES - FD	367.36
		CLASS 'A' TOTAL	**936,534.66**
	CLASS 'B' WARRANTS		
8347(A)	HODC C/O CRESTWOOD PLACE	CRESTWOOD EXPENSE REIMB - FIN (*)	6,938.45
31(E)	HUNTINGTON NATIONAL BANK	VILLAGE CREDIT CARD FEBRUARY - FIN	24,632.41
312273	ILLINOIS SECRETARY OF STATE	LICENSE PLATES - PW	173.00
312272	ILLINOIS SECRETARY OF STATE	LICENSE PLATES - PD	165.00
514(E)	MIDWEST OPERATING ENGINEERS WELFARE	HEALTH INSURANCE - GG	80,880.00
3/31/26	PAYROLL	3/31/2026 PAYROLL	926,700.32
3/30/26	PAYROLL	3/30/2026 HOLIDAY PAYROLL	212,867.02
513(E)	QUADIENT LEASING USA INC	MAILING SYSTEM LEASE - FIN	1,667.85
517(E)	WEX BANK	FUEL - PD/PW/FD	22,595.76
		CLASS 'B' TOTAL	**1,276,619.81**
		REPORT TOTAL	***2,213,154.47***

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312389	HFS BUREAU OF FISCAL OPERATIONS	GEMT MEDICAID AMBULANCE FEE REIMB - FD	101,218.55
8348(A)	ADVANCED TREE CARE	FY2026 TREE TRIMMING - PW (*)	85,964.00
312336	REGIONAL EMERGENCY DISPATCH CENTER	DISPATCH - FD	64,690.00
312306	AMERICAN UNDERGROUND INC	FY2026 SEWER TELEVISING - PW (*)	61,869.45
312383	FLOCK GROUP INC	LICENSE PLATE READER CAMERAS - PD (*)	52,500.00
312341	SENTINEL TECHNOLOGIES INC	NETWORK UPGRADE - IT (*)	51,326.72
312348	VIDEO & SOUND SERVICE INC	VILLAGE FACILITY CAMERAS SYSTEM UPGRADE - IT (*)	47,541.00
8377(A)	ELROD FRIEDMAN LLP	LEGAL SERVICES - GG/DPS	47,023.50
8386(A)	HODC C/O CRESTWOOD PLACE	CRESTWOOD EXPENSE REIMB - FIN (*)	40,316.85
8361(A)	INTERGOVERNMENTAL RISK MANAGEMENT	INSURANCE DEDUCTIBLE - GG	33,568.56
312402	CITYGATE ASSOCIATES LLC	PROFESSIONAL SERVICES - PD (*)	33,169.34
312318	GEWALT HAMILTON ASSOCIATES INC	PROFESSIONAL SERVICES - PW (*)	27,438.83
8364(A)	MOTOROLA SOLUTIONS INC	TELECOMMUNICATIONS/CONFERENCE - PD/IT	17,075.92
312322	INDUSTRIAL ORGANIZATIONAL SOLUTIONS	PROFESSIONAL SERVICES - FD (*)	16,917.50
8353(A)	BS&A SOFTWARE	PAYMENT PROCESSING SERVICES - FIN (*)	13,540.55
312325	KEYTH TECHNOLOGIES INC	VH SECURITY SYSTEM UPGRADE - PW	9,840.00
8379(A)	CLARK HILL PLC	LEGAL SERVICES - GG	9,422.50
8370(A)	FIRE SAFETY CONSULTANTS INC	PROFESSIONAL SERVICES - FD (*)	9,005.00
312319	HENRICKSEN & COMPANY INC	EQUIPMENT - GG	8,879.61
312364	INSIGHT PUBLIC SECTOR INC	SUBSCRIPTION - IT (*)	7,549.32
312380	PEERLESS NETWORK INC	TELECOMMUNICATIONS - IT	7,314.95
312387	MICHIO MURAKISHI	PROFESSIONAL SERVICES - DPS (*)	7,307.86
8354(A)	CHICAGO COMMUNICATIONS LLC	EQUIPMENT/SERVICES - FD	7,200.00
8383(A)	KASPER HOLMES & DRING LTD	LEGAL SERVICES - GG	7,000.00
312369	RICKMAN CONTRACT SERVICES INC	SERVICES - FIN (*)	6,900.00
312317	GIS CONSORTIUM	SUBSCRIPTION - PW	6,800.00
312307	BRANIFF COMMUNICATIONS INC	SERVICES - FD	6,470.00
312403	BERRY DUNN MCNEIL & PARKER LLC	STRATEGIC PLANNING - GG (*)	5,840.00
312373	SYMMETRY ENERGY SOLUTIONS LLC	UTILITIES - PW	5,570.98
312384	ARLINGTON HEIGHTS FORD LLC	PARTS - PD	5,365.80
312365	FE MORAN INC FIRE PROTECTION	SERVICES - PW	5,280.00
312394	ALLIED GARAGE DOOR INC	SERVICES - PW (*)	4,697.55
8357(A)	GALLS LLC	UNIFORMS - PD	4,609.49
312368	MINDSIGHT	EQUIPMENT/SUBSCRIPTION - IT	4,543.40
312329	NICOR	UTILITIES - PW	4,461.63
312374	PALE BLUE DOT LLC	PROFESSIONAL SERVICES - DPS	3,800.00
8355(A)	COMCAST	TELECOMMUNICATIONS - IT	3,093.71
312382	MIDWEST POWER INDUSTRY INC	SERVICES - PW (*)	3,041.07
312366	IL DEPT OF INNOVATION & TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	3,022.89
312441	BRANDON COLLAZO	REIMBURSEMENT - FD	2,720.00
8381(A)	DACRA TECH LLC	SUBSCRIPTION - IT	2,500.00
312353	UNIVERSITY OF ILLINOIS	TRAINING - FD	2,500.00
312397	GORDON FLESCH COMPANY INC	PRINTING - IT (*)	2,480.92
312358	CUMMINS SALES & SERVICE	SERVICES - FD	2,461.02
8362(A)	KIESLER POLICE SUPPLY INC	SUPPLIES - PD	2,452.80
312335	PROMOS 911 INC	SUPPLIES - FD	2,421.45
312372	RAECO RENTS LLC	EQUIPMENT RENTAL - FD	2,397.09
8375(A)	AMAZON.COM SERVICES INC	SUPPLIES/PARTS/EQUIPMENT - PD/FD/IT/PW	2,384.34
8359(A)	HAVEY COMMUNICATIONS INC	PARTS - PD	2,250.90
312328	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES/TOOLS - PW/FD/PD	2,244.61
312390	BIG BELLY SOLAR LLC	TRASH/RECYCLING RECEPTACLES - PW (*)	2,171.98
8385(A)	GENUINE PARTS COMPANY INC	PARTS/SUPPLIES - PD/PW	2,156.70
312435	WILLIAM HUMPHRIES	REIMBURSEMENT - PD	2,151.33
8349(A)	AIR ONE EQUIPMENT INC	EQUIPMENT - FD	2,109.00
8376(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	2,040.47
8374(A)	AL WARREN OIL CO INC	OIL/SUPPLIES - PD/PW	2,030.75
312344	STATE TREASURER	INTERGOVERNMENTAL COST SHARING - PW (*)	1,823.37
312378	LAN ELECTRIC INC	SERVICES - PW	1,770.36
8387(A)	JOSEPH KLEMM	PSEBA BENEFIT REIMBURSEMENT - GG	1,758.54

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312381	STAKING UNIVERSITY	TRAINING - PW	1,750.00
8366(A)	POMPS TIRE SERVICE INC	TIRES - PD/FD/PW	1,704.34
312401	SHRED SPOT	SERVICES - GG	1,630.60
8363(A)	METROPOLITAN MAYORS CAUCUS	MEMBERSHIPS - GG	1,584.99
312333	RAY OHERRON CO INC	SUPPLIES/EQUIPMENT - PD	1,390.33
312361	ATLAS BOBCAT LLC	PARTS - PW	1,354.45
8373(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - PD/GG	1,353.77
8389(A)	CAPTRUST FINANCIAL ADVISORS	PROFESSIONAL SERVICES - FIN	1,291.67
8352(A)	ROSE MARY JURINEK	COURT REPORTING - PD	1,215.00
312371	VERIZON CONNECT NWF INC	SUBSCRIPTION - PW	1,171.09
312312	COSTAR REALTY INFORMATION INC	SUBSCRIPTION - DPS	1,136.05
312370	HEARTLAND BUSINESS SYSTEMS LLC	PROFESSIONAL SERVICES - IT	1,121.25
8388(A)	EVIDENT	SUPPLIES - PD	1,090.57
312356	WATERWAY GAS AND WASH COMPANY	SERVICES - PD	1,067.00
312305	APCO INTERNATIONAL INC	MEMBERSHIP - PD	1,012.00
312314	FIELDS JEEP INC/FIELDS CHRYSLER	PARTS - PD	1,009.68
312400	NORTHWIND TECHNOLOGIES	SOFTWARE LICENSE/SUPPORT - IT	918.94
312351	WHEEL-INN BODY & MOTOR WORKS	SERVICES - PD	899.62
312347	VERIZON WIRELESS	TELECOMMUNICATIONS - IT	876.23
8358(A)	GRAINGER	EQUIPMENT/SUPPLIES - PW/FD	814.77
312342	SEVEN ELEVEN STORE #33792	CANTEEN - PD	779.65
312308	BURRIS EQUIPMENT COMPANY	PARTS - PW	730.00
312331	NORTH SUBURBAN YMCA	CULTURAL FAIR 2026 - GG	700.00
312310	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	695.22
8384(A)	CAHILL HEATING COOLING ELECTRIC	SERVICES - PW (*)	650.00
8382(A)	WATER ISAC	MEMBERSHIP - IT	650.00
312334	PIONEER RESEARCH	SUPPLIES - PW	627.19
312427	KYLE PILMER	REIMBURSEMENT - PD	616.63
312324	JG UNIFORMS INC	UNIFORMS - PD	607.10
312355	PARTNERS & PAWS VETERINARY SVCS LLC	K-9 CARE - PD	605.33
312413	ALEXANDER GIARMIDIS	REIMBURSEMENT - PD	571.91
312352	WORLDS SECURITY & CONTROL INC	SERVICES - PW	570.00
312350	CINTAS CORPORATION #2	SUPPLIES - PD	540.56
312395	MIDWEST PAVING EQUIPMENT INC	PARTS - PW	511.88
312440	TED AQUINO	REIMBURSEMENT - FD	499.00
312311	COOK COUNTY RECORDER OF DEEDS	RECORDING FEES - DPS	497.00
312343	STANDARD EQUIPMENT COMPANY	PARTS - PW	487.34
8350(A)	AMALGAMATED BANK OF CHICAGO	BOND ADMIN FEE - FIN	475.00
312339	SAFEBUILT ILLINOIS LLC	PROFESSIONAL SERVICES - DPS	472.50
312432	TERESA DREWES	REIMBURSEMENT - PD	461.33
312434	TODD FEINGOLD	REIMBURSEMENT - PD	461.33
312388	NATIONAL PELRA	TRAINING - GG	460.00
312367	ALLEGRA MARKETING PRINT & MAIL	PRINTING - FD	447.05
8356(A)	DREISILKER ELECTRIC MOTORS INC	PARTS - PW	443.97
8360(A)	USABLUEBOOK	PARTS - PW	433.13
312338	RUSH TRUCK CENTERS OF ILLINOIS	PARTS - PW	430.38
312316	GENES VILLAGE TOWING INC	SERVICES - PW	400.00
312332	NORTHWEST FREIGHTLINER	PARTS - FD	371.21
312360	ZOLL MEDICAL CORP	SUPPLIES - FD	367.36
312386	LINDE GAS & EQUIPMENT INC	SUPPLIES - PW	367.35
312357	STATE GRAPHICS	PRINTING - GG	351.26
8368(A)	THOMSON REUTERS	SUBSCRIPTION - PD	349.30
312354	THE BLUE LINE	RECRUITING - PD	348.00
312345	STREICHERS INC	UNIFORMS - PD	325.01
312433	TIMOTHY THOMA	REIMBURSEMENT - PD	309.72
312327	MONROE TRUCK EQUIPMENT INC	PARTS - PW	287.00
312346	STRYKER SALES LLC	SERVICES - FD	282.00
312422	ERIC GUSTASON	REIMBURSEMENT - PD	278.93
312330	ENDEAVOR HEALTH MEDICAL GROUP	PROFESSIONAL SERVICES - PD	267.00

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312320	HIGH PSI LTD	SERVICES - PW	263.53
312426	JOHN SEILER	REIMBURSEMENT - PD	261.83
312430	ROBERT BUJAK	REIMBURSEMENT - PD	259.58
312391	AMERICAN TAXI DISPATCH INC	SENIOR TRANSPORTATION - FIN	250.00
312349	CINTAS CORPORATION #2	UNIFORMS - PW	232.68
312439	MICHAEL ROBBIN	REIMBURSEMENT - FD	230.00
8365(A)	NEMETH GLASS OF ILLINOIS INC	SERVICES - PW	225.00
312313	EL-COR INDUSTRIES INC	PARTS - PW/PD	223.93
312420	CRAIG ROSCOE	REIMBURSEMENT - PD	219.41
312431	STAN FERGUSON	REIMBURSEMENT - PD	203.50
312415	AMARIS LA COUR	REIMBURSEMENT - PD	203.00
312359	WITMER PUBLIC SAFETY GROUP INC	EQUIPMENT - FD	200.95
312379	ACCURATE EMPLOYMENT SCREENING LLC	SERVICES - GG	199.99
312392	GOOD IMPRESSIONS	SUPPLIES - PD	198.00
312375	DR ROBIN KROLL INC	PROFESSIONAL SERVICES - PD	185.00
8369(A)	AW ZENGELER CLEANERS INC	SERVICES - PD	184.42
312398	C+H PRECISION WEAPONS LLC	SUPPLIES - PD	181.00
312362	ARTISTIC ENGRAVING	UNIFORMS - PD	176.75
8367(A)	RUBBER INC	PARTS - FD	161.33
312385	LINDE GAS & EQUIPMENT INC	SUPPLIES - FD	158.95
312396	PLUNKETT'S PEST CONTROL INC	SERVICES - PW	151.41
312416	AMELIA HOST	REIMBURSEMENT - PD	150.00
8372(A)	BIO TRON INC	SERVICES - FD	150.00
312409	DONALD ANDERSON	REIMBURSEMENT - PD	150.00
312323	INTERNATIONAL SOCIETY OF FIRE	MEMBERSHIPS - FD	150.00
312377	THALMANN ALIGNMENT INC	SERVICES - PW	150.00
312410	TERRENCE JORIA	REIMBURSEMENT - PD	141.02
312315	GEORGE GARNER CYCLERY INC	SUPPLIES - PD	137.92
312417	ANGELO WELLS	REIMBURSEMENT - PD	133.45
312309	COMCAST CABLE	CABLE/INTERNET - PD	128.50
312337	ROSE PEST SOLUTIONS	SERVICES - PD	126.00
312436	DANIEL LESZKA	REIMBURSEMENT - FD	123.16
312411	AMANDA WRANN	REIMBURSEMENT - PD	122.19
8351(A)	ARLINGTON POWER EQUIPMENT	SUPPLIES - PW	119.97
312363	POSTAL SOURCE	SUPPLIES - FIN	116.95
312428	MATTHEW JOHNSON	REIMBURSEMENT - PD	105.23
312408	KATHLEEN YAVITT	REIMBURSEMENT - FD	99.95
312399	ONCE UPON A DELI	CANTEEN - PD	99.00
312326	LAKE COUNTY PUBLIC WORKS DEPT	SERVICES - PW	86.00
312376	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	83.25
8371(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	73.45
312421	DORACELY CHAVEZ	REIMBURSEMENT - PD	72.28
312429	MILLIE GOMEZ	REIMBURSEMENT - PD	56.88
312438	MAUREEN MORRISSEY	REIMBURSEMENT - FD	49.99
312423	JAKE PAWLICKI	REIMBURSEMENT - PD	46.82
312424	JAMES FRIEL	REIMBURSEMENT - PD	45.03
312425	JASON STEINER	REIMBURSEMENT - PD	44.49
312437	JOHN KULICK	REIMBURSEMENT - FD	41.00
312418	BRETT KIM	REIMBURSEMENT - PD	40.11
312412	ADAM WORTHINGTON	REIMBURSEMENT - PD	38.12
8380(A)	CONSTELLIX	SUBSCRIPTION - IT	23.43
312393	ADVANCE AUTO PARTS	PARTS - PD	21.50
312414	AMANDA JAEGERS	REIMBURSEMENT - PD	20.00
312321	IDLEWOOD ELECTRIC SUPPLY INC	SUPPLIES - PW	19.11
312419	BRIAN RILEY	REIMBURSEMENT - PD	18.85
8378(A)	MERCHANTS CREDIT GUIDE CO	COLLECTIONS - FIN	15.00
312340	SECRETARY OF STATE	NOTARY RENEWAL - PD	15.00
312404	JOSEPH KIM	PERMIT OVERPAYMENT REFUND - PD	5.00
312405	LESLIE ALING	PERMIT OVERPAYMENT REFUND - PD	5.00

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN MARCH 16, 2026 - MARCH 31, 2026
FOR 4/14/26 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
312407	MCCLOUD SERVICES	PERMIT OVERPAYMENT REFUND - PD	5.00
312406	TAGA HOLDINGS, LLC GREGORY LAGUNOV	PERMIT OVERPAYMENT REFUND - PD	5.00
312443	ELIZABETH BILLING	WATER/SEWER REFUND - FIN	4.30
312442	MARIO VENTRELLI	WATER/SEWER REFUND - FIN	4.30
		CLASS 'A' TOTAL	**936,534.66**
	CLASS 'B' WARRANTS		
3/31/26	PAYROLL	3/31/2026 PAYROLL	926,700.32
3/30/26	PAYROLL	3/30/2026 HOLIDAY PAYROLL	212,867.02
514(E)	MIDWEST OPERATING ENGINEERS WELFARE	HEALTH INSURANCE - GG	80,880.00
31(E)	HUNTINGTON NATIONAL BANK	VILLAGE CREDIT CARD FEBRUARY - FIN	24,632.41
517(E)	WEX BANK	FUEL - PD/PW/FD	22,595.76
8347(A)	HODC C/O CRESTWOOD PLACE	CRESTWOOD EXPENSE REIMB - FIN (*)	6,938.45
513(E)	QUADIENT LEASING USA INC	MAILING SYSTEM LEASE - FIN	1,667.85
312273	ILLINOIS SECRETARY OF STATE	LICENSE PLATES - PW	173.00
312272	ILLINOIS SECRETARY OF STATE	LICENSE PLATES - PD	165.00
		CLASS 'B' TOTAL	**1,276,619.81**
		REPORT TOTAL	***2,213,154.47***

PROCLAMATION

RECOGNIZING APRIL 12 – 18, 2026
AS PUBLIC SAFETY TELECOMMUNICATORS' WEEK

WHEREAS, Public Safety Telecommunicators, specialists in operating radio, telephone, and computer-aided communications systems using state-of-the-art technological techniques, are a cornerstone of the public safety community; and

WHEREAS, each day residents and visitors are able to get the care and protection they need in their most difficult moments due to the efforts of the Northbrook Police and RED Center Fire Telecommunicators; and

WHEREAS, Telecommunicators are the pivotal link between citizens and the police and fire departments and play a vital role in the protection of public health, safety, and the preservation of law and order. Every hour of every day Telecommunicators access, monitor, and disseminate information of critical importance to police and fire personnel; and

WHEREAS, Telecommunicators perform their duties in a dedicated, diligent, and loyal manner while enduring the stresses of shift work, challenging hours, and working weekends and holidays. These professionals deserve the support of our community, while they continuously strive to improve the quality of dispatching services.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook, and State of Illinois, do hereby proclaim April 12 through 18, 2026, as

PUBLIC SAFETY TELECOMMUNICATORS' WEEK

in the Village of Northbrook and urge all citizens to demonstrate their appreciation of the general knowledge, training, service, and dedication Telecommunicators exhibit each day.

GIVEN, under my hand and seal of the Village of Northbrook, this 14th day of April, 2026.

_____
Kathryn L. Ciesla, Village President

ATTEST:

_____
Derek Gau, Village Clerk

PROCLAMATION
RECOGNIZING APRIL 22, 2026 AS EARTH DAY

WHEREAS, a sound natural environment is the foundation of a healthy society and a robust economy; and

WHEREAS, human activities around the globe are causing severe environmental damage that threatens human health and our planet's ability to sustain a diverse community of life; and

WHEREAS, living in harmony with the natural world may provide solace in the face of these existential challenges such as global warming and climate change; and

WHEREAS, as demonstrated in Northbrook's Climate Action Plan, local communities can do much to reverse environmental degradation and contribute to building a healthy society by addressing issues such as energy use, transportation, waste prevention, and green space access; and

WHEREAS, the Village of Northbrook works every day on initiatives to progress climate goals of reducing the community-wide carbon footprint and fostering sustainability; and

WHEREAS, there are sound economic, environmental, and social reasons for local governments to initiate projects to advance energy efficiency and renewable energy; and

WHEREAS, on Earth Day, we celebrate this commitment to building a healthy planet, flourishing communities, and empowered individuals.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook, and State of Illinois, do hereby proclaim Tuesday, April 22, 2026, as

EARTH DAY

in the Village of Northbrook and encourage our community to undertake programs and projects that enhance our natural environment and encourage residents, businesses, and institutions to use Earth Day to commit to building a sustainable society.

GIVEN, under my hand and seal of the Village of Northbrook, this 14th day of April, 2026.

_____

Kathryn L. Ciesla, Village President

ATTEST:

_____

Derek Gau, Village Clerk

PROCLAMATION

RECOGNIZING APRIL 24, 2026
AS ARBOR DAY IN THE VILLAGE OF NORTHBROOK

WHEREAS, Arbor Day is an annual observance that celebrates the role of trees in our lives and promotes tree planting and care; and

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and the holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska. Arbor Day is now observed throughout the nation and the world; and

WHEREAS, the Village recognizes that trees can reduce erosion, lower heating and cooling costs, moderate temperatures, clean the air, produce oxygen, provide habitat for wildlife, increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, the Village has been a sponsor of Arbor Day and is in its 32nd year of being recognized as a Tree City USA Award recipient for actively promoting tree preservation and planting.

NOW THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim Friday, April 24, 2026, as

ARBOR DAY

in the Village of Northbrook and ask all community members to celebrate the role of trees in our lives by planting and caring for trees today.

GIVEN, under my hand and seal of the Village of Northbrook, this 14th day of April 2026.

_____
Kathryn L. Ciesla, Village President

ATTEST:

_____
Derek Gau, Village Clerk

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Deputy Village Manager Jim Hawkins
Date: 2026-04-14
Subject: An Ordinance to Amend the Annual Fee Ordinance to Increase the Number of Class A Liquor Licenses to Enable a License to be Issued to LTF Club Operations Company Inc. for the Life Cafe and Poolside Bistro - 1300 Techny Road

Overview
LTF Club Operations Company Inc. d/b/a Life Cafe and Poolside Bistro - 1300 Techny Road has applied for a Class A Liquor License and this Ordinance will increase available licenses in this class to provide the Liquor Commissioner the ability to issue the license to the applicant.

Fiscal Impact
LTF Club Operations Company Inc. has paid the $2,200 application fee and will pay the prorated annual liquor license fee prior to issuance of a license.

Recommendation
Approval

Background
LTF Club Operations Company Inc. d/b/a Life Cafe and Poolside Bistro - 1300 Techny Road has applied for a Class A Liquor License and this Ordinance will increase available licenses in this class. The applicant has paid the $2,200 application fee and the prorated annual liquor license fee shall be paid prior to issuance of a license. The Police Department is completing their investigation for compliance with applicable provisions of the Municipal Code and the results are pending.

The attached ordinance amends the Annual Fee Ordinance to increase the number of Class “A” liquor licenses under Sec. 4-48. Class A allows the prime function of retail sale on the premises specified of alcoholic beverages for consumption only upon the premises where sold, which premises shall be a restaurant, or an entertainment facility with a restaurant, where the food service component of the business is operational during the hours of sale and service of alcoholic liquor and a printed menu is on display and in effect. If the attached ordinance is adopted by the Board of Trustees, the Liquor Commissioner will have the ability to issue the license to the applicant.

An Ordinance to Amend the Annual Fee Ordinance to Increase the Number of Class A Liquor Licenses to Enable a License to be Issued to LTF Club Operations Company Inc dba Life Cafe

and Poolside Bistro at 1300 Techny Road

Ordinance 2026-

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance to Amend the Annual Fee Ordinance to Increase the Number of Class A Liquor Licenses to Enable a License to be Issued to LTF Club Operations Company, Inc. d/b/a Life Café and Poolside Bistro at 1300 Techny Road

shall be, and is hereby, adopted as follows:

Section 1. RECITALS.

Section 5, entitled "Schedule of Fees, Charges and Rates," of the Annual Fee Ordinance (No. 2026-04), as amended, shall be, and is hereby, further amended by repealing the portion of Section 5 corresponding to Section 4-54 of the Northbrook Municipal Code as amended, and replacing it with the following:

Annual Fee Ordinance (Municipal Code Section)	**Description**	**FY 2026 Fees (Effective 12/9/2025)**
…		
Sec. 4-54.	**Class**	**Number of Licenses**
	A	~~35~~ 36
	B	12
	B-1	3
	C	1
	D	No Limit
	E	5
	F	5
	G	1
	G-1	2
	H	0
	I	0
	J	2
	K	2
	L	1
	M	No Limit
	N	No Limit
	O	No Limit
	P-1	0
	P-2	0
	Q	0
	Q-1	No Limit
	R	0

Section 2. EFFECTIVE DATE.

This Ordinance shall be in full force and effect upon passage and publication in pamphlet form in accordance with State Statutes.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

MEMORANDUM

To: Village Board of Trustees
From: Village Manager Cara Pavlicek
Date: 2026-04-14
Subject: A Resolution Adopting the Village's Five-Year Strategic Plan

Overview
As discussed by the Village Board through FY26, a first Village Strategic Plan has been developed and is presented for final approval.

Fiscal Impact
None.

Recommendation
Approval.

Background
Pursuant to Village Board approvals on June 10 and July 22, 2025, BerryDunn was engaged in FY26 to provide professional services for development of a first Strategic Plan and the process of identifying the long term strategic direction of Village services and initiatives.

A strategic plan is an opportunity for the Village Board to engage with various stakeholders to collaborate and establish consensus for achieving its vision. The strategic plan is a living document that remains applicable, helps to navigate in times of organizational changes, establishes clear and compelling vision, sets measurable objectives, and lays out the desired impact on and value added to entire communities—residents, businesses, Village employees, and other stakeholders. Once adopted, the Strategic Plan can set a direction and align resources to accomplish strategic objectives. Further, it can help ensure decisions, policies, plans, programs, and processes are designed through the lenses of stewardship of resources, equity, and collective impact.

A final draft of the document is attached and sets forth for the Village a Mission, Vision and Values as well as five Strategic Priorities, the goal for each, objectives and performance measurers.

The Village Board was presented with extension information by BerryDunn as part of the plan development:

- Community and employee input including individual interviews, group interviews, written responses, and community forums
- Social Pinpoint Strategic Planning website including a survey and discussion board

- Village, county, and regional demographic and economic data
- Village Board and staff development sessions
- Previously mentioned existing data (aka environmental scan)

Per prior Board consensus, developed on January 13 and February 24, 2026, the final draft of Strategic Plan was shared on the dedicated Strategic Plan website for public review and comment along with that data summarized above and as shared by BerryDunn and shared at public forums.

This Village Board may make further edits to the draft prior to adoption of the Strategic Plan or continue the review to the April 28, 2026 meeting of the Village Board.

A Resolution Adopting the Village's Five-Year Strategic Plan
Exhibit A - Northbrook Five-Year Strategic Plan

Resolution 2026-__

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Adopting the Village's Five-Year Strategic Plan

is hereby adopted, as follows:

Section 1. RECITALS.

A Strategic Plan is an opportunity for the Village Board to engage with various stakeholders to collaborate and establish consensus for achieving a defined vision. Additionally, the Strategic Plan is a living document that remains applicable, helps to navigate in times of organizational changes, establishes clear and compelling vision, sets measurable objectives, and lays out the desired impact on and value added to entire communities—residents, business, Village employees, and other stakeholders. Once established, the Strategic Plan can set a direction and align resources to accomplish strategic objectives. Further, it can help ensure decisions, policies, plans, programs, and processes are designed through the lenses of stewardship of resources, equity, and collective impact.

The Village engaged Berry, Dunn, McNeil & Parker, LLC ("***BerryDunn***") to facilitate the development of a first Strategic Plan for the Village through multiple strategies to effectively engage and collect data and information from the public, including developing communications and messaging, conducting interviews, facilitating community forums, and creating an interactive project landing and engagement website via Social Pinpoint, a customizable community engagement platform that is used to inform stakeholders of project goals, objectives, and progress, and provide opportunities to interact and gather information.

BerryDunn has now prepared the Village's Five-Year Strategic Plan ("***Strategic Plan***"), which sets forth for the Village a Mission, Vision and Values, as well as five Strategic Priorities, the goal for each, objectives and performance measurers. The Strategic Plan was shared on the Village's dedicated Strategic Plan website for public review and comment along with data compiled by BerryDunn during the Strategic Plan process.

The President and Board of Trustees have determined that it is in the best interest of the Village and its residents to adopt the Strategic Plan.

Section 2. ADOPTION OF STRATEGIC PLAN.

The President and Board of Trustees hereby approve and adopt the Five-Year Strategic Plan in the form attached to this Resolution as ***Exhibit A***.

Section 3. EFFECTIVE DATE.

This Resolution shall be in full force and effect only upon the passage by the Board of Trustees by a majority vote in the manner required by law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

Village President

Village Clerk



VILLAGE OF NORTHBROOK

Strategic Plan



northbrook

VILLAGE OF NORTHBROOK 1901 125 2026 125TH ANNIVERSARY

Introduction

The Village of Northbrook is a community defined by its strong sense of identity, deep civic pride, and forward-looking spirit. Amidst a period of growth and change, our community recognizes that it is more important than ever to have a clear, cohesive strategy that reflects the aspirations of our residents and the evolving needs of our community. This Strategic Plan serves as a unifying framework to guide decisions, align resources, and coordinate efforts across departments, partners, and community stakeholders. It reflects both where we are now and where we want to be as a community that is safe, vibrant, inclusive, and resilient.

Developed through thoughtful collaboration with community members, business leaders, Village staff, and elected officials, this Plan represents a collective vision. It is rooted in shared values, informed by real data and community feedback, and designed to be both ambitious and actionable. Over the next several years, this Plan will help shape key decisions around city services, infrastructure investment, economic vitality, community connectivity, public safety, and the long-term health of the Village's government organization.

It will guide us in setting priorities, measuring progress, and adapting to new opportunities and challenges as they arise.

Above all, this Strategic Plan reflects a commitment to our residents, responsible stewardship, and to building a future that honors the character of the Village of Northbrook while embracing new possibilities. It is a call to action, and a promise of progress.

Table of Contents

Introduction....2
Message from the Village President....3
Who We Are....4
Strategic Priorities....5
How Did We Arrive at This Plan?....16
Engagement Summary....17
What's Next?....18
Acknowledgements....18



northbrook

Message from the Village President

On behalf of the Northbrook Village Board, I am pleased to present the 5-year Strategic Plan in conjunction with Northbrook celebrating its 125th year. This Plan establishes the Village's vision and priorities and provides a framework for the actions that will help us achieve the community's priorities. It will also guide our annual budget process and the policy decisions that will be considered over the next five years.

The initiative to develop the first ever Northbrook Strategic Plan began in 2025, with the goal of developing a roadmap for the future of our community. Our Plan was built through the extensive involvement of our residents, business leaders, and community stakeholders, and it reflects our shared vision for a thriving and engaged Northbrook. Many of you provided important input into the development of the Plan through attendance at our community forums, or by completing the survey and providing input via our dedicated Strategic Plan website. Everyone's input was vital in shaping this Plan and we are grateful to all that participated.

The foundation of this Plan is five key strategic priorities: Connected Community, Public and Community Safety, Economic Vitality/Thriving Community, Infrastructure, and Organizational Excellence. Each area is critical to Northbrook's future as we continue to be a community of choice. By establishing a 5-year Strategic Plan, the Village Board is eager to collaborate with all of you to ensure that we are a thriving Northbrook and that Northbrook remains a place for future generations to make a home.

Sincerely,

Kathryn Ciesla

Kathryn Ciesla
Village President

Group Photo Coming

Kathryn L. Ciesla
VILLAGE PRESIDENT

Robert P. Israel
TRUSTEE

Heather E. Ross
TRUSTEE

Johannah K. Hebl
TRUSTEE

Matthew T. Cassidy
TRUSTEE

Joy U. Ebhomielen
TRUSTEE

Derek R. Gau
VILLAGE CLERK

Who We Are

MISSION

Provide strong services and steadfast stewardship of resources to provide a safe, stable, and welcoming community.

VISION

A safe and welcoming community that embodies trust, innovation, and excellence that provides a superior quality of life for individuals, families, and businesses to grow and thrive.

northbrook

VALUES

STEWARDSHIP

Faithfully manage Village resources to be fiscally responsible and resource conscious.

RESPONSIVENESS

Provide world-class services and meet community needs through purposeful collaboration with Village partners and neighboring communities.

TRANSPARENCY

Engage in open, two-way dialogue and take responsibility for actions to build trust and confidence within the community.

CIVILITY

Foster mutual respect between the Village and the community.

INTEGRITY

Act ethically and make principled decisions that support accountability.

TRUST

Conduct operations in a manner that earns and sustains public confidence.

Strategic Priorities

What is a Strategic Plan?

The Strategic Plan is a living document that guides the Village in its decision-making. The Strategic Plan defines what the Village wants to become and its vision for the future. It also defines what the Village will prioritize and focus on to achieve its vision, the specific actions that will be taken, and how progress will be measured. The City of Northbrook has identified five Strategic Priorities, as shown in the graphic below. Each Strategic Priority has a goal statement, strategic objectives and performance measures which are shown on the subsequent pages.





Connected Community

Our Goal

Deliver proactive and open communication and engagement in Village business and services to advance social wellness and belonging.

Objectives

1. The Village Board will communicate and roll out Village Strategic Plan to the community to raise awareness and increase sense of inclusion in the process.
2. The Village Board will follow the engagement plan identified in Board Protocols and direct the implementation of the communications plan developed by A5 to improve communication and engagement with the community and to reach residents and community organizations “where they are.”
3. Foster communication channels to reach people “where they are” making government easier to access and use.
4. Develop and implement a community organization outreach plan with intentional participation by elected and appointed officials with a structured and sustained approach.
5. Increase communications staff capacity in Village Manager’s Office to improve timeliness and increase creation of content so the public is more informed of Village services and activities.
6. Re-develop a new Village website to enhance the user experience, communication, information retrieval, and simplify task completion as well as to meet Americans with Disabilities Act (ADA) requirements.
7. Develop and implement a citizen leadership institute to create civic engagement opportunities for Village residents.
8. Establish a downtown management corporation that will create and sponsor events in the community to increase community engagement and activities available to residents.
9. Collaborate with Northbrook partners (parks, library, schools, township, etc.) and organizations to create more community events and spaces that increase resident and visitor engagement with the Village.
10. Transition prior annual Community Contributions efforts to an annual grant program tied to the annual budget process.

Performance Measures

- Implement all A5 communication strategies and recommendations by December 2026
- Implement new annual grant program from previous Community Contributions program by October 2026
- Create citizen leadership institute by February 2027
- Complete website development/updates by September 2027
- Establish downtown plan By February 2028
- Establish downtown management corporation by February 2029
- Number of new communication channels established for public engagement
- Number of public outreach efforts by Village Board
- Number of communications sent out by the Village on a recurring basis
- Engagement from all departments in external communications
- Percentage increase in positive impressions about Village government
- Number of community events created and hosted per year
- Number of posts on social media
- Number of communications sent or provided in the community









Public and Community Safety

Our Goal

Provide public and community safety through education, prevention, and aligning resources with community needs.

Objectives

1. Update the Emergency Operation Plan (EOP) to improve organizational and community readiness inclusive of the Continuity of Government Plan (COG) and Continuity of Operations Plan (COOP) to ensure delivery of core services during a significant event.
2. Design and build a police station and fire headquarters so that there are adequate resources to support high quality public safety services.
3. Establish a Village-wide plan to upgrade radios for better interdepartmental communications.
4. Conduct regular Village-wide emergency exercises focused on the most likely and most damaging hazards to improve response effectiveness and decrease response times.
5. Implement National Incident Management System (NIMS) training for relevant staff to ensure proper compliance and preparedness for emergencies.
6. Implement the Community Risk Reduction (CRR) program to address hazards through a public education plan and collaborating with community organizations related to fire prevention, public safety, and others to decrease the number of incidents in the community.
7. Review and update the Village's administrative adjudication system to improve code and ordinance compliance.
8. Replace the existing police computer-aided dispatch (CAD) system to meet Village future needs.
9. Continued focus on mental health interventions to improve the wellbeing of the community.
10. Continue to develop and modernize Village resources and technologies to meet the future needs of the community.

Performance Measures

- Complete EOP updates by end of 2026
- Formalize mental health provider contracts by July 2026
- Update administration adjudication systems by July 2027
- Complete Village-wide radio plan by February 2028
- Complete Police CAD replacement by 2031
- Number of emergency exercises per year
- Number of public education materials per year
- Number of training sessions per year
- Number of educational materials per year
- Implement identified facility upgrades
- Percentage of residents who feel safe in their community (as measured by a community survey)
- Level of community satisfaction with public safety services (as measured by a community survey)
- National Citizens Survey done every 2 – 3 years
- NIMS training events and number of trained staff
- Define or improve business continuity and disaster recovery capabilities to ensure core Village services continue to operate as efficiently as possible during a significant outage or disaster









Economic Vitality/ Thriving Community

Our Goal

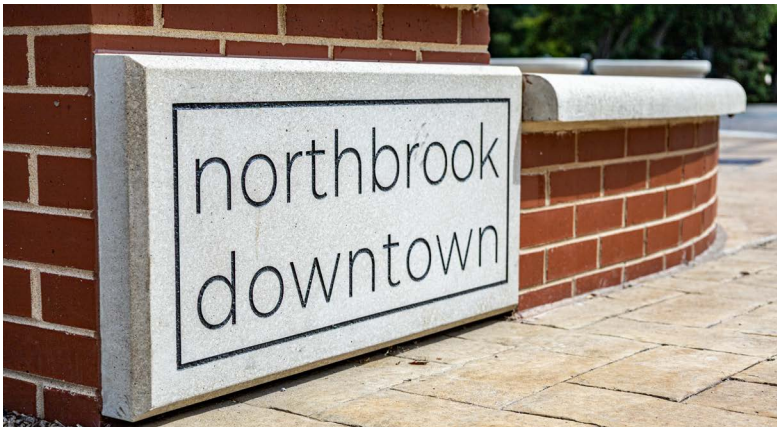
Promote Northbrook as an economic leader.

Objectives

1. Secure and utilize appropriate Village staff resources and professional services to champion economic development.
2. Determine funding sources for business incentives to ensure there are enough funds for growth and development to support implementation of a business incentive plan to help new and existing businesses flourish in the community.
3. Collaborate with Northbrook Court owners to advance approved development and remain open to all alternatives.
4. Establish tax increment financing (TIF) and/ or other fund sources to support downtown programming/infrastructure.
5. Gather community support and ownership to champion the creation of a downtown management organization.
6. Create a downtown plan in partnership with Park District and other stakeholders to expand amenities.
7. Set policy priorities that promote a business and development-friendly community.
8. Assess housing stock in connection with developers and employers to prioritize investment and develop a well-rounded housing ecosystem that provides a range of housing options for residents.
9. Undertake a comprehensive housing study to determine future population growth and housing policies.
10. Continue implementing the Inclusionary Housing Program to increase housing access and security.
11. Identify amendments to the housing density plan to create and increase diverse housing options.
12. Consistently report to the community on the progress of economic development initiatives (i.e., Northbrook Court, Northbrook Downtown, Shermer Corridor, and housing).

Performance Measures

- Create a business incentive plan by October 2026
- Establish downtown plan by February 2028
- Increase in housing variety
- Regular review of practices and policies (i.e., zoning code, ordinances, licensing) to make them more business friendly
- Increase in housing stock
- Percentage increase of housing density in downtown area
- Amount of funds generated for business incentives
- Number of business/economic development updates sent to the community
- Number of TIFs created
- Dollar amount of business investment and development
- Level of community satisfaction with new growth, development and redevelopment (as measured by a community survey)
- Percentage of business who feel the Village is business-friendly (as measured by a survey of businesses)









Infrastructure

Our Goal

Maintain a consistent high quality of life through capital investment, continued focus on sustainability, and facilities that meet operational needs.

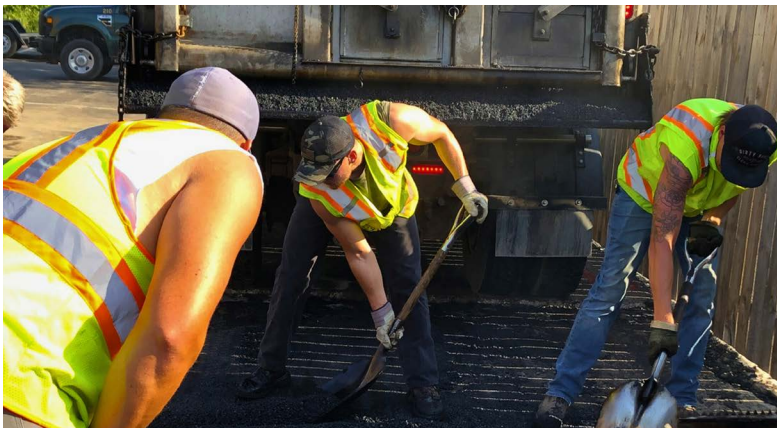
Objectives

1. Assess performance levels of all Village assets including buildings, facilities, equipment, technology, and those in the Capital Improvement Plan (CIP) to minimize resource consumption, provide a data-driven approach, and meet related staffing needs to deliver high quality, state-of-the-art services.
2. Identify funding sources to pay for identified infrastructure investments.
3. Maintain sound and reliable water system to provide clean and safe water to the community.
4. Continue implementation of adopted plans (i.e., the Bike-Pedestrian Plan, Climate Action Plan, Stormwater Management Plan) as funding is identified in the five-year Capital Improvement Plan (CIP) and annual budget.
5. Review and approve Climate Action Plan (CAP) implementation procedure to better clarify responsibilities, create ownership so that staff understand the process.
6. Develop and implement realistic plans to retire legacy technology systems, ensuring any required data/records are migrated to a modern, supported system.
7. Adopt and maintain a cybersecurity framework to protect the Village from cyber threats.

Performance Measures

- Complete building sustainability assessment by August 2029
- Increase in available funding for capital investments
- Continue to review performance levels of assets annually
- Water quality in the Village
- Decrease in the loss of property due to flooding
- Number of facilities upgrades and corresponding dollar amount for each upgrade
- Linear feet of sidewalks and bike paths replaced or created
- Percentage of streets and roads at desired level according to Pavement Condition Index (PCI) and/or Pavement Surface Evaluation and Rating (PASER)
- Implementation of CIP and the number of projects funded
- Number of projects completed on time and under or at budget









Organizational Excellence

Our Goal

Cultivate a culture driven by excellence, adaptability, and employee wellness supported by data, and clear roles and responsibilities to be an employer of choice and inviting community.

Objectives

1. Make Village government easier to access to enable better information retrieval and delivery to assure a connected community.
2. Review the Strategic Plan to ensure progress is being made and adjust as needed at least every two years.
3. Conduct a post-election board development session to provide training and education to board members.
4. Update organizational system of policies and procedures and implement organizational training to establish clear expectations for all staff to ensure they are properly trained for their roles, have necessary job skills, a strong customer service philosophy, and are a nimble workforce.
5. Create performance management program and standard operating guidance to evaluate workforce gaps, identify opportunities for improvement, and align workforce levels with workload demands and Village priorities.
6. Study Village workforce wants/demands and adjust policies, philosophies, and practices, as needed, to improve recruitment, training, and retention for a high performing workforce that will evolve over time.
7. Formalize a succession plan for key positions within the organization to help ensure long-term business sustainability, effective knowledge transfer and planned transition of Village leadership and staff.
8. Implement a customer service feedback process to gain input in how to better serve the public.
9. Design and implement employee recognition and celebration program to create a fun and engaging workplace culture.
10. Conduct a formal review of the classification of authorized positions and associated compensation.

11. Continue to develop a cybersecurity culture to mitigate the impact of risks and data loss associated with cybersecurity incidents, and to better protect public technology infrastructure and sensitive data.
12. Enable data-driven decision-making to validate the Village's course of action and improve the quality of decisions made.

Performance Measures

- Implement employee recognition program by 2026
- Review Strategic Plan in 2028
- Perform employee engagement and satisfaction survey every other year starting in 2028
  - Solicit employee feedback regarding employer of choice/benefits
- Continue to securely deploy Microsoft collaboration and knowledge-sharing platforms through 2028, including AI-powered productivity tools
- Complete career development plan by 2030
- All staff complete organizational training by 2030
- Implement supervisor training plan by 2030
- Bond rating: AAA remains the goal
- Percentage increase in staff retention or decrease in turnover rates outside of retirements
- Number of staff training courses offered related to development, customer service, and cybersecurity
- Percent reduction in cybersecurity incidents triggered by staff
- Develop and adopt a "cloud first" strategy for all new systems and applications, further reducing the on-premise technology infrastructure requirements (improves service continuity)
- In conjunction with developing a Village-wide data governance strategy, define and establish data stewardship and data quality controls across all departments







How Did We Arrive at This Plan?

July - August 2025
Project initiation and planning

September 2025
Village Board retreat (09/03)

October – December 2025
Community engagement

- Social Pinpoint website
- One-on-one interviews
- Group interviews

In-person community forums

- Village Library (11/12)
- Techny Prairie Activity Center (11/13)
- Wood Oaks Junior High School (11/13)

January 2026
Plan development sessions with Village Board (01/14) and Village Manager and Department Directors (01/15)

February 2026
Presentation of draft plan to Village Board (02/24)

March 2026
Implementation planning sessions with Village Manager and Department Directors (3/16-3/19)

April 2026
Final Strategic Plan presented to and adopted by the Village Board

Engagement Summary



909

Contributions on Social Pinpoint virtual engagement platform



802

Survey responses



69

Ideas wall posts



38

Forum posts



30+

Individuals interviewed (Village Board, staff, and community members)



3

Community forums



3

In-person group interviews

Results of the Village's 2023 National Community Survey were also used as a significant input to the strategic planning process. The survey provided the opinions of a representative example of 677 residents of the Village of Northbrook collected from October 23, 2023 to December 4, 2023. The margin of error around any reported percentage was 4% for all respondents and the response rate for the survey was 23%. Survey results were weighted so the demographic profile of respondents was represented of the demographic profile of adults in Northbrook.

What's Next?

Keeping Track of Progress

How are we doing? We'll let you know.

The Village will monitor progress toward our Strategic Plan goals and objectives, as well as report on the performance measures. Tracking keeps us transparent and holds us accountable.

The Village will provide the community with an annual report and present the same to the Village Board to review accomplishments in the preceding calendar year. Community members can expect to understand what the Village is working on and the benefits that will result for residents, businesses, and the community overall.

Monthly: As a part of Regular Village Board meetings held monthly, Village staff will identify how items presented to the Village Board align to the Strategic Plan's priorities.

Twice A Year: The Village Manager will provide the Village Board with an update on progress toward each strategic priority and goal, including successes and challenges.

Annually: The Village Manager will provide annual report detailing progress on each strategic goal and objective at the end of the calendar year. The report will be presented to the Village Board as part of the recommended annual budget and shared on the Village website for community accessibility.

Acknowledgements

This Strategic Plan results from the combined efforts of so many individuals who collectively are our community, including residents, business owners/operators, community organizations, elected officials and Village employees. The Village of Northbrook would like to extend sincere thanks to everyone who saw the importance of this Plan and took the time to share their knowledge, guidance, and time over the past several months to be a part of building this Plan.

Stakeholders

Elected and Appointed Officials representing Northbrook's Local Units of Government at the Library, Park District, Township and School Districts 27, 28, 30, 31 and 225

Northbrook Private School Officials

Northbrook Chamber of Commerce & Industry and the Northbrook Business Community

Northbrook Community Based Organizations

Northbrook Clergy Community Members

Acknowledgements

Village of Northbrook Elected and Appointed Officials

Village President, Kathryn L. Ciesla

Trustee, Robert P. Israel

Trustee, Heather E. Ross

Trustee, Johannah K. Hebl

Trustee, Joy U. Ebhomielen

Trustee, Matthew T. Cassidy

Former Trustee, Michelle Z. Kohler

Village Clerk, Derek R. Gau

Village of Northbrook Citizen Advisory Board & Commission Members

Village Manager, Cara Pavlicek

Village Attorney, Steve Elrod

Deputy Village Manager, James Hawkins

Human Resources Director, Sarah Bagley

Sustainability Coordinator, Kate Carney

VMO Office Manager, Omar Sheikh

Communications Manager, Nicholas Glenn

Community Engagement Specialist, Emilia Talar

CFO, Steve Drazner

Deputy CFO, Anita Bozic

CIO, Lori Baker

Development and Planning Services Director, Amy McEwan

Deputy DPS Director, Michaela Kohlstedt

Asst. DPS Director, Nick DeSario

Fire Chief, David Schweihs

Deputy Fire Chief, Joel Eaton

Deputy Fire Chief, Matt Vanderweel

Police Chief, John Ustich

Deputy Police Chief, Marc Fainman

Deputy Police Chief, Bryan Meents

Internal Services Adm (PD), Jason Batalden

Public Works Director, Kelley Hamill

Deputy PW Director, Matt Morrison

Village Engineer, Aram Beladi

Asst. PW Director, July Gray

Professional Services

A special thanks to Michelle Kennedy, Project Manager and Lead Facilitator, Michelle Graham, Facilitator, and Lukasz Stykowski, Facilitator and Research Analyst with BerryDunn, for their expertise in both facilitation and development of this Plan. Additionally, thank you to John Harris, Principal and Ben Schulman, Director of Civic Strategies, with a5 Digital & Branding for the complimentary Communications Audit which was undertaken in tandem with this Plan.





northbrook

VILLAGE OF NORTHBROOK
1901 125 2026
125TH ANNIVERSARY

MEMORANDUM

To: Village Board of Trustees
From: Village Manager Cara Pavlicek
Date: 2026-04-14
Subject: A Resolution Approving Village Board Protocols

Overview
As discussed by the Village Board on September 3, 2025, January 13, 2026 and February 24, 2026 at Committee of the Whole meetings related to the Strategic Plan Development, these Protocols will serve as a transparent guide for common practices followed by the Village Board.

Fiscal Impact
None.

Recommendation
Approval.

Background

A common practice of local municipalities is to maintain a list of protocols and practices that the governing body establishes and reviews every two years following each biennial election. At a Special Committee of the Whole meeting held September 3, 2025, facilitated by BerryDunn, the Village Board discussed development of Protocols for the Village as transparent guidance about common practices followed by the Village Board. Additional input was provided by the Village Board at that the meeting and again at Committee of the Whole meetings on January 13 and February 23, 2026, which has resulted in the attached draft Protocols which are an effort to centralize information on common issues that members of the Village Board of Trustees frequently encounter. As these issues can often be complex and subjective, the use of a Protocol document is a transparent guide to common practices and quick reference to excerpts from the Municipal Code that are the legal framework for the Village government. Several of the areas covered in the draft Protocols include:

- Support Provided to Members of the Village Board of Trustees such as email/voicemail
- Staff Roles
- Communications with Constituents
- Village Board Meetings

- Committees of the Village Board
- Advisory Boards and Commissions and Trustee Liaisons to Commissions
- Village Board Member Participation on Boards and External Organizations
- Board Member attendance at Community Events
- State of the Village of Northbrook
- Compliance with Open Meetings Act, Code of Ethics and Gift Ban

It is recognized that the Protocol document may change from time to time and this first draft is not all inclusive. As such, the document includes a commitment that the Village Board of Trustees will hold a Board Development meeting every two years within 90-120 days of each biennial election in order to review its Protocols and determine if any modifications/additions/deletions may be desired.

The attached document is still pending final review of individual Trustees and it is anticipated additional edits will be proposed to the full Board for consideration. As such, the Village Board may determined it would like to proceed with approval at the April 14, 2026 meeting with additional edits made at the meeting, or alternatively, table this matter to the next opportunity for discussion and consider adoption subsequently.

A Resolution Approving Village Board Protocols

Resolution 2026-__

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving Village Board Protocols

is hereby adopted, as follows:

Section 1. RECITALS.

A common practice of local municipalities is to maintain a list of protocols and practices that the governing body establishes and reviews every two years following each biennial election ("***Protocols***"). The Village Board, in collaboration with the Village's Strategic Plan Consultant, Dunn, McNeil & Parker, LLC, and Village staff, has had discussions at multiple Committee of the Whole meetings relating to the development of Protocols for the Village as transparent guidance about common practices followed by the Village Board.

The proposed Protocols are an effort to centralize information on common issues that members of the Village Board frequently encounter. As these issues can often be complex and subjective, the use of a Protocols document is a transparent guide to common practices and quick reference to excerpts from the Northbrook Municipal Code that are the legal framework for the Village government.

As the Protocol document may change from time to time or require updating, the Village Board plans to hold a Board Development meeting every two years within 90-120 days of each biennial election in order to review the Protocols and determine if any modifications/additions/deletions may be desired.

The President and Board of Trustees have determined that it is in the best interest of the Village and its residents to approve the Protocols.

Section 2. APPROVAL OF PROTOCOLS.

The President and Board of Trustees hereby approve the Protocols in the form attached to this Resolution as ***Exhibit A***.

Section 3. EFFECTIVE DATE.

This Resolution shall be in full force and effect only upon the passage by the Board of Trustees by a majority vote in the manner required by law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

Village President

Village Clerk

Village Board Work Committees

April 14, 2026

ADMINISTRATION & FINANCE

- **Robert Israel, Chair**
- Heather Ross, Member
- Joy Ebhomielen, Member

COMMUNICATIONS & OUTREACH

- **Tamara Reese, Chair**
- Johannah Hebl, Member
- Joy Ebhomielen, Member

COMMUNITY & SUSTAINABILITY

- **Heather Ross, Chair**
- Robert Israel, Member
- Matt Cassidy, Member

HOUSING

- **Heather Ross, Chair**
- Johannah Hebl, Member
- Tamara Reese, Member

LABOR RELATIONS

- **Robert Israel, Chair**
- Heather Ross, Member
- Matt Cassidy, Member

PLANNING & ECONOMIC DEVELOPMENT

- **Johannah Hebl, Chair**
- Matt Cassidy, Member
- Tamara Reese, Member

PUBLIC SAFETY

- **Matt Cassidy, Chair**
- Johannah Hebl, Member
- Tamara Reese, Member

PUBLIC WORKS & FACILITIES

- **Joy Ebhomielen, Chair**
- Robert Israel, Member
- Johannah Hebl, Member

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing a Second Renewal Agreement for Pavement Marking Services with Precision Pavement Markings, Inc. of Pingree Grove, Illinois

Overview
As part of its ongoing responsibilities, the Public Works Department maintains roadway pavement markings, such as centerlines, stop bars, and various letters and symbols (e.g., turn arrows and bicycle chevrons), throughout the Village and utilizes contractual assistance to maintain pavement markings throughout the community.

Fiscal Impact
The Fiscal Year 2026-2027 Recommended Budget provides funding in General Fund Account Nos. 11-4100-531-92 (Traffic Controls/Pavement Markings), 11-4100-531-93 (Bike and Pedestrian Improvements), and 25-9100-531-92 (Traffic Controls/Pavement Markings) in the Traffic Impact Fee Fund for the pavement markings contractual services in the total amount of $86,924. Funding for pavement markings will be taken from these accounts as needed to complete the services in accordance with the unit prices in Exhibit A.

Account	Account No.	Budget	Available	Request	Remaining	Within Budget
General Fund - Traffic Controls/Pavement Markings	11-4100-531-92	$46,805	$46,805	$38,805	$8,000	Yes
General Fund - Bike and Pedestrian Improvements	11-4100-531-93	$24,000	$24,000	$20,000	$4,000	Yes
Traffic Impact Fund - Traffic Controls/Pavement Markings	25-9100-531-92	$28,119	$28,119	$28,119	$0	Yes

Recommendation
Approval.

Background
As part of its ongoing responsibilities, the Public Works Department maintains roadway pavement markings, such as centerlines, stop bars, and various letters and symbols (e.g., turn arrows and bicycle chevrons), throughout the Village. Over time, normal wear and tear will cause painted pavement markings to fade and the Department utilizes contractual assistance to provide pavement marking services.

In February 2024, staff issued a Request for Proposals (RFP) for contractual assistance to maintain various types of pavement markings on an as-needed basis ("Services"). The RFP also sought unit pricing for different types of materials beyond the Village's standard paint. In order to use the most cost-effective solution in a given location, materials such as a modified urethane product and thermoplastic were also included in the RFP. The Village received two (2) responses to its RFP and staff determined Precision Pavement Markings, Inc. of Pingree Grove, Illinois ("Contractor") submitted the lowest, most responsive proposal and was awarded the contract for the Services ("Agreement") with Resolution 2024-80.

The Agreement included an initial term, effective May 1, 2024 through April 30, 2025, with the option for up to four (4) one-year renewals upon mutual consent, with cost adjustments not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region over the previous 12-month period. Staff and the Contractor wish to renew the agreement with the permitted CPI increase in an amount not to exceed 2.2% (“Renewal”). The term of the second Renewal will be from May 1, 2026, to April 30, 2027. The Renewal is included as Exhibit A.

With this renewal, the Village will be completing all areas identified on the map included as supplemental information.

Staff will be in attendance at the Village Board meeting for any questions that may arise.

A Resolution Authorizing a Second Renewal of an Agreement for Pavement Marking Services with Precision Pavement Markings, Inc. of Pingree Grove, Illinois
Exhibit A - Pavement Marking Services_Second Contract Renewal Form_FY 2026-27
Supplemental Information - Pavement Marking Areas for FY 2026-27

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing a Second Renewal of an Agreement for Pavement Marking Services with Precision Pavement Markings, Inc. of Pingree Grove, Illinois

is hereby adopted, as follows:

Section 1. Recitals

As part of its ongoing responsibilities, the Public Works Department maintains roadway pavement markings, such as centerlines, stop bars, and various letters and symbols (e.g., turn arrows and bicycle chevrons), throughout the Village. Over time, normal wear and tear will cause painted pavement markings to fade and the Department utilizes contractual assistance to provide pavement marking services.

In February 2024, staff issued a Request for Proposals ("***RFP***") for contractual assistance to maintain various types of pavement markings on an as-needed basis ("***Services***"). The RFP also sought unit pricing for different types of materials beyond the Village's standard paint. In order to use the most cost-effective solution in a given location, materials such as a modified urethane product and thermoplastic were also included in the RFP. The Village received two responses to its RFP and staff determined Precision Pavement Markings, Inc. of Pingree Grove, Illinois ("***Contractor***") submitted the lowest, most responsive proposal and was awarded the contract for the Services ("***Agreement***") with Resolution 2024-80.

The initial term for this Agreement was effective May 1, 2024 through April 30, 2025. The Agreement with the Contractor includes the option for up to four one-year renewals, with cost adjustments not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region over the previous 12-month period. Staff and the Contractor wish to renew the Agreement for an additional one-year term with an average increase of 2.2% ("***Renewal***"). This is the second Renewal of the Agreement that will be from May 1, 2026 through April 30, 2027. The Renewal is included as ***Exhibit A*** to this Resolution.

The Fiscal Year 2026-2027 Draft Budget provides funding in General Fund Account Nos. 11-4100-531-92 (Traffic Controls/Pavement Markings), 11-4100-531-93 (Bike and Pedestrian Improvements), and 25-9100-531-92 (Traffic Controls/Pavement Markings) in the Traffic Impact Fee Fund for the pavement markings contractual services in the total amount of $86,924. Funding for pavement markings will be taken from these accounts as needed to complete the Services in accordance with the unit prices in ***Exhibit A***.

Based on these factors, staff recommends that the Village Board authorize the Renewal in accordance with the prices set forth in ***Exhibit A***.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to approve the Renewal.

Section 2. Approval of Renewal

The Renewal with the Contractor to provide the Services during Fiscal Year 2026-27 at the costs outlined in ***Exhibit A*** is hereby approved.

Section 3. Authorization to Execute Renewal

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services in accordance with the terms of the Renewal for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

VILLAGE OF NORTHBROOK
PAVEMENT MARKINGS SERVICES

SECOND RENEWAL OF CONTRACT

THIS SECOND RENEWAL (***"Renewal"***) is made and entered into by the **VILLAGE OF NORTHBROOK** (***"Village"***), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR: **Precision Pavement Markings, Inc.**
1220 Bell Court, Pinegree Grove, IL
ATTN: Daniel Gurion
dgurion@precisionpavement.com (***"Contractor"***)

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled pavement marking services dated as of May 14, 2024 (***"Contract"***), under which the Contractor agreed to pavement marking services as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2025.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 (***"Renewal Term"***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.*** The revised contract specifications applicable to the Renewal Term are attached to, and by this reference made part of, this Renewal as ***Exhibit B.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal

shall control.

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By: Billy J. Salgo

Date: 02/17/2026

Precision Pavement Markings, Inc.

By: CS

Date: 02/17/2026

EXHIBIT A

RENEWAL FEE SCHEDULE

Item		Estimated Quantity	Material	U/M	Unit Price	Extended Price
1.	4" White Striping – Edge line	500	Paint	LF	0.419	$209.50
2.	4" White Striping – Edge line	12,500	Modified Urethane	LF	0.633	$7,912.50
3.	4" White Striping – Handwork	500	Paint	LF	0.582	$291
4.	4" White Striping – Handwork	500	Modified Urethane	LF	1.808	$904
5.	4" Yellow Striping – Centerline	500	Paint	LF	0.419	$209.50
6.	4" Yellow Striping – Centerline	22,000	Modified Urethane	LF	0.684	$15,048
7.	4" Black Striping	500	Paint	LF	0.572	$286
8.	4" Black Striping	500	Modified Urethane	LF	N/A	—
9.	4" Solid Double Yellow Line	500	Thermoplastic	LF	0.889	$444.50
10.	6" White Striping	500	Paint	LF	0.572	$286
11.	6" White Striping	7,500	Modified Urethane	LF	0.786	$5,895
12.	6" Yellow Striping	500	Paint	LF	0.572	$286
13.	6" Yellow Striping	1,750	Modified Urethane	LF	0.786	$1,375.50
14.	6" Black Striping	500	Paint	LF	0.684	$342
15.	6" Black Striping	500	Modified Urethane	LF	N/A	—
16.	6" Solid White Line	500	Thermoplastic	LF	1.737	$868.50
17.	6" Solid White Skip Dash Line	500	Thermoplastic	LF	1.737	$868.50
18.	12" White Striping	500	Paint	LF	2.36	$1,180
19.	12" White Striping	1,750	Modified Urethane	LF	3.382	$5,918.50
20.	12" Yellow Striping	500	Paint	LF	2.36	$1,180

21.	12" Yellow Striping	1000	Modified Urethane	LF	3.382	$3,382
22.	12" White Pedestrian Crosswalk	500	Thermoplastic	LF	3.842	$1921
23.	13" Yellow Chevron	500	Thermoplastic	LF	4.895	$2,447.50
24.	24" White Striping	500	Paint	LF	3.413	$1,706.50
25.	24" White Striping	1,700	Modified Urethane	LF	4.466	$7592.20
26.	30" White Striping	50	Modified Urethane	LF	5.50	$275
27.	Letters and Symbols	500	Paint	Sq. F	3.413	$1706.50
28.	Letters and Symbols	1,300	Modified Urethane	Sq. F	6.254	$8,130.20
29.	Grinding (Pavement Marking Removal)	500		Sq. F	1.257	$628.50
				Total Cost:	$71,294.40	

EXHIBIT B

REVISED SPECIFICATIONS
PAVEMENT MARKING SERVICES

Updated sections for 2nd contract renewal (May 1, 2026 – April 30, 2027) have been highlighted.

1. SCOPE OF SERVICES

The vendor shall provide the installation of the types of pavement markings identified under Section 2 (A) of the Contract. Pavement markings will be done with the material specified by the Owner. All work and pavement markings must conform to the latest edition of the "Standard Specifications for Road and Bridge Construction" (specifically sections 701, 780, 783, and 1095.02) published by the Illinois Department of Transportation and shall follow the latest edition of the "Manual on Uniform Traffic Control Devices" published by the Federal Highway Administration. The Contractor shall furnish all labor, supervision, materials, tools, equipment and other means necessary to complete the work. Work shall be in accordance with the Prevailing Wage Act as outlined in Section 4 of this Attachment.

2. TERM OF THE AGREEMENT AND RENEWALS

The initial term of this Contract/Proposal shall be from May 1, 2024 to April 30, 2025. The Village and the Bidder may, by mutual written consent provided no later than 30 days before expiration of this Contract or a subsequent extension, renew the Contract for up to four (4) additional one year terms, each beginning May 1 and ending April 30. Any price increases in subsequent renewals shall not exceed the average increase over the previous 12 month period in CPI-All Urban Consumers for Chicago-Naperville-Elgin.

3. TECHNICALSPECIFICATIONS

3.1 The Contractor shall maintain all equipment used for completing the Work in good operating condition and with the appropriate licenses and inspections by the State of Illinois. The Contractor is responsible for providing qualified truck drivers with verified Commercial Driver's Licenses and/or other required certifications or licenses as applicable.

3.2 Hours of operation shall be between 7 a.m. and 3 p.m. Monday through Friday unless otherwise authorized in written form by the Owner or the Owner's designee.

- Work performed during peak traffic (i.e., morning and afternoon commute) on main roadways (Techny Road, Sanders Road, Dundee Road, etc.) must be scheduled at least three (3) business days in advance with the Streets/Forestry Supervisor – Scott Lemke.

3.3 The Contractor shall respond to all Village requests for service not less than 24 hours after receiving a call.

3.4 The Contractor shall provide at least a three (3) business day notice prior to commencing work in Village.

3.5 The Contract must provide daily reports after each workday. Reports are to be submitted to the Streets/Forestry Supervisor – Scott Lemke. The daily reports, should include, but are not limited to the following:

- Streets serviced
- Item
- Linear feet of pavement markings
- Unit price
- Total cost of each roadway

4. CERTIFIED PAYROLLS

Bidder shall, in accordance with Section 5 of the Illinois Prevailing Wage Act, 820 ILCS 130/5, submit to the Village, on a monthly basis, a certified payroll. The certified payroll shall consist of a complete copy of those records required to be made and kept by the Prevailing Wage Act. The certified payroll shall be accompanied by a statement signed by the Bidder or subcontractor which certifies that: (1) such records are true and accurate; (2) the hourly rate paid is not less than the general prevailing rate of hourly wages required by the Prevailing Wage Act; and (3) Bidder or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor. A general contractor may rely upon the certification of a lower tier subcontractor, provided that the general contractor does not knowingly rely upon a subcontractor's false certification. Upon two business days' notice, Bidder and each subcontractor shall make available for inspection the records required to be made and kept by the Act: (i) to the Village, its officers and agents, and to the Director of the Illinois Department of Labor and his or hers deputies and agents; and (ii) at all reasonable hours at a location within this State.

northbrook

FY 27

Pavement Markings

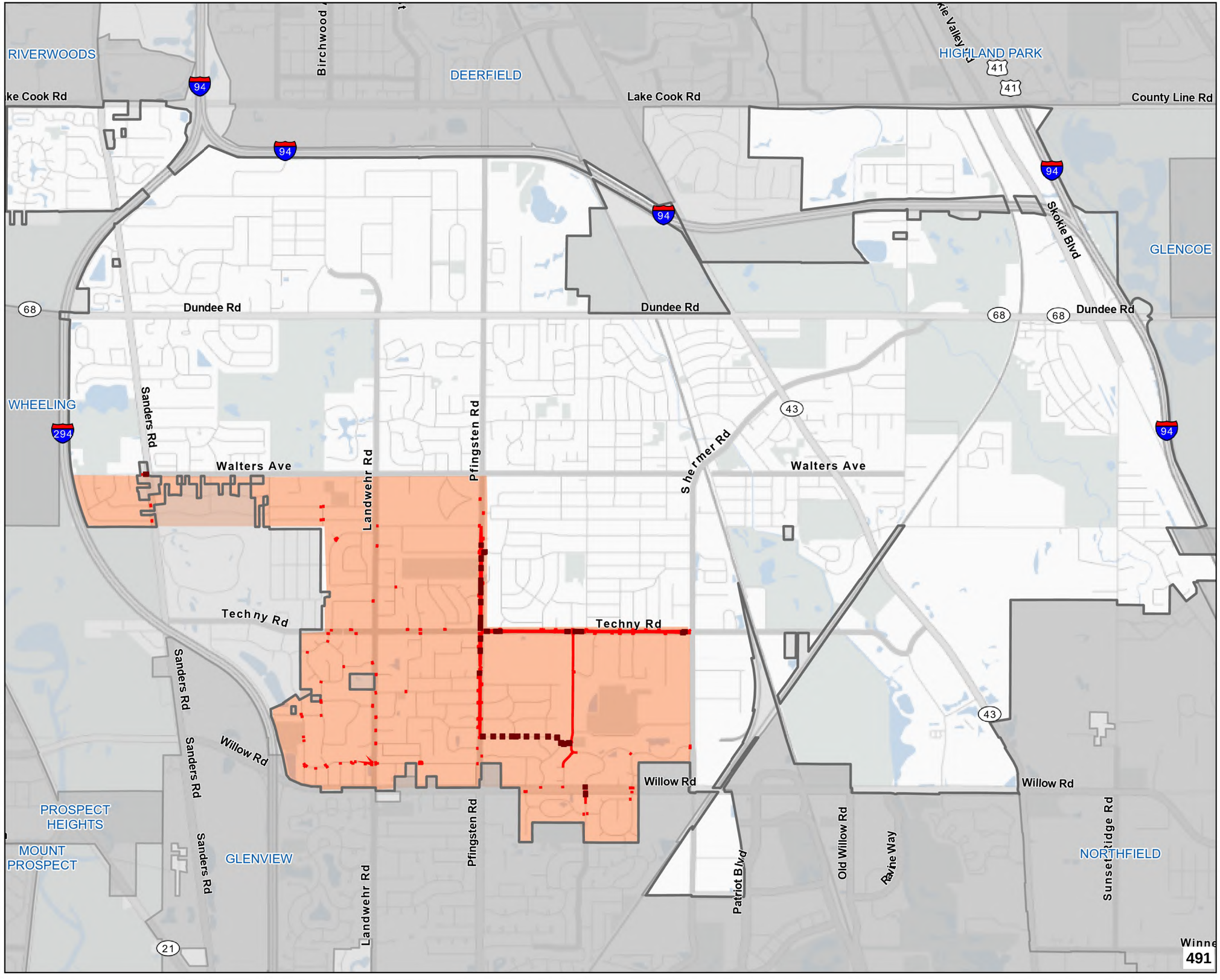
- Stencil Work
- Line Work
- Striping Section 7

The GIS material is made available as a public service.
Maps and data are to be used for reference purposes only and Northbrook, Illinois, is not responsible for any inaccuracies herein contained. No Responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided. Any errors should be reported to the Information Technology Department.

0 ¼ ½ ¾ 1
Miles

GIS Consortium

2/5/2026



MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Second Renewal of an Agreement for the Treatment of American Elm Parkway Trees with Winkler Services, LLC of Bellwood, Illinois

Overview
The Public Works Department treats specimen American Elm trees with trunk diameters of 20 inches or greater with fungicide to prevent Dutch Elm Disease.

Fiscal Impact
The Fiscal Year 2026-2027 Recommended Budget provides funding in Account No. 11-4100-531-80 (Climate Action Plan Forestry Expenses) for the planned treatment of 36 specimen parkway American Elm trees in the total amount of $25,218. Staff is requesting a contingency in the amount of $1,482 for any unforeseen work, such as supplemental watering due to dry weather, which aids in fungicide uptake, for a total spending authority of $26,700.

Account	Account No.	Budget	Available	Request	Remaining	Within Budget
General Fund - Climate Action Plan Forestry Expenses	11-4100-531-80	$453,600	$383,600	$26,700	$356,900	Yes

Recommendation
Approval.

Background
Prior to the Emerald Ash Borer's infestation and destruction of Ash trees across the country, the fungus Ceratostomella Ulmi, which only attacks American Elm trees, caused similar damage to the urban forest. Commonly called DED, the fungus attacks a tree's vascular system preventing water from being transported up the trunk and eventually causes the tree to die. The fungus can be spread by insects carrying the infection from tree to tree or between neighboring trees through their root systems. The fungus first appeared in the United States in the 1950s. Since 1967, when the Village began tracking this information, approximately 2,934

Elm trees have been lost to DED in the Village.

As part of the Village's ongoing effort to manage Dutch Elm Disease (DED), fungicide treatments are administered annually to high-quality American Elm parkway trees ("Services"). These treatments are aimed at preserving healthy trees and preventing further spread of DED. In alignment with the Village's treatment policy and to ensure responsible use of funds, only trees with a condition rating of 2 (Good) or higher will be treated at the prices listed in the attached Exhibit A. A total of thirty-six (36) American Elm trees have been selected for treatment. The total cost of planned treatment is $25,218 based on the agreed-upon unit price of $18.67 per DBH inch. Staff is requesting a contingency in the amount of $1,482 for unforeseen work, such as supplemental watering, for a total spending authority of $26,700.

In March 2024, staff issued a Request for Proposals (RFP) for the Services. The Village received five (5) responses to its RFP and staff determined that Winkler Services, LLC of Bellwood, Illinois ("Contractor") submitted the lowest, most responsive proposal and was awarded the contract for the Services ("Agreement") with Resolution 2024-96.

The Agreement included an initial term, effective May 28, 2024 through April 30, 2025, with the option for up to three (3) one-year renewals upon mutual consent, with cost adjustments not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region over the previous 12-month period. The Contractor performed well during the initial term and during the first renewal terms, and both staff and the Contractor wish to renew the agreement with the permitted CPI increase in an amount not to exceed 1.3% ("Renewal"). The term of the second renewal will be from May 1, 2026 through April 30, 2027. The Renewal is included as Exhibit A.

A Resolution Authorizing the Second Renewal of an Agreement for the Treatment of American Elm Parkway Trees with Winkler Services, LLC of Bellwood, Illinois
Exhibit A - American Elm Treatments (DED) Renewal.pdf

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Second Renewal of an Agreement for the Treatment of American Elm Parkway Trees with Winkler Services, LLC of Bellwood, Illinois

is hereby adopted, as follows:

Section 1. Recitals

The Village is responsible for the management and maintenance of its American Elm parkway trees and, as part of the Village's ongoing effort to manage Dutch Elm Disease (DED), fungicide treatments are administered annually to high-quality American Elm parkway trees to mitigate the likelihood of loss due to Dutch Elm Disease ("***Services***").

In March 2024, Village staff prepared and issued a Request for Proposals ("***RFP***") for the Services and sent it to 10 vendors specializing in these Services. On April 25, 2024, the Village received five responses. Staff determined that Winkler Services, LLC of Bellwood, Illinois ("***Contractor***") submitted the lowest, most responsive proposal and was awarded the contract for the Services ("***Agreement***") with Resolution 2024-96.

The initial term for this Agreement was effective May 28, 2024, through April 30, 2025. The Agreement with the Contractor includes the option for up to three one-year renewals, with cost adjustments not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region over the previous 12-month period. Staff and the Contractor wish to renew the Agreement for an additional one-year term with an average increase of 1.3% ("***Renewal***"). This is the second Renewal for the Services that will be from May 1, 2026, through April 30, 2027. The Renewal is included as ***Exhibit A*** to this Resolution.

The Fiscal Year 2026-2027 Draft Budget provides funding in General Fund Account Nos. 11-4100-531-80 (Climate Action Plan Forestry Expenses) for the planned treatment of 36 specimen parkway American Elm trees in the total amount of $25,218. Staff is requesting a contingency in the amount of $1,482 for any unforeseen work, such as supplemental watering due to dry weather, which aids in fungicide uptake, for a total spending authority of $26,700. Funding for the Services will be taken from this account as needed to complete the Services in accordance with the unit prices in ***Exhibit A***.

Based on these factors, staff recommends that the Village Board authorize the Renewal in accordance with the prices set forth in ***Exhibit A***.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to approve the Renewal.

Section 2. Approval of Renewal

The Renewal with the Contractor to provide the Services during Fiscal Year 2026-27 at the costs outlined in ***Exhibit A*** is hereby approved.

Section 3. Authorization to Execute Renewal

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services in accordance with the terms of the Renewal for Fiscal Year 2026-27.

Section 4. Authorization to Execute Change Order

The Village Manager is authorized to execute one or more Contract Change Orders for additional work consisting of additional unforeseen items of work related to, or arising from other work contemplated by, the scope of work in the Renewal in the amount of $1,482 subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the project file.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

VILLAGE OF NORTHBROOK
AMERICAN ELM TREATMENT SERVICES

SECOND RENEWAL OF CONTRACT

THIS SECOND RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR: **Winkler Services, LLC.**
114 Mannheim Rd., Bellwood, IL 60104
ATTN: Kevin Halbert
info@winklertree.com ("***Contractor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled 2024 Dutch Elm Disease Preventative Treatment Program dated as of May 28, 2024 (***"Contract"***), under which the Contractor agreed to American Elm Treatment Services as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2025.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to three (3) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By: James R Wolfe II

Date: 3/5/26

Winkler Services, LLC.

By:_____
~~Kevin Halbert, Owner~~ Alec Edwards, Branch Manager AE

Date: 3/5/26

EXHIBIT A

RENEWAL FEE SCHEDULE

Line	Unit Price Item	Unit	Unit Price	Estimated Number of Units	Extension
1	Arbotect 20-S Injections at 2.4 fl. Oz/DBH in (3 - season treatment)	DBH	$18.679	1,350	$ 25,217.62

SUPPLEMENTAL SERVICE					
Line	Unit Price Item	Unit	Unit Price	Estimated Number of Units	Extension
2	Supplemental watering if needed	Hour	$104.339	25	$ 2,608.48

Note: As outlined in Section 2(b)(4) of the Contract, the approximate quantities set forth in this Renewal Fee Schedule for each Unit Price Item are the Village's estimate only, that the Village reserves the right to increase or decrease such quantities, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item in full compliance with this Renewal Term, and that all claim or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released.

2026 American Elm Treatment List for Prevention of Dutch Elm Disease

Tree #	Address	Location	Condition	DBH
3N44	1129 Blackthorn Ln.	10' S. of Dr., 15' E. of Rd.	2	33.0
3N104	1041 Butternut Ln.	4' S. of Dr., 10' E. of Rd.	2	35.5
3Q166	1903 Big Oak Ln.	43' E. of Xwlk on Big Oak, 2' EOC	1	34.0
4N137	2224 Maple Ave.	27' W. of Dr., 5' N. of curb	1	40.5
4N203	2302 Walters Ave.	on Briarwood-21' N. of Dr.	2	37.5
4N204	2302 Walters Ave.	36' S. of S. Dr. on Briarwood, 5' W. of Rd.	2	29.5
4N205	2302 Walters Ave.	40' W. of Briarwood on Walters, 3' N. of curb	2	32.5
4N277	2302 Walters Ave.	20' N. of Walters on Briarwood	2	30.0
4N307	2245 Catherine St.	66' S. of Xwlk on Briarwood	2	36.0
4N318	2207 Catherine St.	17' W. of Dr., 5' S. of curb	2	32.5
4N324	2220 Catherine St.	3' E. of Dr., 5' N. of curb	2	23.0
4N325	2220 Catherine St.	24' W. of Dr., 5' S. of curb	2	38.0
4N457	2341 Catherine St.	28' W. of Frt. Wlk.	2	37.5
4N342	2225 Chestnut St.	31' W. of Dr., 3' S. of curb	2	37.0
4N40	2316 Illinois Rd.	23' E. of Dr., 5' N. of curb	2	39.0
4P118	1339 First St.	85' S. of Dr., 3' E. of curb	2	41.0
4P119	1339 First St.	47' S. of Dr., 3' E. of curb	2	36.0

4Q40	1811 Oak Ave.	10' W. of Frt. Wlk., 5' S. of curb	2	32.5
4Q41	1811 Oak Ave.	7' E. of Dr., 5' S. of curb	2	41.0
4P13	2045 Illinois Rd.	4' W. of Dr., 5' S. of curb	2	39.0
4P16	2027 Illinois Rd.	36' W. of Dr., 5' S. of curb	1	38.0
4P18	2015 Illinois Rd.	15' W. of Dr., 5' S. of curb	1	40.0
4P25	2030 Illinois Rd.	4' E. of Dr., 5' N. of curb	2	40.0
4P26	2036 Illinois Rd.	24' W. of Dr., 5' N. of curb	2	41.5
4P27	2040 Illinois Rd.	16' W. of Dr., 5' N. of curb	2	41.5
4P19	1544 Shermer Rd.	53' W. of Dr. on Illinois	2	37.5
4P21	1530 Shermer Rd.	15' E. of Alley Dr. on Illinois	2	31.0
4P79	2105 Maple Ave.	23' W. of Dr., 5' S. of curb	1	44.0
4R91	1706 Oak Ave.	5' E. of Dr., 5' N. of curb	2	39.5
4Q39	1815 Oak Ave.	17' E. of Dr., 5' S. of curb	2	45.0
4P55	2115 Oak Ave.	3' E. of Dr., 5' S. of curb	2	43.0
4P81	1440 Cedar Ln.	34' W. of Xwlk on Maple	2	39.5
4P43	2118 Illinois Rd.	29' W. of Dr., 5' N. of curb	1	37.5
4R3	1545 Spruce St.	3' N. of Dr., 5' E. of curb	2	40.0
4R127	1515 Church St.	22' N. of Dr., 7' E. of Rd.	2	35.5
4R4	1543 Spruce St.	12' N. of Dr., 5' E. of curb	2	36.0
		Total Trees = 36	**DBH Total =**	**1350**

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing a Third Renewal for Overhead Door Maintenance Services with Allied Garage Door, Inc. of Lombard, Illinois

Overview

The Public Works Department uses contractual services for on-going maintenance services for 35 overhead doors at seven (7) public facilities, including each Fire Station, Fleet Maintenance Garage, Police Station, Public Works Center, and the Water Filtration Plant.

Fiscal Impact

The Fiscal Year 2026-2027 Recommended Budget provides funding in General Fund Account Nos. 11-4100-524-71, 11-4100-524-73, 11-4100-524-75, 11-4100-524-76 and in Water Fund Account No. 21-4170-524-82, for the preventative maintenance of overhead doors in the amount of $2,093, and for periodic unplanned or emergency repairs, funds will be drawn from these accounts as needed at rates outlined in Exhibit A.

Fund	Account No.	Budget	Available	Request	Remaining	Within Budget
General	11-4100-524-71 (Maintenance - Fleet Maintenance Garage)	$5,720	$5,720	$540	$5,180	Yes
	11-4100-524-73 (Maintenance - Public Works Center)	$26,915	$25,218	$338	$24,880	Yes
	11-4100-524-75 (Maintenance - Police Department)	$20,885	$19,671	$135	$19,536	Yes

	11-4100-524-76 (Maintenance - Fire Stations)	$38,280	$35,775	$810	$34,965	Yes
Water	21-4170-524-82 (Water Filtration Plant)	$41,065	$39,019	$270	$38,749	Yes

Recommendation
Approval.

Background
As part of its on-going maintenance responsibilities, the Public Works Department maintains 35 overhead doors at seven (7) public facilities including Fire Stations 10, 11 and 12, Fleet Maintenance Garage, Police Station, Public Works Center, and the Water Filtration Plant. These doors allow access to each of these facilities for vehicles and larger equipment. Due to the specialized nature of these doors, the Village utilizes contractual assistance to perform all maintenance and repairs as required.

In February 2023, staff issued a Request for Proposals (RFP) for annual overhead door preventive maintenance and periodic unplanned or emergency repairs (“Services”). The Village received four (4) responses and staff determined that Allied Garage Door, Inc. of Lombard, Illinois (“Contractor”) submitted the lowest, most responsive bid and was awarded the contract for the Services (“Agreement”) with Resolution 2023-94.

The Agreement included an initial term, effective May 9, 2023 through April 30, 2024, with the option for up to four (4) one-year renewals upon mutual consent, with cost adjustments not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region over the previous 12-month period. The Contractor performed well during the initial term and during the first and second Renewal agreements. Both staff and the Contractor wish to renew the agreement with increases not to exceed the CPI which was 1.3% (“Renewal”). The term of the third Renewal will be from May 1, 2026, to April 30, 2027. The Renewal is included as Exhibit A.

Staff will be in attendance at the Village Board meeting for any questions that may arise.

A Resolution Authorizing a Third Renewal for Overhead Door Maintenance Services with Allied Garage Door, Inc. of Lombard, Illinois
Exhibit A - Overhead Door Maintenance Renewal

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing a Third Renewal for Overhead Door Maintenance Services with Allied Garage Door, Inc. of Lombard, Illinois

is hereby adopted, as follows:

Section 1. Recitals

As part of its on-going maintenance responsibilities, the Public Works Department maintains 35 overhead doors at seven public facilities, including Fire Stations 10, 11 and 12, Fleet Maintenance Garage, Police Station, Public Works Center, and Water Filtration Plant. These doors allow access to each of these facilities for vehicles and larger equipment. Due to the specialized nature of these doors, the Village utilizes contractual assistance to perform annual overhead door preventative maintenance and periodic unplanned or emergency repairs ("***Services***").

In February 2023, Village staff prepared and issued a Request for Proposals ("***RFP***") for the Services and sent it to five contractors specializing in these Services. On April 6, 2023, the Village received four responses. Staff determined that Allied Garage Door, Inc. of Lombard, Illinois ("***Contractor***") submitted the lowest, most responsive proposal and was awarded the contract for the Services ("***Agreement***") with Resolution 2023-94.

The initial term for this Agreement was effective May 9, 2023, through April 30, 2024. The Agreement with the Contractor includes the option for up to four one-year renewals, with cost adjustments not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region over the previous 12-month period. The Contractor performed well during the initial term and during the first and second renewal terms. Staff and the Contractor wish to renew the agreement for an additional one-year term with an average increase of 1.3% ("***Renewal***"). This is the third Renewal for the Services that will be from May 1, 2026, through April 30, 2027. The Renewal is included as ***Exhibit A*** to this Resolution.

The Fiscal Year 2026-2027 Draft Budget provides funding in General Fund Account Nos. 11-4100-524-71, 11-4100-524-73, 11-4100-524-75, 11-4100-524-76 (General Fund) and in Water Fund Account No. 21-4170-524-82 for the preventative maintenance of overhead doors in the amount of $2,093 and for periodic unplanned or emergency repairs. Funds will be drawn from these accounts as needed at rates outlined in ***Exhibit A***.

Based on these factors, staff recommends that the Village Board authorize the Renewal in accordance with the prices set forth in ***Exhibit A***.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to approve the Renewal.

Section 2. Approval of Renewal

The Renewal with the Contractor to provide the Services during Fiscal Year 2026-27 at the costs outlined in ***Exhibit A*** is hereby approved.

Section 3. Authorization to Execute Renewal

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services in accordance with the terms of the Renewal for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

VILLAGE OF NORTHBROOK
OVERHEAD DOOR MAINTENANCE

THIRD RENEWAL OF CONTRACT

THIS THIRD RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR: **Allied Garage Door, Inc.**
PO Box 817, Lombard, IL 60148
ATTN: Will Tortoriello
wt@allieddoor.com ("***Contractor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled Overhead Door Maintenance dated as of May 9, 2023 (***"Contract"***), under which the Contractor agreed to provide annual overhead door maintenance as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2024.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term"***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

IN WITNESS WHEREOF, the Parties have caused this Third Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By: Jennifer Tortoriello

Date: 02/24/2026

Allied Garage Door, Inc.

By: Will Tortoriello
Will Tortoriello

Date: 02/24/2026

EXHIBIT A

RENEWAL FEE SCHEDULE

Table 1. Annual Maintenance		
Facility	**Number of Doors**	**Annual Cost**
Fire Station 10	3	$ 202.50
Fire Station 11	8	$ 405.00
Fire Station 12	3	$ 202.50
Fleet Maintenance Garage	10	$ 540.00
Police Station	2	$ 135.00
Public Works Center	5	$ 337.50
Water Filtration Plant	4	$ 270.00
Total Annual Cost for All Facilities		$ 2092.50

Table 2. Supplemental Services	
Item	**Cost**
Hourly Rate (Regular Time)	$ 135.00
Hourly Rate (Emergency After Hours)	$ 202.50
Trip Charge	$ 135.00
Markup for Materials	20 %

ON-CALL / AFTER-HOURS PERSONNEL

Name	Phone Number	Email
Service Dept	800-660-1877	service@allieddoor.com

For immediate service please call insead of email.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing a Third Renewal of an Agreement for Material Hauling and Debris Disposal Services with Weidner Farms Material, Inc. of Cary, Illinois

Overview
The Public Works Department uses contractual services for material hauling and debris disposal services to and from the Public Works Center.

Fiscal Impact
The Fiscal Year 2026-2027 Recommended Budget provides funding in General Fund Account Nos. 11-4100-585-72 (Parkway Tree Maintenance), 11-4100-585-78 (Street Debris Removal), 11-4100-625-71 (Street Maintenance), 11-4100-625-73 (Snow and Ice Materials), in Stormwater Fund Account Nos. 16-4190-531-71 (Street Repairs) and 16-4190-585-73 (Storm Sewer Maintenance), and Water Distribution Fund Account Nos. 21-4180-585-00 (Solid Waste Management) and 21-4180-625-71 (Maintenance Supplies), for the purchase of aggregate material, disposal of debris, and the transport of these materials to and from the Public Works Center (“Services”). Funding for the Services will be drawn from these accounts as needed at rates outlined in Exhibit A.

Recommendation
Approval.

Background
The Village of Northbrook contracts for the purchase of aggregate material, disposal of debris, and the transport of these materials to and from the Public Works Center ("Services") on an annual basis. The Village uses stone, topsoil, and sand in its maintenance activities such as road and sidewalk repairs, water main break repairs and forestry activities. A limited supply is stored at the Public Works Center and materials are replenished as they are used to ensure sufficient quantities are available when needed.

Public Works activities also generate debris and spoils such as concrete removal, asphalt grindings, parkway tree logs, wood chips and waste from street sweeping. Both the debris and spoil materials are stored in the Public Works Center yard until it can be hauled away for disposal.

In January 2023, staff issued a Request for Proposals (RFP) for the Services and the Village received three (3) responses. Staff determined that Weidner Farms Material, Inc. of Cary, Illinois (“Contractor”) submitted the lowest, most responsive bid and was awarded the contract for the Services (“Agreement”) with Resolution 2023-94.

The Agreement included an initial term, effective April 11, 2023 through April 30, 2024, with the option for up to four (4) one-year renewals upon mutual consent, with cost adjustments not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region over the previous 12-month period. The Contractor performed well during the initial term and during the first and second Renewal agreements. Both staff and the Contractor wish to renew the agreement with increases not to exceed the CPI which was 2.2% (“Renewal”). The term of the third Renewal will be from May 1, 2026 through April 30, 2027. The Renewal is included as Exhibit A.

Staff will be in attendance at the Village Board meeting for any questions that may arise.

A Resolution Authorizing a Third Renewal of an Agreement for Material Hauling and Debris Disposal Services with Weidner Farms Materials, Inc. of Cary, Illinois
Exhibit A - Material Hauling & Debris Disposal Services Renewal

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing a Third Renewal of an Agreement for Material Hauling and Debris Disposal Services with Weidner Farms Materials, Inc. of Cary, Illinois

is hereby adopted, as follows:

Section 1. Recitals

The Village of Northbrook contracts for the purchase of aggregate material, disposal of debris, and the transport of these materials to and from the Public Works Center ("***Services***") on an annual basis. The Village uses stone, topsoil, and sand in its maintenance activities such as road and sidewalk repairs, water main break repairs and forestry activities. A limited supply is stored at the Public Works Center and materials are replenished as they are used to ensure sufficient quantities are available when needed. Public Works activities also generate debris and spoils such as concrete removal, asphalt grindings, parkway tree logs, wood chips and waste from street sweeping. Both the debris and spoil materials are stored in the Public Works Center yard until it can be hauled away for disposal.

In January 2023, Village staff prepared and issued a Request for Proposals ("***RFP***") for the Services and sent it to three contractors, and the Village received three responses. Staff determined that Weidner Farms Materials, Inc. of Cary, Illinois ("***Contractor***") submitted the lowest, most responsive proposal and was awarded the contract for the Services ("***Agreement***") with Resolution 2023-52.

The initial term for this Agreement was effective April 11, 2023, through April 30, 2024. The Agreement with the Contractor includes the option for up to four one-year renewals, with cost adjustments not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region over the previous 12-month period. The Contractor performed well during the initial term and during the first and second renewal terms. Staff and the Contractor wish to renew the Agreement for an additional one-year term with an average increase of 2.2% ("***Renewal***"). This is the third Renewal for the Services that will be from May 1, 2026, through April 30, 2027. The Renewal is included as ***Exhibit A*** to this Resolution.

The Fiscal Year 2026-2027 Draft Budget provides funding in General Fund Account Nos. 11-4100-585-72 (Parkway Tree Maintenance), 11-4100-585-78 (Street Debris Removal), 11-4100-625-71 (Street Maintenance), 11-4100-625-73 (Snow and Ice Materials), in Stormwater Fund Account Nos. 16-4190-531-71 (Street Repairs) and 16-4190-585-73 (Storm Sewer Maintenance), and Water Distribution Fund Account Nos. 21-4180-585-00 (Solid Waste Management) and 21-4180-625-71 (Maintenance Supplies) for the purchase of aggregate material, disposal of debris, and the transport of these materials to and from the Public Works Center. Funding for the Services will be drawn from these accounts as needed at rates outlined in ***Exhibit A***.

Based on these factors, staff recommends that the Village Board authorize the Renewal in accordance with the prices set forth in ***Exhibit A***.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to approve the Renewal.

Section 2. Approval of Renewal

The Renewal with the Contractor to provide the Services during Fiscal Year 2026-27 at the

costs outlined in ***Exhibit A*** is hereby approved.

Section 3. Authorization to Execute Renewal

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services in accordance with the terms of the Renewal for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

VILLAGE OF NORTHBROOK
MATERIALS HAULING SERVICES

THIRD RENEWAL OF CONTRACT

THIS THIRD RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR: **Weidner Farms Material**
910 Lyons Ridge Dr., Cary, Illinois 60013
ATTN: Warren Weidner
wfminc@comcast.net ("***Contractor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled Material Hauling Services dated as of April 11, 2023 (***"Contract"***), under which the Contractor agreed to provide material delivery and debris disposal services as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2024.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

IN WITNESS WHEREOF, the Parties have caused this Third Amendment to be executed by their duly

authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

WITNESS:

By:_____

Date: 2-6-26

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

Weidner Farms Material

By:_____
Warren Weidner

Date: 2-6-26

EXHIBIT A

RENEWAL FEE SCHEDULE

	Item	Estimated Quantity	Unit of Measurement	Unit Price	Extended Price
1.	Pulverized high quality topsoil	20	21 Ton Truckload	$ 583.35	$ 11,667.00
2.	CA-6 Crushed Aggregate Limestone	120	Tons	$ 23.85	$ 2,862.00
3.	CA-7 Crushed Aggregate Limestone W/O Screening	2,000	Tons	$ 30.39	$ 60,780.00
4.	CA-6 Recycled Crushed Concrete	50	Tons	$ 19.96	$ 998.00
5.	FA-2 Torpedo Sand	50	Tons	$ 23.20	$ 1,160.00
6.	Hauling of Spoil – Dirt/Mud	150	21 Ton Truckload	$ 365.00	$ 54,750.00
7.	Hauling of Spoil - Concrete	20	21 Ton Truckload	$ 218.00	$ 4,360.00
8.	Hauling of Spoil - Asphalt	20	21 Ton Truckload	$ 310.80	$ 6,216.00
9.	Hauling of Spoil - Street Sweeping Debris	20	21 Ton Truckload	$ 370.72	$ 7,414.40
10.	Hauling of Spoil - Woodchips	30	21 Ton Truckload	$ 414.30	$ 12,429.00
11.	Hauling of Spoil - Logs	10	21 Ton Truckload	$ 632.30	$ 6,323.00
12.	Hauling of Spoil - Leaves	30	21 Ton Truckload	$ 354.30	$ 10,629.00
13.	Additional cartage fee per ton if hauled directly to a job site within Northbrook.	1	Per Mile From 655 Huehl Road	$ $0.50	$ PER TON
14.	Discount on hauling load price if trip includes a load of delivered material (Round Robin).	1	%	Dirt out Round Robin Per Load	337.50

15) Wet Mud per Load 485.00

Hourly Rates

Please provide a list of hourly rates for labor and vehicles in case of emergency. These rates will be the basis for all work conducted on an emergency basis.

Item No.	Item Description	Unit of measure	Unit Price
1	Time and materials rate for one (1) 21-ton truck and one (1) driver-straight time (regular business hours 7 a.m. to 3 p.m., Monday through Friday)	131.84 /hour	$
2	Time and materials rate for one (1) 21-ton truck and one (1) driver – outside of regular business hours	149.20 /hour	$
3	Total number of trucks with drivers available to the municipality	4	

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Purchase of Cold Mix Asphalt Materials from Peter Baker & Son Co. of Lake Bluff, Illinois

Overview
The Village purchases asphalt cold patching materials seasonally when hot mix asphalt plants are closed.

Fiscal Impact

The Fiscal Year 2026-2027 Recommended Budget provides sufficient funds in General Fund Account No. 11- 4100-625-71 (Street Maintenance) and Water Distribution Fund Account No. 21-4180-625-71 (Maintenance Supplies) for the purchase of the cold mix materials utilized to complete temporary utility restorations and street patching. Funds will be drawn from these accounts as needed at rates outlined in Exhibit A.

Recommendation
Approval.

Background
The Village of Northbrook purchases high performance asphalt cold patching materials (referred to as "Cold Mix") to complete temporary utility restorations and street patching. In January 2026, staff prepared a Request for Quotations (RFQ) that included specifications and estimated quantities for Cold Mix Asphalt Materials, inclusive of delivery, for Fiscal Year 2026-2027. The RFQ was posted to the Village's website and sent to three (3) local vendors. The Village received two (2) bid responses on February 20, 2026. A summary of the bids are shown in Table 1 below.

Table 1. Summary of Cold Mix Asphalt Bids

Firm	Winter Blend (per ton)	Summer Blend (per ton)
Peter Baker & Son Co.	$175	$175
Builders Asphalt, LLC.	$205	$205

After review, staff determined that Peter Baker and Son Co. of Lake Bluff, Illinois ("Vendor") submitted the lowest, most responsive bid. Peter Baker & Son Co. has provided the Village with Cold Mix materials in the past and staff has been satisfied with their services.

The term for this agreement is from May 1, 2026 through April 30, 2027. Staff will be present at the Village Board meeting should there be any questions.

A Resolution Authorizing the Purchase of Cold Mix Asphalt Materials from Peter Baker & Son Co. of Lake Bluff, Illinois
Exhibit A - Cold Mix Asphalt Material Pricing Peter Baker & Son Co FY27

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Purchase of Cold Mix Asphalt Materials from Peter Baker & Son Co. of Lake Bluff, Illinois

is hereby adopted, as follows:

Section 1. Recitals

The Village of Northbrook purchases high performance cold mix asphalt materials for its day-to-day operations to complete temporary utility restorations and street patching. In January 2026, Village staff issued a Request for Quotations ("***RFQ***") that included specifications and estimated quantities for Cold Mix Asphalt Materials, inclusive of delivery, for Fiscal Year 2026-2027. The RFQ was posted to the Village's website and sent to three local vendors.

The Village received two bid responses on February 20, 2026. After review, staff determined that Peter Baker and Son Co. of Lake Bluff, Illinois ("***Vendor***") submitted the lowest, most responsive bid for cold patch asphalt materials ("***Materials***"). The term for this agreement is from May 1, 2026, to April 30, 2027.

The Fiscal Year 2026-2027 Draft Budget provides sufficient funds in General Fund Account No. 11-4100-625-71 (Street Maintenance) and Water Distribution Fund Account No. 21-4180-625-71 (Maintenance Supplies) for the purchase of the Cold Mix Materials utilized to complete temporary utility restorations and street patching. Funds will be drawn from these accounts as needed at rates outlined in ***Exhibit A***.

Based on these factors, staff recommends that the Village Board authorize the purchase of the Materials from the Vendor at the unit prices outlined in ***Exhibit A***.

The President and the Board of Trustees have considered the purchase and determined that it is in the best interests of the Village and the public to approve the purchase.

Section 2. Authorization of Expenditure

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Materials in accordance with the terms and unit prices outlined in ***Exhibit A*** for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

January 27, 2026

REQUEST FOR QUOTATION (*"REQUEST"*)- DUE DATE: FEBRUARY 20, 2026

The Village of Northbrook (***"Village"***) is accepting bids for "**High Performance Cold Mix**" for temporary utility restorations and street patching.

Responses Due: 10:00 A.M. on February 20, 2026 (bid opening to occur immediately afterward)

Duration: May 1, 2026 through April 30, 2027.

Scope: The preferred vendor (***"Vendor"***) shall provide the materials identified below:

> All quantities are estimates based on previous year's purchases. **The vendor shall be responsible for delivering the materials** below to the Village's facility. All material must conform to the latest revision of the "Standard Specifications for Road and Bridge Construction" published by the Illinois Department of Transportation**. Prices quoted shall include all delivery/transportation costs.**

Note to Bidders: The Village reserves the right to increase or decrease quantities of Unit Price Items, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item in full compliance with this Request, and that all claims or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released by bidder.

Questions: Scott Lemke, Street/Forestry Supervisor at (847) 664-4114.

	Item	Estimated Quantity	U/M	Unit Price	Extended Price	Minimum Amount
1.	"High performance cold mix" patching material (Sylvax, UPM, or Equivalent) Winter Blend ***Inclusive of Delivery**	150	Ton	$ 175.00	$ 26,250.00	20 Tons
2.	"High performance cold mix" patching material " (Sylvax, UPM, or Equivalent) Summer Blend ***Inclusive of Delivery**	30	Ton	$ 175.00	$ 5,250.00	20 Tons

Please remit quotation no later than 10:00 A.M. local time, February 20, 2026, to 655 Huehl Road, Northbrook, Illinois 60062, Attention: Jean Paul Soens, Management Analyst, (847) 664-4128. Clearly mark remitting quotation **"SEALED QUOTE – "HIGH PERFORMANCE 'COLD MIX' PATCHING MATERIAL"** and be sure quotation is signed by authorized representative. ***NO FAXED OR EMAILED BIDS WILL BE ACCEPTED***. Bids shall be publicly read on Friday, February 20, 2026 at 10:00 A.M. at 655 Huehl Road, Northbrook, IL.

Bids submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Vendor. The final award of a contract is in the sole discretion of the Village Board of Trustees. Issuance of this Request does not obligate the Village to pay any costs incurred by a Vendor in its submission of a bid or making any necessary studies or designs for the preparation of that bid, or for procuring or contracting for the services to be furnished under this Request.

The Village reserves the right to accept the bid that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price bid; to accept any item of any bid; to reject any and all bids; and to waive irregularities and informalities in any bid submitted or in the request for quotation process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Vendors should not rely upon, or anticipate, such waivers in submitting their bid.

Upon acceptance of the successful Vendor's bid by the Village, the successful Vendor's bid, together with Village's notification of acceptance, shall become the contract for the Materials. Final acceptance and approval of the contract will be at the discretion of the Village Board of Trustees.

Peter Baker & Son Co	02/20/2026
VENDOR NAME	DATE
1349 Rockland Rd, Lake Bluff, IL 60044	
ADDRESS	
John Brunner, Executive Vice President	
CONTACT PERSON	SIGNATURE
847-362-3663	847-362-0707
PHONE	FAX
john@peterbaker.com	
E-MAIL	

Terms and Conditions

CONFLICT OF INTEREST

It shall be a breach of ethical standards for any Village employee to participate directly or indirectly in procurement when the employee knows that:

- The Village employee or any employee's family member* has financial interest pertaining to the procurement
- A business or organization in which the Village employee, or any employee's family member, has a financial interest pertaining to the procurement
- Any other person, business, or organization with which the Village employee or any employee's family member is negotiating or has an arrangement concerning prospective employment is involved in the procurement
- Village Employees who violate this standard will be subject to disciple in accordance with applicable State, County and Village codes.
- Upon discovery of an actual or potential conflict of interest, a Village employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

*Family member means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouse Village of Northbrook.

INSURANCE

Vendors ***delivering*** materials to a facility of the Village of Northbrook or its worksites shall meet the following requirements:

A. Insurance. If this Request is accepted, Vendor proposes and agrees, that Vendor shall provide certificates of insurance evidencing the minimum insurance coverages and limits set forth below within 10 days following the Village's acceptance of this Request. Such policies shall be in a form, and from companies, acceptable to the Village and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. The insurance coverages and limits set forth below shall be deemed to be minimum coverages and limits and shall not be construed in any way as a limitation on Vendor's duty to carry adequate insurance or on Vendor's liability for losses or damages under this Request. The minimum insurance coverages and limits that shall be maintained at all times while providing, performing, or completing the and work or services on behalf of the Village are as follows:

1. Workers' Compensation and Employer's Liability with limits not be less than:

   a.) Workers' Compensation: Statutory

b) Employer's Liability:
$500,000 ea. accident-injury
$500,000 ea. employee-disease
$500,000 disease-policy

Such insurance shall evidence that coverage applies to the State of Illinois.

2. Business Automobile Liability with a combined single limit of liability for bodily injury and property damage of not less $1,000,000 for vehicles owned, non-owned, or rented. All employees shall be included as insureds.

3. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than:

   $1,000,000 Bodily Injury and Property Damage Combined Single Limit.

   Coverage is to be written on an "occurrence basis":

   Coverages shall include:
   - Broad Form Property Damage Endorsement.
   - Independent Contractors.
   - Personal Injury (with Employment Exclusion deleted).
   - "X," "C," and "U" exclusions shall be limited.
   - Contractual Liability.
   - All employees shall be included as insureds.
   - Contractual Liability shall specifically include the indemnification set forth below.

4. Umbrella Liability.

   Limits shall not be less than:

   $2,000,000 Bodily Injury and Property Damage Combined Single Limit.

   This Policy shall apply in excess of the limits stated in 1, 2 and 3 above.

5. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for Worker's Compensation, Professional Liability and Business Automobile Liability.

   Each such additional Insured endorsement shall identify Owner as follows: Village of Northbrook, including its Board Members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives. Additional insured coverage shall be provided on endorsements at least as broad as ISO form CG2010 or CG2026 (pre 2004 editions.)

6. Other Parties as Additional Insureds. In addition to the Owner, the following

parties shall be named as additional insureds on the following policies

Additional Insured	Policy or Policies
_____	_____
_____	_____

INDEMNIFICATION. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Vendor's performance.

PENALTIES. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Vendor's performance of, or failure to perform, the work or services contemplated in this Request or any part thereof.

NON-EXCLUSIVE BID: This bid may be awarded to multiple bidders and is non-exclusive.

INSPECTION/TESTING/REJECTION The Village shall have the right to inspect all or any part of the Materials and to reject all or any part of the Material that is, in the Village's judgment, defective or damaged or that in any way fails to confirm strictly to the requirements of this Request for Quotation and the Village, without limiting its other rights or remedies, may require correction or replacement at Vendor's cost, replace or cause to be replaced all Material necessary to complete or correct all or any part of the Material that is defective, damaged, or nonconforming and charge vendor with any excess cost incurred thereby, or cancel all or any part of any order or this Request for Quotations. Material so rejected may be returned or held at Bidder's expense and risk.

COMPLIANCE WITH LAWS Vendor agrees to be bound by all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time.

Illinois Department of Transportation

Certificate of Eligibility

Contractor No 0280

Peter Baker & Son Co.
PO Box 187 Lake Bluff, IL 60044

WHO HAS FILED WITH THE DEPARTMENT AN APPLICATION FOR PREQUALIFICATION STATEMENT OF EXPERIENCE, EQUIPMENT AND FINANCIAL CONDITION IS HEREBY QUALIFIED TO BID AT ANY OF DEPARTMENT OF TRANSPORTATION LETTINGS IN THE CLASSES OF WORK AND WITHIN THE AMOUNT AND OTHER LIMITATIONS OF EACH CLASSIFICATION, AS LISTED BELOW, FOR SUCH PERIOD AS THE UNCOMPLETED WORK FROM ALL SOURCES DOES NOT EXCEED SUPER UNLIMITED

001	EARTHWORK	$6,100,000
003	HMA PLANT MIX	Unlimited
012	DRAINAGE	$1,900,000
017	CONCRETE CONSTRUCTION	$75,000
032	COLD MILL,PLAN. & ROTOMILL	$12,950,000
042	COLD (IN-PLACE) RECYCLING	$275,000
08A	AGGREGATE BASES & SURF. (A)	$2,550,000
15A	COVER & SEAL COATS (A)	$1,000,000

THIS CERTIFICATE OF ELIGIBILITY IS VALID FROM 3/12/2025 TO 4/30/2026 INCLUSIVE, AND SUPERSEDES ANY CERTIFICATE PREVIOUSLY ISSUED, BUT IS SUBJECT TO REVISION OR REVOCATION, IF AND WHEN CHANGES IN THE FINANCIAL CONDITION OF THE CONTRACTING FIRM OR OTHER FACTS JUSTIFY SUCH REVISIONS OR REVOCATION.
ISSUED AT SPRINGFIELD, ILLINOIS ON 3/12/2025.

INTERIM Engineer of Construction

IL 494-0645

Certificate of Registration

STATE BOARD OF ELECTIONS

Registration No: 42795

Peter Baker & Son Co.

1349 Rockland Rd
Lake Bluff, IL 60044

Information for this business was last updated on:
Thursday, March 7, 2024

Certificate produced on Wednesday, July 31, 2024 at 1:45 F

Registered SEAL OF THE STATE BOARD OF ELECTIONS ILLINOIS Business

File Number 2593-749-0

STATE OF ILLINOIS

OFFICE OF THE SECRETARY OF STATE

To all to whom these Presents Shall Come, Greeting:

I, **Alexi Giannoulias,** *Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that*

PETER BAKER & SON CO., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 22, 1938, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.

In Testimony Whereof, *I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this* 31ST *day of* JULY *A.D.* 2024 .

Authentication #: 2421303108 verifiable until 07/31/2025
Authenticate at: https://www.ilsos.gov

Alexi Giannoulias
SECRETARY OF STATE

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Purchase of Hot Mix Asphalt Materials from Builders Asphalt, LLC of Hillside, Illinois

Overview
The Village procures hot mix asphalt materials on an as-needed basis to perform maintenance activities and repairs, utility restorations, and street patching.

Fiscal Impact
The Fiscal Year 2026-2027 Recommended Budget provides sufficient funds in General Fund Account No. 11- 4100-625-71 (Maintenance Supplies) and Water Distribution Fund Account No. 21-4180-625-71 (Maintenance Supplies) for the purchase of hot mix asphalt materials utilized to perform maintenance activities and repairs, utility restorations, and street patching. Funds will be drawn from these accounts as-needed at rates outlined in Exhibit A.

Recommendation
Approval.

Background
The Village of Northbrook purchases hot mix asphalt materials ("Materials") utilized to perform maintenance activities and repairs, utility restorations, and street patching. The material is picked up at the plant by staff for immediate use. In January 2026, staff prepared a Request for Quotations (RFQ) that included specifications and estimated quantities for the materials for Fiscal Year 2026-2027. The RFQ was posted to the Village's website and sent to three (3) local vendors. The Village received four (4) bid responses on February 20, 2026. A summary of the bids are shown in Table 1 below.

Table 1. Summary of Hot Mix Asphalt Bids		
Firm	Surface Course Asphalt (per ton)	Binder Course Asphalt Cost (per ton)
Peter Baker & Son Co.	$61.00	$57.00
Plote Construction, Inc.	$62.00	$60.00
Builders Asphalt, LLC.	$68.00	$68.00
Taza Supplies, Inc.	$87.50	$87.50

While the unit costs provided by Peter Baker and Son Co. and Plote Construction, Inc. are

lower than that of Builder's Asphalt, their plants are located 20 and 15 miles respectively, further away from the Village than the Builders Asphalt Plant in Wheeling. This means additional travel time for Public Works crews and loss of material as it cools off during transport if obtaining the material from Rondout/Lake Bluff or Franklin Park respectively.

As such Public Works staff has determined that Builder’s Asphalt, LLC of Hillside, Illinois, ("Vendor"), with a plant in Wheeling, Illinois, submitted the lowest, most responsive and responsible bid for surface and binder course asphalt materials. Builders Asphalt, LLC has provided the Village with the Materials in the past and staff has been satisfied with their services.

The term for this contract is from May 1, 2026 through April 30, 2027. Staff will be prese nt at the Village Board meeting should there be any questions.

A Resolution Authorizing the Purchase of Hot Mix Asphalt Materials from Builders Asphalt, LLC of Hillside, Illinois
Exhibit A - Hot Mix Asphalt Materials Pricing

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Purchase of Hot Mix Asphalt Materials from Builders Asphalt, LLC of Hillside, Illinois

is hereby adopted, as follows:

Section 1. Recitals

The Village of Northbrook purchases hot mix asphalt materials for its day-to-day operations that include maintenance activities and repairs, utility restorations, and street patching. In January 2026, Village staff issued a Request for Quotations ("***RFQ***") that included specifications and estimated quantities for hot mix materials for Fiscal Year 2026-2027. The RFQ was posted to the Village's website and sent it to three local vendors.

The Village received four bid responses on February 20, 2026. Although the unit pricing provided by Peter Baker and Son Co. and Plote Construction, Inc. is lower than that of Builder's Asphalt, LLC, their plants are located 20 and 15 miles further away from the Village. This means additional travel time for Public Works crews and loss of material as it cools off during transport if obtaining the material from Franklin Park or Rondout/Lake Bluff respectively. As such staff determined that Builders Asphalt, LLC of Hillside, Illinois, with a plant in Wheeling, Illinois, ("***Vendor***") submitted the most responsive and responsible bid for surface and binder course asphalt materials ("***Materials***"). The term for this agreement is from May 1, 2026, to April 30, 2027.

The Fiscal Year 2026-2027 Draft Budget provides sufficient funds in General Fund Account No. 11- 4100-625-71 (Maintenance Supplies) and Water Distribution Fund Account No. 21-4180-625-71 (Maintenance Supplies) for the purchase of the Hot Mix Materials utilized to complete maintenance activities and repairs, utility restorations, and street patching. Funds will be drawn from these accounts as needed at rates outlined in ***Exhibit A***.

Based on these factors, staff recommends that the Village Board authorize the purchase of the Materials from the Vendor at the unit prices outlined in ***Exhibit A***.

The President and the Board of Trustees have considered the purchase and determined that it is in the best interests of the Village and the public to approve the purchase.

Section 2. Authorization of Expenditure

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Materials in accordance with the terms and unit prices outlined in ***Exhibit A*** for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

northbrook

PUBLIC WORKS DEPARTMENT

January 27, 2026

REQUEST FOR QUOTATION (*"REQUEST"*)- DUE DATE: FEBRUARY 20, 2026

The Village of Northbrook (***"Village"***) is accepting bids for "**BITUMINOUS ASPHALT MATERIALS**" for performing maintenance activities and repairs, utility restorations, and street patching.

Responses Due: 10:00 A.M. on February 20, 2026 (bid opening to occur immediately afterward)

Duration: May 1, 2026 through April 30, 2027.

Scope: The preferred vendor (***"Vendor"***) shall provide the materials identified below:

All quantities are estimates based on previous year's purchases. Both items listed below will be picked up by the Village from the vendor's facility listed below. All material must conform to the latest revision of the "Standard Specifications for Road and Bridge Construction" published by the Illinois Department of Transportation. Please list plant or yard and contact information for that facility that is closest to the Village of Northbrook.

Note to Bidders: The Village reserves the right to increase or decrease quantities of Unit Price Items, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item in full compliance with this Request, and that all claims or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released by bidder.

Questions: Scott Lemke, Street/Forestry Supervisor at (847) 664-4114.

	Item	Estimated Quantity	U/M	Unit Price	Extended Price
1.	Bituminous asphalt surface course (Class 1) 3/8"	430	Ton	$68.00	$ 29,240.00
2.	Bituminous asphalt binder course (Class 1) 3/4"	20	Ton	$68.00	$ 1,360.00

Wheeling Plant — (708) 593-9000
Plant or Yard Name — Phone

571 S Wheeling Rd, Wheeling, IL 60090
Plant or Yard Address

Please remit quotation no later than 10:00 A.M. local time, February 20, 2026, to 655 Huehl Road, Northbrook, Illinois 60062, Attention: Jean Paul Soens, Management Analyst. Clearly mark remitting quotation **"SEALED QUOTE – BITUMINOUS ASPHALT MATERIALS "** and be sure quotation is signed by authorized representative. ***NO FAXED OR EMAILED BIDS WILL BE ACCEPTED***. Bids shall be publicly read on Friday, February 20, 2026 at 10:00 A.M. at 655 Huehl Road, Northbrook, IL.

Bids submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Vendor. The final award of a contract is in the sole discretion of the Village Board of Trustees. Issuance of this Request does not obligate the Village to pay any costs incurred by a Vendor in its submission of a bid or making any necessary studies or designs for the preparation of that bid, or for procuring or contracting for the services to be furnished under this Request.

The Village reserves the right to accept the bid that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price bid; to accept any item of any bid; to reject any and all bids; and to waive irregularities and informalities in any bid submitted or in the request for quotation process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Vendors should not rely upon, or anticipate, such waivers in submitting their bid.

Upon acceptance of the successful Vendor's bid by the Village, the successful Vendor's bid, together with Village's notification of acceptance, shall become the contract for the Materials. Final acceptance and approval of the contract will be at the discretion of the Village Board of Trustees.

Builders Asphalt LLC — VENDOR NAME

01/28/2026 — DATE

4401 Roosevelt Road, Hillside, IL 60162 — ADDRESS

Joe Michael — CONTACT PERSON

SIGNATURE Ryan Gandy, President

(847) 419-9000 — PHONE

(847) 419-9050 — FAX

jmichael@builderspavingllc.com — E-MAIL

Terms and Conditions

CONFLICT OF INTEREST

It shall be a breach of ethical standards for any Village employee to participate directly or indirectly in procurement when the employee knows that:

- The Village employee or any employee's family member* has financial interest pertaining to the procurement
- A business or organization in which the Village employee, or any employee's family member, has a financial interest pertaining to the procurement
- Any other person, business, or organization with which the Village employee or any employee's family member is negotiating or has an arrangement concerning prospective employment is involved in the procurement
- Village Employees who violate this standard will be subject to disciple in accordance with applicable State, County and Village codes.
- Upon discovery of an actual or potential conflict of interest, a Village employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

*Family member means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouse Village of Northbrook.

INSURANCE

Vendors ***delivering*** materials to a facility of the Village of Northbrook or its worksites shall meet the following requirements:

A. Insurance. If this Request is accepted, Vendor proposes and agrees, that Vendor shall provide certificates of insurance evidencing the minimum insurance coverages and limits set forth below within 10 days following the Village's acceptance of this Request. Such policies shall be in a form, and from companies, acceptable to the Village and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. The insurance coverages and limits set forth below shall be deemed to be minimum coverages and limits and shall not be construed in any way as a limitation on Vendor's duty to carry adequate insurance or on Vendor's liability for losses or damages under this Request. The minimum insurance coverages and limits that shall be maintained at all times while providing, performing, or completing the and work or services on behalf of the Village are as follows:

1. Workers' Compensation and Employer's Liability with limits not be less than:

   a.) Workers' Compensation: Statutory

b) Employer's Liability:
$500,000 ea. accident-injury
$500,000 ea. employee-disease
$500,000 disease-policy

Such insurance shall evidence that coverage applies to the State of Illinois.

2. Business Automobile Liability with a combined single limit of liability for bodily injury and property damage of not less $1,000,000 for vehicles owned, non-owned, or rented. All employees shall be included as insureds.

3. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than:

   $1,000,000 Bodily Injury and Property Damage Combined Single Limit.

   Coverage is to be written on an "occurrence basis":

   Coverages shall include:
   - Broad Form Property Damage Endorsement.
   - Independent Contractors.
   - Personal Injury (with Employment Exclusion deleted).
   - "X," "C," and "U" exclusions shall be limited.
   - Contractual Liability.
   - All employees shall be included as insureds.
   - Contractual Liability shall specifically include the indemnification set forth below.

4. Umbrella Liability.

   Limits shall not be less than:

   $2,000,000 Bodily Injury and Property Damage Combined Single Limit.

   This Policy shall apply in excess of the limits stated in 1, 2 and 3 above.

5. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for Worker's Compensation, Professional Liability and Business Automobile Liability.

   Each such additional Insured endorsement shall identify Owner as follows: Village of Northbrook, including its Board Members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives. Additional insured coverage shall be provided on endorsements at least as broad as ISO form CG2010 or CG2026 (pre 2004 editions.)

6. Other Parties as Additional Insureds. In addition to the Owner, the following parties shall be named as additional insureds on the following policies

Additional Insured	Policy or Policies
_____	_____
_____	_____

INDEMNIFICATION. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Vendor's performance.

PENALTIES. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Vendor's performance of, or failure to perform, the work or services contemplated in this Request or any part thereof.

NON-EXCLUSIVE BID: This bid may be awarded to multiple bidders and is non-exclusive.

INSPECTION/TESTING/REJECTION The Village shall have the right to inspect all or any part of the Materials and to reject all or any part of the Material that is, in the Village's judgment, defective or damaged or that in any way fails to confirm strictly to the requirements of this Request for Quotation and the Village, without limiting its other rights or remedies, may require correction or replacement at Vendor's cost, replace or cause to be replaced all Material necessary to complete or correct all or any part of the Material that is defective, damaged, or nonconforming and charge vendor with any excess cost incurred thereby, or cancel all or any part of any order or this Request for Quotations. Material so rejected may be returned or held at Bidder's expense and risk.

COMPLIANCE WITH LAWS Vendor agrees to be bound by all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Waiving Competitive Bidding and Authorizing the Purchase of Concrete Materials from Menoni & Mocogni, Inc. of Highland Park, Illinois

Overview
The Village purchases concrete materials to perform utility restorations, street patching, and sidewalk replacements on an as-needed basis.

Fiscal Impact
The Fiscal Year 2026-2027 Recommended Budget provides sufficient funds in General Fund Account No. 11-4100- 625-71 (Street Maintenance) and Water Distribution Fund Account No. 21-4180-625-71 (Maintenance Supplies) for the purchase of concrete materials to perform utility restorations, street patching, and sidewalk replacements. Funds will be drawn from these accounts as-needed at rates outlined in Exhibit A.

Recommendation
Approval.

Background

In January 2026, staff prepared a Request for Quotations (RFQ) that included specifications and estimated quantities for concrete materials for FY27. The RFQ was posted to the Village's website and sent to four (4) local vendors. As shown in Table 1 below, the Village received one (1) bid response on February 20, 2026. Staff does not expect that re-bidding the purchase of concrete materials would result in additional bids and thus recommends waiving the requirement for multiple competitive bids.

Table 1. Summary of Concrete Materials Bids

Item	Vendor
	Menoni & Mocogni, Inc.
6-Bag Concrete Mix - IDOT Class SI	$197
7-Bag High Early Concrete Mix - IDOT Class PP	$204
Redi Pave Concrete (1-3 Day)	$240

6" Expansion Joint Flexcel (per 100 foot bundle)	$1.10
4" Expansion Joint Flexcel (per 100 foot bundle)	$0.90
Cartage Fee (for deliverables under __5__ yards)	$145
Excess Waiting Time (Allowable unload time: _40____ minutes/load or _____ minutes/yard)	$2.20

The sole bid was submitted by Menoni & Mocogni, Inc. of Highland Park, Illinois (“Vendor”). The Vendor has previously provided the Village with concrete materials and staff has been satisfied with their services. The term for this agreement is from May 1, 2026 through April 30, 2027.

Staff will be present at the Village Board meeting should there be any questions.

A Resolution Waiving Competitive Bidding and Authorizing the Purchase of Concrete Materials from Menoni & Mocogni, Inc. of Highland Park, Illinois
Exhibit A - Concrete Material Pricing Menoni & Mocogni FY27

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Waiving Competitive Bidding and Authorizing the Purchase of Concrete Materials from Menoni & Mocogni, Inc. of Highland Park, Illinois

is hereby adopted, as follows:

Section 1. Recitals

The Village of Northbrook procures concrete materials to perform utility restorations, street patching, and sidewalk replacements on an as-needed basis. In January 2026, Village staff issued a Request for Quotations ("***RFQ***") that included specifications and estimated quantities for concrete materials ("***Materials***") for Fiscal Year 2026-2027. The RFQ was posted to the Village's website and sent it to four local vendors.

The Village received one bid responses on February 20, 2026. The sole bid was submitted by Menoni & Mocogni, Inc. of Highland Park, Illinois ("***Vendor***"). The Vendor has previously provided the Village with concrete materials and staff has been satisfied with their services.

By sending the document to local vendors and posting on the Village's website, staff has sought competitive pricing through the RFQ process. Staff does not expect that re-bidding the purchase of the Materials would result in additional bids. Therefore, staff recommends waving the requirement for multiple competitive bids and awarding the contract to the Vendor. The term for this agreement is from May 1, 2026, to April 30, 2027.

The Fiscal Year 2026-2027 Draft Budget provides sufficient funds in General Fund Account No. 11- 4100-625-71 (Street Maintenance) and Water Distribution Fund Account No. 21-4180-625-71 (Maintenance Supplies) for the purchase of the Materials utilized to perform utility restorations, street patching, and sidewalk replacements on an as-needed basis. Funds will be drawn from these accounts as needed at rates outlined in ***Exhibit A***.

Based on these factors, staff recommends that the Village Board authorize the purchase of the Materials from the Vendor at the unit prices outlined in ***Exhibit A***.

The President and the Board of Trustees have considered the purchase and determined that it is in the best interests of the Village and the public to approve the purchase.

Section 2. Waiver of Competitive Bids

The requirement of multiple competitive bids for this purchase is hereby waived.

Section 3. Authorization of Expenditure

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Materials from the Vendor in accordance with the terms and unit prices outlined in ***Exhibit A*** for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

northbrook

PUBLIC WORKS DEPARTMENT

January 27, 2026

REQUEST FOR QUOTATION (*"REQUEST"*)- DUE DATE: February 20, 2026

The Village of Northbrook (***"Village"***) is accepting bids for "**CONCRETE MATERIALS**" for utility restorations, street patching, and sidewalk replacements.

Responses Due: 10:00 A.M. on February 20, 2026 (bid opening to occur immediately afterward)

Duration: May 1, 2026 through April 30, 2027.

Scope: The preferred vendor (***"Vendor"***) shall provide the materials identified below:

All quantities are estimates based on previous year's purchases. **Deliveries are to be made within the corporate limits of the Village of Northbrook.** The Village will typically order materials one day in advance. All materials are to conform to the latest revision of the "Standard Specifications for Road and Bridge Construction" published by the Illinois Department of Transportation.

Prices quoted shall include all delivery/transportation costs.

Note to Bidders: The Village reserves the right to increase or decrease quantities of Unit Price Items, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item in full compliance with this Request, and that all claims or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released by bidder.

Questions: Scott Lemke, Street/Forestry Supervisor at (847) 664-4114

	Item	Estimated Quantity	U/M	Unit Price	Extended Price
1.	6-bag concrete mix – IDOT Class SI	330	Cubic Yard	$ 197.00	$65,010.00
2.	7-bag high early concrete mix - IDOT Class PP	20	Cubic Yard	$ 204.00	$4080.00
3.	Redi Pave Concrete (1 - 3 Day)	20	Cubic Yard	$ 240.00	$ 4800.00
4.	6" expansion joint flexcel	6	100 Foot Bundle	$ 110.00	$ 660.00

5.	4" expansion joint flexcel	10	100 Foot Bundle	$ 90.00	$ 900.00
6.	Cartage fee (for deliveries under 5 yards)	1	Each Delivery	$ 145.00	$ 145.00
7.	Excess waiting time (Allowable unload time: 40 minutes/load or _____ minutes/yard)	1	Minute	$ 2.20	$ 2.20

Please remit quotation no later than 10:00 A.M. local time, February 20, 2026, to 655 Huehl Road, Northbrook, Illinois 60062, Attention: Jean Paul Soens, Management Analyst, (847) 664-4128. Clearly mark remitting quotation "**SEALED QUOTE – CONCRETE MATERIALS**" and be sure quotation is signed by authorized representative. ***NO FAXED OR EMAILED BIDS WILL BE ACCEPTED***. Bids shall be publicly read on Friday, February 20, 2026 at 10:00 A.M. at 655 Huehl Road, Northbrook, IL.

Bids submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Vendor. The final award of a contract is in the sole discretion of the Village Board of Trustees. Issuance of this Request does not obligate the Village to pay any costs incurred by a Vendor in its submission of a bid or making any necessary studies or designs for the preparation of that bid, or for procuring or contracting for the services to be furnished under this Request.

The Village reserves the right to accept the bid that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price bid; to accept any item of any bid; to reject any and all bids; and to waive irregularities and informalities in any bid submitted or in the request for quotation process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Vendors should not rely upon, or anticipate, such waivers in submitting their bid.

Upon acceptance of the successful Vendor's bid by the Village, the successful Vendor's bid, together with Village's notification of acceptance, shall become the contract for the Materials. Final acceptance and approval of the contract will be at the discretion of the Village Board of Trustees.

MENONI & mocogni,inc. — FEB 10, 2026

VENDOR NAME — DATE

2160 SKOKIE HIGHWAY,HIGHLAND PARK,IL 60035

ADDRESS

DANIEL J MIOTTI — Daniel J Miotti

CONTACT PERSON — SIGNATURE

847-432-0850	847-432-3681
PHONE	FAX

Flint@menoniandmocogni.com

E-MAIL

Terms and Conditions

CONFLICT OF INTEREST

It shall be a breach of ethical standards for any Village employee to participate directly or indirectly in procurement when the employee knows that:

- The Village employee or any employee's family member* has financial interest pertaining to the procurement
- A business or organization in which the Village employee, or any employee's family member, has a financial interest pertaining to the procurement
- Any other person, business, or organization with which the Village employee or any employee's family member is negotiating or has an arrangement concerning prospective employment is involved in the procurement
- Village Employees who violate this standard will be subject to disciple in accordance with applicable State, County and Village codes.
- Upon discovery of an actual or potential conflict of interest, a Village employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

*Family member means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouse Village of Northbrook.

INSURANCE

Vendors ***delivering*** materials to a facility of the Village of Northbrook or its worksites shall meet the following requirements:

A. Insurance. If this Request is accepted, Vendor proposes and agrees, that Vendor shall provide certificates of insurance evidencing the minimum insurance coverages and limits set forth below within 10 days following the Village's acceptance of this Request. Such policies shall be in a form, and from companies, acceptable to the Village and from companies with a general rating of A minus,

and a financial size category of Class X or better, in Best's Insurance Guide. The insurance coverages and limits set forth below shall be deemed to be minimum coverages and limits and shall not be construed in any way as a limitation on Vendor's duty to carry adequate insurance or on Vendor's liability for losses or damages under this Request. The minimum insurance coverages and limits that shall be maintained at all times while providing, performing, or completing the and work or services on behalf of the Village are as follows:

1. Workers' Compensation and Employer's Liability with limits not be less than:

   a.) Workers' Compensation: Statutory

   b) Employer's Liability:
   $500,000 ea. accident-injury
   $500,000 ea. employee-disease
   $500,000 disease-policy

   Such insurance shall evidence that coverage applies to the State of Illinois.

2. Business Automobile Liability with a combined single limit of liability for bodily injury and property damage of not less $1,000,000 for vehicles owned, non-owned, or rented. All employees shall be included as insureds.

3. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than:

   $1,000,000 Bodily Injury and Property Damage Combined Single Limit.

   Coverage is to be written on an "occurrence basis":

   Coverages shall include:
   - Broad Form Property Damage Endorsement.
   - Independent Contractors.
   - Personal Injury (with Employment Exclusion deleted).
   - "X," "C," and "U" exclusions shall be limited.
   - Contractual Liability.
   - All employees shall be included as insureds.
   - Contractual Liability shall specifically include the indemnification set forth below.

4. Umbrella Liability.

   Limits shall not be less than:

   $2,000,000 Bodily Injury and Property Damage Combined Single Limit.

   This Policy shall apply in excess of the limits stated in 1, 2 and 3 above.

5. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for Worker's Compensation, Professional Liability and Business Automobile Liability.

   Each such additional Insured endorsement shall identify Owner as follows: Village of Northbrook, including its Board Members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives. Additional insured coverage shall be provided on endorsements at least as broad as ISO form CG2010 or CG2026 (pre 2004 editions.)

6. Other Parties as Additional Insureds. In addition to the Owner, the following parties shall be named as additional insureds on the following policies

Additional Insured	Policy or Policies

INDEMNIFICATION. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Vendor's performance.

PENALTIES. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Vendor's performance of, or failure to perform, the work or services contemplated in this Request or any part thereof.

NON-EXCLUSIVE BID: This bid may be awarded to multiple bidders and is non-exclusive.

INSPECTION/TESTING/REJECTION The Village shall have the right to inspect all or any part of the Materials and to reject all or any part of the Material that is, in the Village's judgment, defective or damaged or that in any way fails to confirm strictly to the requirements of this Request for Quotation and the Village, without limiting its other rights or remedies, may require correction or replacement at Vendor's cost, replace or cause to be replaced all Material necessary to complete or correct all or any part of the Material that is defective, damaged, or nonconforming and charge vendor with any excess cost incurred thereby, or cancel all or any part of any order or this Request for Quotations. Material so rejected may be returned or held at Bidder's expense and risk.

COMPLIANCE WITH LAWS Vendor agrees to be bound by all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Approving an Agreement with Aqua Backflow, Inc., of Elgin, IL for Management of the Village's Cross Connection Control Program

Overview

To prevent backflow and the contamination of the potable water supply, the Village uses highly specialized professional services to comply with State regulatory requirements generally referred to as the Cross Connection Control program.

Fiscal Impact

The Fiscal Year 2026-2027 Recommended Budget in the Water Fund Account No. 21-4180-554-00 (Other Professional Services) provides $98,855 for the Reduced Pressure Zone (RPZ) Record/ Survey Management Program. Staff determined that Aqua Backflow, Inc., of Elgin, IL (the "***Consultant***") submitted the lowest, most responsive proposal in the three-year amount of $186,517. Staff also recommends a contingency amount of $18,653 to address costs related to new service connections, backflow devices or on-site inspections needed during the Program years.

The total three-year project cost including contingency is $205,170 to be spread over the course of three fiscal years or $68,390 per year for the initial 3-year term. The Village President and the Board of Trustees intend to retain this funding in Fiscal Year 2027/28 and Fiscal Year 2028/29 Budgets as approved.

Account	Account Number	Budget	Available	Request	Amount Remaining	Within Budget
Water Fund-Other Professional Services	21-4180-554-00	$554,610	$554,610	$68,390	$486,220	Yes

Recommendation

Approval.

Background

As a community water supplier, the Village of Northbrook is required by the Illinois Environmental Protection Agency (IEPA) and Illinois Plumbing Code to manage an active cross connection program which includes maintaining records of and enforcing the requirement for annual certification of all identified reduced pressure zone (RPZ) devices; as well as conducting a cross connection control survey of the distribution system at least once every three years (triennially) to protect the safety of all Village water consumers. The Illinois Department of Public Health (IDPH) enforces standards for annual testing, certification, and proper maintenance of backflow prevention devices. This annual testing ensures all cross connections are identified and appropriately managed.

Cross connections are locations in a plumbing system where non-potable water can mix with potable (drinking) water potentially causing backflow which occurs when back siphonage, caused by a drop in supply pressure as with a water main break, forces contaminated water to flow back into the clean system causing a potential risk to public health. The most common form of a cross connection is an irrigation system; however, cross connections also exist within commercial and industrial buildings. Separation from internal water operations and uses from these buildings is critical as contamination can be in the form of cleaning chemicals, or stagnant water from a fire suppression system.

To prevent backflow and the contamination of the potable water supply, the Illinois Plumbing Code requires a reduced pressure zone (RPZ) backflow prevention device assembly be installed on all customers' water systems where a potential cross connection exists. These devices allow for one-way transmission of water (from the public supply to the private system) and must be tested annually by a licensed and certified plumber. While the water customer is responsible for obtaining the annual certification of the backflow device from a certified tester of their choosing, the Village pays for the customer's cost to submit the annual certification results to the Program Consultant. The Village is also required by State law to maintain the inspection records as proof that the devices have been successfully tested and enforce the regulations on those that have not. The Village, with assistance from its contractor, currently tracks 5,863 RPZ devices.

In addition to the annual certification program, the IEPA requires a triennial survey be conducted to assess the risk of unsafe substances entering the Village's water supply through individual service connections to the Village's distribution system. The objective of this survey is to identify any previously undocumented equipment, process, or installations that present a cross connection hazard or require a backflow prevention device but are not currently equipped with one. By locating these risks and ensuring property owners address them promptly, the Village can significantly reduce the likelihood of accidental contamination of the water distribution system from backflow originating in private systems. It is important to note that the IEPA does not dictate that an actual visual inspection of the piping or plumbing system is required, but the Village has the ability to send a certified cross connection control inspector to a particular site to conduct a visual inspection.

Due to the specialized nature of the work and the level of expertise required to achieve regulatory compliance with State codes, Village staff sought Requests for Proposals (RFP) for the continued outsourcing of the Management of the Village's Cross Connection Control Program. On February 12, 2026, staff released an RFP for an initial three-year (3-year) term for the Management of the Village's Cross Connection Control Program covering the period from April 14, 2026, through April 14, 2029. On February 26, staff received two proposals. A summary can be found in Table 1 below.

TABLE 1

Description	Estimated Quantity	Quantity Unit of Measure	Aqua Backflow - Unit Price	Aqua Backflow - Extended Price	BSI Online - Unit Price	BSI Online - Extended Price
Program Development	1	Lump Sum	$0.00	**$0.00**	$0.00	**$0.00**
Survey (Triennial)	11,506	Lump Sum	$11,506	**$11,506**[1]	$23,012	**$46,024**[2]
Site Inspection of Non-Responsive Residential Customers	431	Per Address	$10.00	$4,310	$20.00	$17,240
Site Inspection of Non-Responsive Non-Residential Customers	650	Per Address	$78.00	$50,700	$100.00	$130,000
Annual Certification Submittal Cost Paid by Village	5,863	Per Device	$9.95	**$175,010.55**	$12.95	**$227,777.55**
		Total Base (Program Development+ Survey+ Annual Certification Tracking)	**Aqua Backflow**	**$186,516.66**	**BSI Online**	**$273,801.55**

[1] Aqua Backflow proposed charging the Village $1 per address to mail 2 survey letters in the first year of the initial term.

[2] BSI Online proposed charging the Village $1 per address, per letter to mail 2 surveys letters in the first and third year of the initial term.

After review, staff determined that Aqua Backflow, Inc., of Elgin, IL (the "Consultant") submitted the lowest, most responsive proposal. The Consultant demonstrated a thorough understanding of the scope of work for this project and has recent experience completing similar work for comparable communities. The Consultant's references were positive, and staff

is confident that the Consultant can complete the work as specified.

The total cost of the initial three-year (3-year) term for the triennial survey and the cost of the annual certification of the 5,863 known RPZ devices, paid for by the Village, is $186,516.55. Staff recommends a contingency in the amount of $18,651.66 or 10% of the total contract award to provide funding should additional work become necessary due to the addition of new service connections, backflow devices or inspections needed during the Program years at the rates outlined in the contract attached as ***Exhibit A***. The total three-year project cost is $205,168.21 to be spread over the course of three fiscal years or $68,389.40 per year for the initial 3-year term. The Village President and the Board of Trustees intend to retain this funding in the Approved Fiscal Year 2027/28 and Fiscal Year 2028/29 Budgets as approved. The Village does retain the right to terminate the agreement with proper notification.

The professional services contract includes two optional one-year extensions if mutually agreed by both parties. The initial three-year term gives both the Village and the Consultant the time needed to complete one full cycle of the mandatory survey and offers the Village's customers consistency in dealing with the same vendor when submitting their annual testing results.

The contract with Aqua Backflow, Inc., attached as Exhibit A, will begin on April 14, 2026, and expire on April 14, 2029. The Village will continue working with its current vendor, BSI Online (Backflow Solutions, Inc.) through April 30, 2026, to ensure there is no lapse in the annual certification of devices and to work with Aqua Backflow to transition the Village's customers to Aqua's communications and online service platform. BSI Online has been notified of these changes, and the Village has served BSI Online with a 30-day notice to terminate the existing agreement as required by the terms of the Subscription Agreement attached as Supplemental Information.

Section 27-32. "Inspections" of the Village's current Municipal Code requires that, "Such surveys and investigations shall be made a matter of public record and shall be repeated at least every two years, or more frequently as the director of public works shall deem necessary." Since the IEPA's requirement is only, "at least once every three years," (Section 604.1505(b)2) attached as Supplemental Information, staff will propose an amendment to the Village's Municipal Code Sec. 27-32 "Inspections" at the April 14, 2026 meeting for consideration by the Village Board to update the code to require inspections as often as determined necessary by the Director of Public Works.

Staff will be in attendance at the Village Board meeting to answer any questions that may arise.

A Resolution Approving an Agreement with Aqua Backflow, Inc., of Elgin, IL for Management

of the Villageâ€™s Cross Connection Control Program
Exhibit A - Cross Connection Control Program Professional Services Agreement
Supplemental Information - IEPA Section 604.1505 Cross Connection Control Program.pdf

Resolution _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving an Agreement with Aqua Backflow, Inc., of Elgin, IL for Management of the Village's Cross Connection Control Program

is hereby adopted, as follows:

Section 1. RECITALS.

The Village of Northbrook, as the water utility for the community, is required by the Illinois Environmental Protection Agency (IEPA), the Illinois Department of Public Health (IDPH), and Illinois Plumbing Code to manage an active cross connection program. Cross connections are a connection between the Village's water system and a potential contamination source. To ensure the Village continues to meet its regulatory obligations with respect to the required cross connection control program, staff sought Requests for Proposals (RFP) for the continued outsourcing of the Village's Cross Connection Control Program ("***Program***").

On February 12, 2026, staff released an RFP for an initial three-year term for the management of the Village's Cross Connection Control Program covering the period from April 14, 2026, through April 14, 2029. On February 26, 2026, staff received two proposals. After review, staff determined that Aqua Backflow, Inc., of Elgin, IL ("***Consultant***") submitted the lowest, most responsive proposal. The Consultant demonstrated a thorough understanding of the scope of work for this Program and has recent experience completing similar work for comparable communities. The Consultant's references were positive, and staff is confident that the Consultant can complete the work as specified.

Based on these factors, staff recommends entering into an agreement, attached as ***Exhibit A,*** for an initial three-year term with the Consultant for the Program including the triennial survey and the cost of the annual certifications of the 5,863 known RPZ devices, paid for by the Village, in the amount of $186,517 ("***Agreement***"). The Fiscal Year 2026/27 Budget contains sufficient funds for RPZ Record/ Survey Management in the Water Fund, Other Professional Services Account No. 21-4180-554-00.

Staff is also recommending a contingency in the amount of $18,653, or 10% of the total agreement amount, to provide funding should additional work become necessary due to the addition of new service connections, backflow devices or on-site inspections needed during the Program years. The total three-year cost including contingency is $205,170 to be spread over the course of three fiscal years or $68,390 per year for the initial three-year term. The Village President and the Board of Trustees intend to retain this funding in the Approved Fiscal Year 2027/28 and Fiscal Year 2028/29 Budgets as approved.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to approve the Agreement.

Section 2. APPROVAL OF AGREEMENT.

The Agreement with the Consultant is approved in substantially the form attached to this Resolution as ***Exhibit A*** and in a final form satisfactory to the Village Manager and Village Attorney.

Section 3. AUTHORIZATION TO EXECUTE AGREEMENT.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least two original copies of the Agreement executed by the Consultant; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 4. AUTHORIZATION TO EXECUTE CHANGE ORDERS.

The Village Manager is authorized to execute one or more Agreement Change Orders for additional work related to unforeseen costs in the amount of $18,653, subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the Program file.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYS:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

VILLAGE OF NORTHBROOK
PROFESSIONAL SERVICES AGREEMENT
FOR *CROSS CONNECTION CONTROL PROGRAM PROJECT MANAGEMENT*

THIS AGREEMENT (***"Agreement"***) is dated as of the 14th day of April, 2026 (***"Effective Date"***) and is by and between the Village of Northbrook, an Illinois home rule municipal corporation (***"Village"***), Aqua Backflow, Inc., a corporation (***"the Consultant"***) (collectively, the ***"Parties"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the Village's home rule and statutory powers, the Parties agree as follows:

SECTION 1. SCOPE AND PROVISION OF SERVICES.

A. Engagement of the Consultant. The Village hereby engages the Consultant to provide all necessary professional consulting services and to perform the work in connection with the project described as follows: on-going management of the Village's Cross Connection Control Program to achieve 100% regulatory compliance and protect the Village's water system from contamination by eliminating cross connections (collectively, the ***"Services"***).

B. Services. The Village has prepared, and the Consultant agreed to, a description of the Services to be provided by the Consultant, a copy of which is attached as ***Exhibit A*** to this Agreement (***"Scope of Services"***). The Consultant must provide the Services pursuant to the terms and conditions of this Agreement and as described more fully in the Scope of Services.

C. Commencement; Time of Performance. The Consultant will commence the Services on the date specified in the Scope of Services (***"Commencement Date"***). The Consultant will diligently and continuously prosecute the Services until the completion of the Services or the termination of this Agreement (***"Time of Performance"***).

D. Reporting. The Consultant will regularly report to the Village Manager regarding the progress of the Services during the term of this Agreement.

E. Relationship of the Parties. The Consultant will act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement will be construed to: (i) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and the Consultant; or (ii) create any relationship between the Village and any subcontractor of the Consultant.

F. Information Releases. The Consultant will not issue any news releases or other public statements regarding the Services without prior approval from the Village.

G. Mutual Cooperation. The Village will cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with any non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance of the Services to complete the Work and with any other the Consultants engaged by the Village.

H. Compliance with Laws and Grants.

1. The Consultant will give all notices, pay all fees, and take all other actions that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required or necessary in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*., and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant will also comply with all conditions of any federal, state, or local grant received by Village or the Consultant with respect to this Agreement or the Services.

2. The Consultant will procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary to complete the Services as specified in **Exhibit A**.

3. The Consultant will be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part of the Services.

SECTION 2. COMPENSATION AND METHOD OF PAYMENT.

A. Compensation; Contract Price. The Village shall pay to the Consultant, in accordance with and subject to the terms and conditions set forth in this Section 2 and the Schedule of Prices and Compensation attached as **Exhibit B**, and the Consultant shall accept in full satisfaction for providing, performing, and completing the Services, the amount or amounts set forth in **Exhibit B** (the "***Contract Price***"), subject to any additions, deductions, or withholdings provided for in this Agreement.

B. Invoices and Payment. The Consultant will be paid as provided in the Scope of Services and **Exhibit B**. The Consultant will submit invoices to the Village in an approved format for those portions of the Services performed and completed by the Consultant. The Village will pay to the Consultant the amount billed in accordance with the Illinois Prompt Payment Act, 50 ILCS 505/1 *et seq.*

C. Records. The Consultant will maintain records showing actual time devoted and costs incurred, and will permit the authorized representative of the Village to inspect and audit all data and records of the Consultant for work done under this Agreement. The records required to be made available to the Village under this Section 2.C will be made available at reasonable times during the term of this Agreement, and for five years after the termination of this Agreement.

D. Claim in Addition to Compensation. If the Consultant claims a right to additional compensation as a result of action taken by the Village, the Consultant must provide written notice to the Village of the claim within seven days after occurrence of the action, and no claim for additional compensation will be valid unless made in accordance with this Section 2.D. Any changes in the Compensation will be valid only upon written amendment pursuant to

Section 10.A of this Agreement. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant will proceed with all of the Services required to complete the Services under this Agreement as determined by the Village without interruption.

E. Taxes, Benefits, Royalties. The Compensation includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services, including, without limitation, all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. The Consultant waives and releases any claim or right to claim additional compensation by reason of the payment of any tax, contribution, premium, costs, royalties, or fees.

F. Completion and Acceptance of Services. The Services, and any phase of the Services, will be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be.

G. Additional Services. The Village will not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether the Additional Services are requested or directed by the Village, except upon the prior written consent of the Village Manager after approval in accordance with applicable procedures.

H. No Additional Obligation. The Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.

SECTION 3. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The employees, officials, and personnel of the Consultant described in the Scope of Services (***"Key Project Personnel"***), if any, will be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel may not be changed without the Village's prior written approval. The Consultant will notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant will have no claim for damages and may not bill the Village for additional time and materials charges as the result of any portion of the Services that must be duplicated or redone due to termination or for any delay or extension of the Time of Performance as a result of any termination, reassigning, or resignation.

B. Availability of Personnel. The Consultant will provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement or in the Scope of Services.

C. Approval and Use of Subcontractors. The Consultant will perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Consultant will be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract will not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the

Services as required by this Agreement. All Services performed under any subcontract will be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" will be deemed also to refer to all subcontractors of the Consultant, and every subcontract will include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village, then, immediately upon notice from the Village, the Consultant will remove and replace the personnel or subcontractor. The Consultant will have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any removal or replacement.

SECTION 4. TERM OF AGREEMENT.

A. Term. The term of this Agreement, unless terminated pursuant to the terms of this Agreement, will be for be for a period of three years following the Commencement Date. The Agreement may be renewed for two additional one-year periods upon mutual consent and agreement of the Parties.

B. Termination. Notwithstanding any other provision hereof, the Village may terminate this Agreement, at any time and for any reason, upon seven days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant will be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in the Scope of Services.

SECTION 5. CONFIDENTIAL INFORMATION; OWNERSHIP OF WORK PRODUCT AND DOCUMENTS.

A. Confidential Information. In the performance of this Agreement, the Consultant may have access to or receive certain information in the possession of the Village that is not generally known to members of the public (***"Confidential Information"***). Confidential Information includes, without limitation, proprietary information, copyrighted material, personal or private data of every kind, financial information, health records and information, maps, and all other information of a personal nature. The Consultant must not use or disclose any Confidential Information without the prior written consent of the Village. If the Consultant has any doubt about the confidentiality of any information, then the Consultant must seek a determination from the Village regarding the confidentiality of the information. The Consultant and all of its personnel and subcontractors must make and apply all safeguards necessary to prevent the improper use or disclosure of any Confidential Information. At the expiration or termination of this Agreement, the Consultant must promptly cease using, and must return or destroy (and certify in writing destruction of), all Confidential Information, including all copies, whether physical or in any other form, in its possession. The Consultant may not transfer to, store in, or otherwise allow work product containing Confidential Information to be located in any location, whether physical or digital, not under the control of the Consultant. If the Consultant is required, by any government authority or court of competent jurisdiction, to disclose any Confidential information, the Consultant must immediately give notice to the Village with the understanding that the Village will have the opportunity to contest the process by any means available to it prior to submission of any documents to a court or other third party. The Consultant must cause

all of its personnel and subcontractors to undertake and abide by the same obligations regarding Confidential Information as the Consultant.

B. Ownership. The Consultant agrees that all work product, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement will be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant will cause the work product to be promptly delivered to the Village. Any outstanding payment obligations may not be used as a basis to withhold work product. The Consultant agrees that, to the extent permitted by law, any and all work product will exclusively be deemed "works for hire" within the meaning and purview of the United States Copyright Act, 17 U.S.C. § 101 et seq subject to the terms of this Agreement. To the extent any work product does not qualify as a "work for hire," the Consultant irrevocably grants, assigns, and transfers to the Village all right, title, and interest in and to the work product in all media throughout the world in perpetuity and all intellectual property rights therein, free and clear of any liens, claims, or other encumbrances, to the fullest extent permitted by law. All intellectual property, Confidential Information, and work product will at all times be and remain the property of the Village. The Consultant will execute all documents and perform all acts that the Village may request in order to assist the Village in perfecting or protecting its rights in and to the work product and all intellectual property rights relating to the work product. All of the foregoing items will be delivered to the Village upon demand at any time and in any event, will be promptly delivered to the Village upon expiration or termination of this Agreement within three days after a demand. In addition, the Consultant will return the Village's data in the format requested by the Village. If any of the above items are lost or damaged while in the Consultant's possession, those items will be restored or replaced at the Consultant's expense.

C. Freedom of Information Act and Local Records Act. The Consultant acknowledges that this Agreement, all documents submitted to the Village related to this Agreement, and records in the possession of the Consultant related to this Agreement or the Services may be a matter of public record and may be subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*., and any other comparable state or federal laws now existing or adopted later (collectively, the ***"Disclosure Laws"***). In the event that the Village requests records from the Consultant, the Consultant shall promptly cooperate with the Village to enable the Village to meet all of its obligations under the applicable Disclosure Law. The Consultant acknowledges and agrees that the determination as to whether information in the records is exempt from disclosure or should be released to the public will be made by the Village in its sole and absolute discretion.

D. Injunctive Relief. In the event of a breach or threatened breach of this Section 5, the Village may suffer irreparable injury not compensable by money damages and would not have an adequate remedy at law. Accordingly, the Consultant agrees that the Village will be entitled to seek immediate injunctive relief to prevent or curtail any breach, threatened or actual. The rights provided under this Section 5.D are in addition and without prejudice to any rights that the Village may have in equity, by law or statute. The Consultant will fully cooperate with the Village in identifying the scope of any improper use or dissemination of data protected by this Section 5 and will assist the Village in any notification efforts required by law.

SECTION 6. WARRANTY.

The Consultant warrants that the Services will be performed in accordance with the highest standards of professional practice, care, skill, and diligence practiced by recognized

consulting firms or licensed and accredited professionals in performing services of a similar nature. This warranty is in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are reserved unto the Village. Any of the Services required by law or by this Agreement to be performed by licensed professionals will be performed by professionals licensed by the State of Illinois to practice in the applicable professional discipline.

SECTION 7. CONSULTANT REPRESENTATIONS.

A. Ability to Perform. represents that it is financially solvent, has the necessary financial resources, has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services in accordance with this Agreement and in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

B. Authorization. The execution, delivery and performance by the Consultant of this Agreement has been duly authorized by all necessary corporate action, and does not and will not violate its organizational documents, as amended and supplemented, any of the applicable requirements of law, or constitute a breach of or default under, or require any consent under, any agreement, instrument, or document to which the Consultant is now a party or by which the Consultant is now or may become bound.

C. Company Background. The information disclosed by the Consultant regarding its corporate structure, financial condition, expertise, and experience is true and correct. The Consultant will promptly notify Village in writing of any material change to or about the Consultant, including without limitation to change in ownership or control, and any change will be subject to Village approval which will not be unreasonably withheld.

D. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no Village employee, official, or agent has an interest in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

E. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 *et seq. The Consultant* represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant will be liable to the Village for all loss or damage that the Village may suffer, and this Agreement will, at the Village's option, be null and void.

F. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

G. No Default. The Consultant is not in arrears to the Village under any debt or contract and is not in default as surety, contractor, or otherwise to any person, unless as disclosed the Village in writing.

H. No Legal Actions Preventing Performance. As of the Effective Date, the Consultant has no knowledge of any action, suit, proceeding, claim or investigation pending or to its knowledge threatened against the Consultant in any court, or by or before any federal, state, municipal, or governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect the Consultant's ability to perform its obligation under this Agreement.

I. Patriot Act Compliance. The Consultant represents and warrants to the Village that neither the Consultant nor any of its principals, shareholders, or other employees or officials (collectively ***"Personnel"***) is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants that the Consultant and its Personnel are not directly or indirectly engaged in or facilitating transactions related to this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant must, and will, defend, indemnify, and hold harmless the Village and its officials, officers, authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, and attorneys from and against every claim, damage, loss, risk, liability, and expense (including attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this Section 7.I.

SECTION 8. INDEMNIFICATION; INSURANCE; NO PERSONAL LIABILITY.

A. Indemnification. The Consultant agrees to, and does hereby, hold harmless and indemnify the Village and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of those parties in connection with this Agreement or the Consultant's performance, or failure to perform, all or any part of the Services; provided, however, that this indemnity does not, and will not, apply to willful misconduct or gross negligence on the part of the Village.

B. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant will provide certificates of insurance, all with coverages and limits acceptable to the Village, and the Consultant must provide certificates of insurance, endorsements, and insurance policies acceptable to the Village and including at least the minimum insurance coverage and limits set forth in **Exhibit C** to this Agreement. For good cause shown by the Consultant, the Village may extend the time for submission of the required certificates, endorsements, and policies and may impose deadlines or other terms to assure compliance with this Section 8.B. Each certificate and endorsement must be in a form acceptable to the Village and from a company with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Each insurance policy must provide that no change, modification, or cancellation of any insurance will become effective until the expiration

of 30 days after written notice of the change, modification in, or cancellation will have been given by the insurance company to the Village (10 days' written notice in the event of cancelation due to the Consultant's non-payment of premium). The Consultant must maintain and keep in force, at all times during the term of this Agreement and at the Consultant's expense, the insurance coverage provided in this Section 8.B and **Exhibit B**, including without limitation at all times while correcting any failure to meet the warranty requirements of Section 6 of this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the Village will be personally liable, in law or in contract, to the Consultant as the result of the execution and performance of this Agreement.

SECTION 9. DEFAULT.

A. Default. If the Village determines that the Consultant has failed or refused to properly undertake the Services with diligence, or has delayed in the undertaking of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any the Event of Default within ten days after the Consultant's receipt of written notice of the Event of Default from the Village, then the Village will have the right, notwithstanding the availability of other remedies provided by law or equity, to pursue any one or more of the remedies provided for under Section 9.B of this Agreement.

B. Remedies. In case of any Event of Default, the Village may pursue the following remedies:

1. Cure by the Consultant**.** The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement. The Village may terminate this Agreement and, notwithstanding anything in Section 4.B. of this Agreement, the Village will not have any liability for further payment of amounts due or to become due under this Agreement;

3. Withholding of Payment**.** The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

SECTION 10. GENERAL PROVISIONS.

A. Amendment. No amendment to this Agreement will be effective unless and until the amendment is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. Neither Party may assign their rights or obligations under this Agreement without the prior written consent of the other party.

C. Village Actions, Consents, and Approvals. Any action, consent, or approval needed to be taken or given under this Agreement by the Village may only be performed by the Village Manager or their designee, to the extent provided for by law.

D. Binding Effect. The terms of this Agreement bind and inure to the benefit of the Parties and their agents, successors, and assigns.

E. Notice. Any notice required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by E-mail. E-mail notices will be deemed valid and received by the addressee only upon explicit or implicit acknowledgment of receipt by the addressee. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 10.E, each party will have the right to change the address or the addressee, or both, for all future notices to the other party, but no notice of a change of addressee or address will be effective until actually received.

Notices to the Village will be addressed to, and delivered at, the following address:

Village of Northbrook
1225 Cedar Lane
Northbrook, Illinois 60062
Attention: Cara Pavlicek, Village Manager
E-mail: Cara.Pavlicek@northbrook.il.us

With a copy to:

Village of Northbrook
Public Works Center
655 Huehl Road
Northbrook, Illinois 60062
Attention: Julie Gray, Assistant Public Works Director
E-mail: Julie.Gray@northbrook.il.us

With a copy to:

Elrod Friedman LLP
350 North Clark Street, 2nd Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod
E-mail: Steven.Elrod@ElrodFriedman.com

Notices to the Consultant will be addressed to, and delivered at, the following address:

[Aqua Backflow, Inc.]
[977 Elizabeth Street]
[Elgin, IL 60120]
Attention: ***[Tom Staroske, CEO]***
Email: tom@aquabackflow.com

F. Third Party Beneficiary. The provisions of this Agreement are and will be for the benefit of the Consultant and Village only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement. The Village will not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the Village, without the knowledge and approval of the Village Trustees.

G. Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the Village will have the right, in its sole and absolute discretion, to determine if (i) the remainder of the provisions of this Agreement will remain in full force and effect and will in no way be affected, impaired, or invalidated, or (ii) the entire agreement shall be invalid, void, and unenforceable.

H. Time of the Essence. Time is of the essence in the performance of this Agreement.

I. Governing Laws. This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

J. Venue. Exclusive jurisdiction with regard to the any actions or proceedings arising from, relating to, or in connection with this Agreement will be in the Circuit Court of Cook County, Illinois or, where applicable, in the federal court for the Northern District of Illinois. The Parties waive their respective right to transfer or change the venue of any litigation filed in the Circuit Court of Cook County, Illinois.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Consultant with respect to the Scope of Services and the Services.

L. Non-Waiver. No waiver of any provision of this Agreement will be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor will any waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

M. Exhibits. Exhibits A and **B** attached to this Agreement are, incorporated in and made a part of this Agreement. In the event of a conflict between any Exhibit and the text of this Agreement, the text of this Agreement will control.

N. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement will be cumulative and will not be exclusive of any other rights, remedies, and benefits allowed by law.

O. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent must be in writing.

P. Interpretation. This Agreement will be construed without regard to the identity of the Party which drafted the various provisions of this Agreement. Every provision of this Agreement will be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. Any rule or construction that a document is to be construed against the drafting party will not be applicable to this Agreement.

Q. Survival. The provisions of Sections 5 and 8 will survive the termination or expiration of the Agreement.

R. Calendar Days; Calculation of Time Periods. Unless otherwise specific in this Agreement, any reference to days in this Agreement will be construed to be calendar days. Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event on which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless the last day is a Saturday, Sunday or legal holiday under the laws of the State in which the Property is located, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of any period will be deemed to end at 5:00 p.m., Central time.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, is deemed to be an original, but all of which together will constitute one and the same instrument.

ATTEST:

By: _____
Village Clerk

VILLAGE OF NORTHBROOK

By: _____
Village Manager

ATTEST:

By: Joyce Anderson
Title: Customer Service Manager

CONSULTANT

By: Tom Staroske
Its: CEO

EXHIBIT A

SCOPE OF SERVICES

1. Project Description:

Consultant Services will include but are not limited to program implementation, notices and educational materials that may be distributed to the public, a 24/7/365 web base customer portal, the tracking and reporting of all new and existing backflow devices, and in accordance with the Illinois Environmental Protection Agency regulations ("***IEPA***"), conduct a cross connection control survey of the distribution system at least every three (3) years to identify potential backflow hazards. Surveys for all customers, both residential and non-residential connected to the Village's distribution system of the community water supply must be completed in calendar year 2026 and three (3) years thereafter.

2. Approvals and Authorizations:

Consultant shall obtain any required approvals and authorizations listed in the Scope of Services.

3. Commencement Date:

The date of execution of the Contract by the Village.

4. Description of Services:

The following services/tasks including, but not limited to, the following will need to be performed/provided for each Component Project, unless otherwise designated (if any additional tasks are added by the Proposer, please note as such by either bolding or italicizing under the "Project Approach" section of the submission):

Note: Authorization from the Village in the form of a written notice to proceed will be required before proceeding with each phase or distributing any notifications.

Management of the Village's Cross Connection Program (to begin immediately after contract execution)

1. **Program Review/Development**
   Conduct a review of the Village's existing cross connection program in partnership with The Village's staff and make recommendations for revisions or updates as applicable.

2. **Educational /Notice of Transition Materials**
   Forms, educational material, and letters can be customized to the Village's program at no additional charge.
   Authorization from the Village in the form of a written notice to proceed will be required before the Consultant can proceed with the distribution of any communications or

notifications with the Village's customers. Draft and submit for approval all current educational materials related to:

a. The State of Illinois' and Village of Northbrook's cross connection control regulations.
b. The Villager's specific cross connection control program.
c. Backflow prevention devices and potential cross connections, and testing of devices.
    I. Separate materials shall be drafted for residential and non-residential customers.
    II. Use of only approved logo and language, to create, print or otherwise provide materials for the Village's use.
    III. Materials shall be developed in multiple digital formats including but not limited to Word files, PowerPoint Presentations, text for website use and Portable Document Files (PDFs) and in various print formats including but not limited to informational letters, pamphlets and posters at the Village's request.
    IV. Develop and submit for review all program documents, including but not limited to survey forms, on-site inspection records, annual certification notices, confirmation or certification receipt notices, notices of non-compliance and any other miscellaneous documents required for the implementation of the program.

3. Cross Connection Program Implementation

The Village's goal is to achieve 100% regulatory compliance (i.e. 100% of customer accounts have reached full compliance with the program requirements for both surveys and annual certifications). However, in recognition of the fact that it may require additional resources above and beyond the Consultant's ability to reach that goal, The Village's goal for the successful Consultant shall be at minimum 95% regulatory compliance.

To facilitate a smooth transition of the management and responsibility of the Village's cross connection control program to the successful Consultant, a multi-phased approach will be used for implementation as outlined below. Each of the items or tasks identified shall be the sole responsibility of the Consultant and include:

<u>Identification of Contract Manager and Inspection Personnel</u>

a. The Consultant will identify the primary contract manager who will serve as the Village' primary point of contact and all inspections personnel to the Village.
b. Project Manager shall be certified as an Illinois Cross Connection Control Device Inspector.
c. The Project Manager shall also certified as a Cross Connection Control Manager and Survey Inspector by the University of Florida's Training, Research and Education for Environmental Occupations (TREEO) Center or the University of Southern California.
d. Project Manager shall have a minimum of ten (10) years' experience in program management.
e. Ensure Survey/Inspection personnel shall be certified in Surveys and Inspections from the University of Florida TREEO or the University of Southern California or approved equal.

Mailed Surveys

Distribute surveys every three (3) years, in year one (2026) then completed every three years thereafter over the Agreement term, for both residential and non-residential properties.

Residential and Non-Residential Survey Implementation

a. Surveys shall be distributed via U.S. Mail or other method approved by the Village to all residential and non-residential water customers. The Consultant shall be solely responsible for any costs for printing and distributing the survey. The survey document shall contain a telephone number to call with questions and a deadline for submittal.
b. Survey letters should include information on the individual customer's responsibilities under the Illinois Plumbing Code and IEPA Regulations, the Village's cross connection program and the survey process.
c. The survey form shall be approved by the Director of Public Works or his/her designee prior to distribution.
d. The survey must be sent out within ten (10) days of receiving approval from the Public Works Director or his/her designee.
e. The Consultant shall provide multiple methods for completing and returning the survey including but not limited to return mailing, e-mail submission and via an electronic form on the Consultant's website.
f. The Consultant shall prepare, distribute, respond to questions regarding and collect any and all responses to the residential or non-resident survey.
g. The Village shall provide any and all account information necessary to facilitate the survey.
h. The Consultant shall prepare, distribute, respond to questions regarding and collect any and all responses to the residential or non-resident survey.
i. The Consultant shall send out at least one notice following the deadline to all residential and non-residential accounts that have not submitted a survey.
j. The Consultant is responsible for the following requirements as part of the survey process:
    i. The Consultant is responsible for preparing, mailing, tabulating responses, and reporting to the Village the findings of the mailed survey for both phases.
    ii. Consultant submit an electronic draft report of the findings to the Village within sixty (60) business days of the survey being mailed.
    iii. Consultant shall provide monthly updates (every 20 business days) to the Public Works Director, prior to a report being complied, on response rate and findings.
    iv. Provide a draft report of the findings within sixty (60) business days of the survey being mailed to nonresidential customers.
    v. The survey shall achieve at least a 40% response rate for residential and non-residential properties to be deemed acceptable. If, for whatever reason, a 40% response rate cannot be achieved within 90 days of the initial mailing of the survey, the Consultant shall notify Village and request permission to proceed with the Visual Survey.
    vi. The Consultant shall serve as the primary point of contact regarding this survey and shall be responsible for taking and responding to all customer questions regarding the survey.

vii. The Consultant's web-based customer portal shall have the ability to verify the owner/resident or non-resident and document information provided for the convenience of residents and business owners.
viii. The Customer portal must be available to the Village and its customers for viewing records, reports, status and uploading or downloading documents, letters, reports and notices.

On-Site Inspections and Visual Surveys

Following completion of the mailed survey or with the Village's written permission, Consultant shall perform on-site inspections of non-residential properties and site surveys of residential properties, which either did not respond to the survey or indicated that they do not need a backflow prevention device.

a. The Consultant shall be responsible for all notifications and scheduling of on-site inspections.
b. These surveys shall be done by the Consultant's Inspection Staff and be focused on verifying any and all existing information on the backflow devices utilized by each account, documenting any unknown devices and identifying where additional devices are required. The following requirements shall be imposed on the survey process:
    i. Visual surveys shall be done using a staggered system where the Village is divided into eight (8) inspection areas corresponding to the Village's existing snow removal routes.
    ii. The Consultant shall complete the visual survey of at least one inspection area per month, weather permitting.
    iii. Visual surveys may be completed on foot or by vehicle. If on foot, the survey must be conducted from the sidewalk, parkway or street with each Inspector having identification indicating that they work for the Consultant. Under no circumstances shall Inspection Staff go onto private property.
    iv. Each visual survey shall collect the location and number of any previously unknown cross connections.
    v. Identify and inventory or verify all existing backflow prevention devices, cataloging such information as service type (lawn irrigation, fire suppression, etc.) device manufacturer, device serial number, size, installation location, tester (if available), and last date tested (if available).
    vi. Identify, digitally photograph, and catalog all cross connections and potential cross connection hazards. Digital photographs shall be attached to each site in the software as "backup" documentation.
    vii. Provide proper photo identification and have an introductory letter on Village letterhead explaining their presence when conducting on-site inspections.
    viii. Within 14 days of each inspection, the Consultant shall provide the property owner with proper written notification of any deficiencies noted and the steps required for the property owner or water customers to correct the deficiency. This notice must include the Consultant's telephone number to call with questions and a deadline for compliance.
    ix. The Consultant shall send up to two additional notices: one prior to the compliance deadline and one immediately after the deadline has passed providing a final deadline. If, after the second deadline has passed, the account is either non-compliant or has not established contact, the Consultant shall remit the information to the Village for further enforcement steps.

x. Provide a prioritized listing of all accounts, wherein the professional opinion of the vendor, an appropriate backflow prevention device is warranted. This will be accomplished by the generation and submittal to the Village of a non-compliance hazard report. The non-compliance, hazard reports, site survey reports shall be submitted to the Village every thirty (30) days.

xi. Consultant shall provide written notification to the Village regarding all non-compliant accounts detailing why they are non-compliant and what action they need to take to become compliant.

xii. Document any irregularities in the account's plumbing system (i.e., illegal connections prior to the Village's water meter).

Reporting

The Consultant shall prepare and provide the following reports:

a. Monthly mailed or delivered (electronically or otherwise) Survey Results: During the mailed survey, the Consultant shall provide a report on the first of each month following the beginning of the mailed survey detailing current findings and response rates. This report shall be provided until the close of the mailed survey.
b. Monthly Visual Survey Results: During the visual survey, the Consultant shall provide a report on the first of each month following the beginning of the visual survey detailing current findings and any discovered cross connections or devices. This report shall be delivered until the close of the visual survey.
c. Final Mailed Survey Results: The Consultant shall deliver a final report regarding the mailed survey detailing the final response rate and findings. This report shall be delivered no more than 14 days following closure of the survey.
d. Final Summary Results: The Consultant shall deliver a final report regarding and summarizing the results of the total residential survey including the compliance rate and findings. This report shall be delivered no more than 14 days following closure of the Visual survey.

4. Backflow Device Annual Certification Management

The Consultant shall be responsible for managing and maintaining all records associated with the annual submission of backflow device testing certifications. Upon assumption of these duties, the Consultant shall be responsible for the collection and processing of certifications and the all program notifications as outlined below:

a. Annual Notification Schedule

The following annual schedule of notifications shall be utilized for the purposes of this program component:

i. The Consultant shall mail a notice that includes information regarding the annual certification requirements to all residential and non-residential properties for which a backflow prevention device is on file, but no annual certification has yet been received.

ii. This mailing shall cover topics such as what cross connections are, where backflow devices are required and what the responsibilities of the property owner are under state and local regulations.

iii. The notice will be mailed in time to give the customer no less than thirty (30) days to respond before the due date.

iv. One day after the due date, the Consultant shall mail past due notices to all residential and non-residential properties for which a backflow prevention device is on file but no annual certification has been received a notice that their annual certification has not been received. The notice

shall explain the steps the property owner or water customer must take to have the device certified; provide a telephone number to call and a deadline to comply.

v. If compliance is not reached by the specified deadline, the Consultant shall forward the account information to the Village for enforcement.

b. Notification of Rejection of Annual Certification
   i. Notify test companies (i.e., plumbers) in writing if the test data is incorrect, invalid, incomplete or the gage calibrations are out of date. Test companies should also be made aware by the Consultant that if a test is rejected by the Consultant, it will be deemed non-compliant.
   ii. If the Consultant rejects an annual certification for any reason, the Consultant shall notify the tester either in writing or verbally (a written record of the conversation must be maintained). The Consultant shall also notify the individual customer in writing in the event an invalid report is not addressed promptly by the tester.
   iii. Notify the individual water customer in writing in the event an invalid report is not addressed promptly by the tested or record.

5. Cross Connection Control Program Records Management

The Consultant shall be responsible for managing and maintaining all records associated with the cross connection control program. Specifically, the Consultant shall be responsible for receiving and tracking all certifications of backflow prevention devices as well as all survey results.

All of these documents shall be deemed to be the property of the Village and shall be furnished to the Village upon request. Documents shall be maintained in an electronic format approved by the Village for the duration of the Agreement and shall be immediately returned to the Village following conclusion of Agreement. The list of records to be maintained shall include but not be limited to the following:

a. The results of any and all surveys, including survey responses or on-site/visual inspections.
b. The name and location of each pre-existing or discovered cross connection and the recommended corrective actions for such as a result of the surveys.
c. The compliance results for each pre-existing or discovered cross connection device as well as the following information for each device:
   i. The Village name, address, contact information (including telephone number, e-mail, etc.) and location within owner's property
   ii. Type of assembly
   iii. Serial Number
   iv. Purpose of cross connection device protects (irrigation, fire suppression, etc.)
d. The actual test results for each backflow prevention device following formal assumption of the responsibilities for collecting certifications as well as the following information regarding testing:
   i. Any and all repairs made and the date completed for each backflow prevention device.
   ii. The name and address of the person and/or company that performed the repair/certification services.
   iii. The repairer's or tester's license credentials.
   iv. The repairer's or tester's state registration.

v. The test gauge serial number and calibration dates (to ensure equipment has been calibrated within prior 12 months).
vi. An electronic copy of the repairer's or tester's submittal.

6. Miscellaneous Provisions for Annual and Monthly Reporting

In addition to the reporting required as part of the surveys, the Consultant shall furnish the following reports to the Village:

a. Annual Report: On or about January 5 of each year of the program, the Consultant shall prepare and deliver the Public Works Director with a detailed report of the actions taken by the Consultant over the prior calendar year and status of the program. The topics to be included in the report include the following:
   i. Total compliance rate
   ii. Number of certification reports received
   iii. Total number of known cross connections
   iv. Number of inspections/site surveys completed
   v. Notice of notices of certifications sent out
   vi. Number of accounts past due
   vii. Number of recommendations made to the Water Division for action

b. Monthly Reports: On or about the 5th of each month, the Consultant shall prepare and deliver the Public Works Director with the previous month's performance indicators. The indicators shall include but not be limited to:
   i. Number of certification reports received
   ii. Number of inspections/site surveys completed
   iii. Number of accounts past due
   iv. Number of recommendations made to the Water Division for action

c. Inspection Staff Identification: Any and all of the Consultant's Inspection Staff tasked with completing on-site or visual surveys shall be properly identified with proper photo identification and have an introductory letter on Village letterhead explaining their presence.

d. Responsibility for Damage: The Consultant shall solely be responsible for any damage to plumbing or appurtenances resulting from inspection if it determined that said damage was a result of the Consultant's workmanship or negligence.

e. Software, Database and Record Management: Consultant will migrate all existing customer data and attachments to its database if required by the Village. The Village will provide the Consultant with any relevant data in its possession to accomplish the tasks set forth in this Scope of Services. At the point of transfer, the Consultant shall be responsible for any and all maintenance of the data. The Consultant shall ensure that the applicable software or database is updated in a timely manner and shall furnish and all reports or data requested by the Village, the Illinois Environmental Protection Agency or Illinois Department of Natural Resources.

f. Enforcement Authority: the Village explicitly does not delegate the authority to enforce State of Illinois Statutes or Village Ordinances. All enforcement authority

shall remain with the Village unless specifically delegated by the Director of Public Works in written form.

g. Freedom of Information Act Requests: As a Consultant to the Village, the Consultant may be required to supply the Village with records it is maintaining on the Village's half. These records shall be delivered in a timely fashion such that the Village can meet the statutory timelines of the Freedom of Information Act.

h. Independence: The Consultant shall be required to disclose any and all subsidiaries or other business entities that the Consultant has a relationship with that does work associated with the scope of work outlined in this RFP and the subsequent Professional Services Agreement.

5. Project Schedule

ACTIVITY	April 15, 2025 – May 31, 2026 SCHEDULE (in weeks)												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Contract receipt, P.O. or similar from Utility	X												
Apply for and receive local licensing (if	X												
Creation of customer notices, brochures, etc.	X												
Accept all faxed, emailed & USPS test results until	X	X											
Water & backflow database receipt from Utility	X												
Creation of Utility's new database & program	X	X											
Notification to local testers of new program	X	X											
Telephone, email, and webinars training for testers		X	X	X	X	…							
Telephone, email & webinars training for utility		X	X	X	X	…							
Newsletter, newspaper, and web articles provided to	X												
Initial "Test Due" notifications sent to customers		X											
Implementation of online tracking program		X											

6. Key Project Personnel Contact Information:

Name/Project Function: Telephone: E-Mail:

847-742-2296 for all team members

Aqua Backflow, Inc.

Tom Staroske – Project Manager & Site Inspections Tom@AquaBackflow.com

Leslie Craig – Chief Data Officer (for any data related communications) Leslie@AquaBackflow.com

Adrienne Fassbinder – Notices, brochures, etc…printed material Adrienne@AquaBackflow.com

Nicole Siler – Triennial Mailed Surveys Nicole@AquaBackflow.com

EXHIBIT B

SCHEDULE OF PRICES AND COMPENSATION
COST PROPOSAL SHEET

BID PRICING BASED ON 3-YEAR INITIAL TERM			Aqua Backflow	
Description	**Estimated Quantity**	**Quantity Unit of Measure**	**Unit Price**	**Extended Price**
Program Development and Implementation				
Program Development and Implementation for Residential and Non-Residential Customers	1	Lump Sum	$ -	$ - Included in test filing fee.
Survey				
Survey (Triennial) **One mailing in the initial 3-year term** Mailing to Residential and Non-Residential Customers (2026 and 2029 Initial Term)	11,506	Lump Sum	$ 11,506	$ 11,506
Site Inspection of Non-Responsive Customers				
Site Inspection of Non-Responsive Residential Customers	431	Per Address	$ 10.00	$ 4,310.00
Site Inspection of Non-Responsive Non-Residential Customers	650	Per Address	$ 78.00	$ 50,700.00
Annual Certification Submittal Cost				
Annual Certification Submittal Cost Residential and Non-Residential ***(Cost per backflow device to be paid by the Village of Northbrook)***	5,863	Per Device	$ 9.95	$ 175,010.55
Annual Certification Submittal Cost Residential and Non-Residential ***(Cost per backflow device to be paid by the Tester)***	5,863	Per Device	$ 11.95	$ 210,188.55

Notice to Respondents:

All Proposals are to be received on a unit price basis, the approximate quantities stated in this Schedule of Prices are Owner's estimate only for Owner's convenience in comparing proposals and shall not be relied upon by Respondents. Owner reserves the right to increase or decrease such quantities, and Respondent understands and agrees that payment for each Unit Price Item shall be made only on the actual number of acceptable units of Unit Price Item in compliance with the final Contract. Respondent hereby waives and releases all claims or rights to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed.

**Do not deviate from the format of the tables provided in this RFP. If a particular service or function is included within a unit or extended price you can write, "included in or with_____". If the item is not included or applicable to how your company does business, please write Not Applicable "NA" or No Bid "NB"*

Mailed & Site Survey/Inspection costs include up to two follow-up notifications being sent to the customer for Installation Due, Test Due, or Test Failure. Unlike others, up to 5 notifications are included in our program.

EXHIBIT C

INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$1,000,000 injury-per occurrence

$500,000 disease-per employee

$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" bases.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. Village as Additional Insured. The Village shall be named as an Additional Insured on all policies except for:

Worker's Compensation
Professional Liability

Each such additional Insured endorsement shall identify the Village as follows: Village of Northbrook, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to the Village, the following parties shall be named as additional insured on the following policies:

Additional Insured	Policy or Policies
None anticipated _____	_____

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY RIDER

The Village has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. **Limited Access to GIS Data.** The GIS Data provided by the Village will be limited to the scope of the Work that the Consultant is to provide for the Village;

2. **Purpose of GIS Data.** The Consultant will limit its use of the GIS Data to its intended purpose of furtherance of the Work; and

3. **Agreement with Respect to GIS Data.**

a. **Trade Secrets of the Village.** The GIS Data constitutes proprietary materials and trade secrets of the Village and is the property of the Village;

b. **Consent of Village Required.** The Consultant may not provide or make available the GIS Data in any form to anyone without the prior written consent of the Village.

c. **Supply to Village.** At the request of the Village, the Consultant will provide the Village with all information that has been developed by the Consultant based on the GIS Data;

d. **No Guarantee of Accuracy.** The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use of the GIS Data; and

e. **Discontinuation of Use.** At the time as the Services have been completed to the satisfaction of the Village, the Consultant will cease its use of the GIS Data for any purpose whatsoever; and, upon request, an authorized representative of the Village will be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the GIS Data has been discontinued.

ADMINISTRATIVE CODE

TITLE 35: ENVIRONMENTAL PROTECTION
SUBTITLE F: PUBLIC WATER SUPPLIES
CHAPTER I: POLLUTION CONTROL BOARD
PART 604 DESIGN, OPERATION AND MAINTENANCE CRITERIA
SECTION 604.1505 CROSS CONNECTION CONTROL PROGRAM

Section 604.1505 Cross Connection Control Program

a) All community water supplies, including those that meet the criteria in Section 17(b) of the Act and any exempt community water supply as defined in Section 9.1 of the Public Water Supply Operations Act [415 ILCS 45], must have a cross connection control program to educate and inform water supply consumers regarding prevention of the entry of contaminants into the distribution system.

b) The cross connection control program must include the following:

1) For any new service connection, the community water supply must evaluate the risk of cross connection whereby an unsafe substance may enter a community water supply.

2) A community water supply must conduct a cross connection control survey of the distribution system at least every three years. The survey must be conducted by the owner, official custodian or an authorized delegate. The survey must evaluate the risk of an unsafe substance entering a community water supply through each service connection to the distribution system of the community water supply. This survey is not intended to include an actual visual inspection of piping or plumbing systems.

3) From each completed survey, the community water supply must develop an inventory of the following:

A) all customers surveyed;

B) the number of customers who responded to the survey;

C) identification of service connections not required to have a backflow preventer installed under 77 Ill. Adm. Code 890.1130;

D) identification of service connections required to have a backflow preventer installed under 77 Ill. Adm. Code 890.1130;

E) backflow preventers installed;

F) service connections that require further risk evaluation; and

G) corrective actions to mitigate cross connections.

4) An ordinance, tariff, or required condition for service, whichever is applicable, that meets the Illinois Plumbing Code (77 Ill. Adm. Code 890), must be adopted and enforced.

5) The community water supply must maintain records of all backflow preventers that require annual testing under 77 Ill. Adm. Code 890 and identified in subsections (b)(2) and (b)(3).

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing a Fourth Renewal of an Agreement for the Purchase of Uniforms for the Northbrook Public Works Department from SDS Holdings, Inc. d/b/a Cutler Workwear of Mundelein, Illinois

Overview
The Village provides an annual uniform allowance under its collective bargaining agreement for covered Public Works employees and other public facing staff in the Department so that staff is recognizable to the public as Village employees.

Fiscal Impact
The Fiscal Year 2026-2027 Recommended Budget provides funding for uniforms in Account Nos. 11-4100-653-72 (General Fund), 14-4160-653-71 (Sanitary Sewer Fund), 16-4190-653-72 (Stormwater Fund), and 21-4170-653-71, 21-4180-653-71 (Water Fund), for the purchase of uniform clothing for Public Works employees, at rates outlined in Exhibit A, for a total not-to-exceed amount of $26,400.

Fund	Account No.	Budget	Available	Request	Remaining	Within Budget
General	11-4100-653-72	$20,000	$20,000	$15,500	$4,500	Yes
Sanitary Sewer	14-4160-653-71	$1,600	$1,600	$1,600	$0	Yes
Stormwater	16-4190-653-72	$2,100	$2,100	$2,100	$0	Yes
Water Production	21-4170-653-71	$3,600	$3,600	$3,600	$0	Yes
Water Distribution	21-4180-653-71	$3,600	$3,600	$3,600	$0	Yes

Pursuant to the Collective Bargaining Agreement for Public Works covered employees and the adopted Pay Plan for non-union employees of the Department the current uniform allowance is $400 per eligible employee.

Recommendation
Approval.

Background

Public Works employees receive an annual allowance for the purchase of required uniform clothing. Approved uniform items include shirts, t-shirts, jackets, coveralls and other predetermined clothing. The clothing is embroidered with, "Village of Northbrook Public Works" to make our staff recognizable as Village employees.

In 2022, staff issued a Request for Proposals (RFP) for the provision of uniforms for the Public Works Department (“Services”). The RFP provided specific guidelines for the clothing and services to be provided including: supplying a variety of work wear and boots, providing a storefront where sufficient stock is kept on hand for employees to visit the store and try on clothing or boots, maintaining a house account for employees to deduct their allowance from, and providing embroidery services for the clothing that is purchased. The RFP was sent to six (6) area vendors who provide the Services. Staff determined that SDS Holdings, Inc. d/b/a Cutler Workwear of Mundelein, Illinois ("Vendor") submitted the most responsive proposal and was awarded the contract for the Services ("Agreement") with Resolution 2022-117.

The Agreement included an initial term, effective date of execution through April 30, 2023, with the option for up to four (4) one-year renewals upon mutual consent. The Vendor performed well during the initial term and subsequent Renewal agreements, and both staff and the Vendor wish to renew the agreement. The term of the fourth and final Renewal will be from May 1, 2026, to April 30, 2027. The Renewal is included as Exhibit A.

Staff will be present at the Village Board meeting should there be any questions.

A Resolution Authorizing a Fourth Renewal of an Agreement for the Purchase of Uniforms for the Northbrook Public Works Department from SDS Holdings, Inc.
Exhibit A - Public Works Uniform Purchase Renewal

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing a Fourth Renewal of an Agreement for the Purchase of Uniforms for the Northbrook Public Works Department from SDS Holdings, Inc. d/b/a Cutler Workwear of Mundelein, Illinois

is hereby adopted, as follows:

Section 1. Recitals

Public Works employees receive an annual allowance for the purchase of work appropriate clothing as uniforms. Preapproved items include shirts, t-shirts, jackets, coveralls and other outdoor and safety clothing or boots. The clothing is embroidered with "Village of Northbrook Public Works" to make staff recognizable as Village employees.

In 2022, staff issued a Request for Proposals ("***RFP"***) for the provision of uniforms for the Public Works Department ("***Services***"). The RFP provided specific guidelines for the clothing and services to be provided including: supplying a variety of work wear and boots, providing a storefront where sufficient stock is kept on hand for employees to visit the store and try on clothing or boots, maintaining a house account for employees to deduct their allowance from, and providing embroidery services for the clothing that is purchased. The RFP was sent to six area vendors who provide the Services. Staff determined that SDS Holdings, Inc. d/b/a Cutler Workwear of Mundelein, Illinois ("***Vendor***") submitted the most responsive proposal and was awarded the contract for the Services ("***Agreement***") with Resolution 2022-117.

The Agreement included an initial term effective date of execution through April 30, 2023, with the option for up to four one-year renewals upon mutual consent of the parties. The Vendor performed well during the initial term and subsequent renewal terms, and both staff and the Vendor wish to renew the agreement. The term of the fourth and final renewal will be from May 1, 2026, to April 30, 2027 ("***Renewal***"). The Renewal is included as ***Exhibit A*** to this Resolution.

The Fiscal Year 2026-2027 Draft Budget provides uniform funding in Account Nos. 11-4100-653-72 (General Fund), 14-4160-653-71 (Sanitary Sewer Fund), 16-4190-653-72 (Stormwater Fund), and 21-4170-653-71, 21-4180-653-71 (Water Fund), for the purchase of uniform clothing for Public Works employees, at rates outlined in ***Exhibit A***, for a total not-to-exceed amount of $26,400.

Based on these factors, staff recommends that the Village Board authorize the Renewal in accordance with the prices set forth in ***Exhibit A***. The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to approve the Renewal.

Section 2. Approval of Renewal

The Renewal with the Vendor to provide the Services during Fiscal Year 2026-27 at the costs outlined in ***Exhibit A*** is hereby approved.

Section 3. Authorization to Execute Renewal

The Village Manager is hereby authorized and directed to execute such documents and make

such payments as are necessary to complete the procurement of the Services in accordance with the terms of the Renewal for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

VILLAGE OF NORTHBROOK
UNIFORM PURCHASE FOR PUBLIC WORKS DEPARTMENT

FOURTH RENEWAL OF CONTRACT

THIS FOURTH RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

VENDOR: **Cutler Workwear**
25572 Illinois Route 83, Mundelein, IL 60060
ATTN: Dan Driscoll
cutlerworkwear@gmail.com ("***Vendor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Vendor entered into that certain contractual agreement titled Uniform Purchase for Public Works Department dated as of December 13, 2022 (***"Contract"***), under which the Vendor agreed to provide footwear, clothing and embroidery services as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2023.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Vendor's performance of the Services and the Vendor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Vendor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the Village will pay the Vendor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

IN WITNESS WHEREOF, the Parties have caused this Fourth Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By: Laura Dalewell

Date: 2-2-26

Cutler Workwear

By: Hannah Stein

Date: 2-18-26

EXHIBIT A

RENEWAL FEE SCHEDULE

Men's List of Items FY 2026-27

Item #	Item Description	Brand	Product	Color(s)	Price	
					Regular	Big and Tall
1	Relaxed Fit Jean	Carhartt	105119	Any	$40.50	$45.00
2	Ripstop Ranger Cargo Pant	Riggs Workwear	3W060	Any	$51.30	$54.90
3	Reg. Fit Jeans	Dickies	9393RNB	Any	$27.00	-
4	Rel. Fit Heavyweight Carpenter Jean	Dickies	1993	Any	$31.50	$34.20
5	Iconic B01 Firm Duck Double-Front Dungaree	Carhartt	106679	Black or Light Brown	$62.09	$67.49
6	Relaxed Straight Rugged Flex Duck Dungaree	Carhartt	103279	Any	$54.89	$59.39
7	Denim Unlined Bib Overalls	Dickies	8396	Indigo	$41.40	$45.90
8	Overalls	Carhartt	106672	Brown	$116.09	$124.19
9	Coveralls	Carhartt	104464	Brown	$236.69	$252.89
10	Crowley Jacket	Carhartt	102199	Any	$109.79	$117.89
11	Super Dux Insulated Bib Overall - Relaxed Fit - 4 Extreme Warmth Rating	Carhartt	105004	Black or Dark Brown	$153.89	$170.09
12	Full Swing Armstong Jacket	Carhartt	103372	Black or Light Brown	$144.89	$157.49
13	Heavyweight Loosefit Jacket	Carhartt	104670	Any	$132.29	$143.99
14	Gilliam Vest (Insulated) - Rain Defender	Carhartt	102286	Any	$79.19	$87.29
15	Duck Vest	Carhartt	106676	Any	$64.80	$72.90
16	Dearborn Loose LS Henley T-Shirt	Carhartt	K128	Any	$28.79	$32.39
17	Force Sun Defender Relaxed Logo Hoodie	Carhartt	106165	Any	$35.09	$39.59
18	Full-zip Hooded Fleece Sweatshirt	Carhartt	K122	Any	$47.70	$52.20
19	Midweight Crewneck Sweatshirt	Carhartt	K124	Any	$36.90	$42.30
20	High-Visibility Sherwood Class 3 Jacket	Carhartt	106694	Brite Lime	$172.79	$180.89
21	High Visibility Waterproof Jacket	Carhartt	106693	Brite Lime	$148.49	$156.59
22	High Visibility Zip-Front Thermal Lined Sweat Shirt	Carhartt	104988	Brite Lime or Brite Orange	$89.10	$93.60
23	Thermal-Lined Full-Zip Hooded Sweat Shirt	Carhartt	104078	Any	$65.70	$73.80
24	High-Visibility Pull Over Class 3 Sweatshirt	Carhartt	104987	Any	$72.90	$77.40
25	Paxton Heavyweight Hooded Zip Mock Sweatshirt	Carhartt	100617	Any	$63.00	$68.40
26	T-Shirt	Dickies	WS450	Any	$14.40	$15.30
27	T-shirt with Pocket	Carhartt	K87	Any	$16.20	$20.70
28	Moisture Wicking, Short-Sleeve T-Shirt	Carhartt	100493	Brite Lime or Brite Orange	$22.50	$27.00
29	T-Shirt "Force" Wicking (w/ Pocket)	Carhartt	106652	Any	$20.70	$24.30

30	High Visibility Class E Waterproof Pant	Carhartt	106692	Brite Lime	$136.79	$144.89
31	Alta Hi Vis Waterproof Shell Pants	Helly Hansen	71442	Yellow	$80.99	-
32	Long Sleeve T-Shirt	Carhartt	K126	Any	$22.50	$26.10
33	Moisture Wicking, Long-Sleeve T-Shirt	Carhartt	100494	Brite Lime or Brite Orange	$27.00	$29.70
34	Watch Hat - Knit	Carhartt	A18	Any	$16.20	-
35	"Force" Helmet Liner Mask	Carhartt	A267	Any	$24.30	-
36	Rugged Flex Work Pant	Carhartt	102291	Any	$41.40	$45.90
39	Boots	Various	Boots	n/a		
40	Embroidery (per jacket, shirt, etc.)	Various	Logo	n/a	$6.00	

Women's List of Items FY 2026-27

Item #	Item Description	Brand	Product	Color(s)	Price	
					Regular	Big and Tall
1	Rel. Fit Jeans	Carhartt	105383	Willow, Linden	$50.40	-
2	Rel.Fit Cargo Pant	Dickies	FP777	Black, Desert, Brown	$36.90	-
3	Rel. Fit Carpenter	Dickies	FD270	Dark Stone Wash	$41.40	-
4	Reg. Fit Jeans	Ariat	10032464	Nightride	$61.20	$64.80
5	Rel. Fit Jeans	Ariat	10032461	Sofia	$58.50	$62.10
6	Rugged Flex Work Pant	Carhartt	102291	Any	$41.40	$45.90
7	Double Knee Pant	Dickies	FP283	BLK, NVY, KJ, CHR	$29.70	-
8	Lined Pants	Carhartt	107119	HQ2	$56.70	-
9	Denim Unlined Bib Overalls	Carhartt	106002	Arches	$80.10	-
10	Denim Unlined Bib Overalls	Dickies	FB206	Stonewashed Medium Blue	$48.60	-
11	Overalls - Lined	Carhartt	104049	Black, Dark Brown, Carhartt Brown	$105.30	-
12	Overalls - Lined	Ariat	10036669	Black	$126.89	-
13	Jacket - Sherpa Lined	Carhartt	104292	Carhartt Brown, Black, Taupe Gray	$126.89	-
14	Rebar Stretch Canvas Softshell Jacket	Ariat	10032915	Black	$81.00	-
15	Coat	Carhartt	104053	Carhartt Brown, Black, Navy	$128.69	-
16	Heavyweight Relaxed Fit Jacket	Carhartt	102382	Black	$117.00	-
17	Sherpa Lined Duck Vest	Carhartt	104224	Dark Brown, Carhartt Brown, Black, Taupe Gray	$89.99	-
18	Long Sleeve Coveralls	Dickies	FV483	Black, Navy, Green	$52.20	-
19	Full-zip Hooded Fleece	Carhartt	102788	Black, Navy, Charcoal	$54.89	-

20	Midweight Rain Defender Sweatshirt	Carhartt	106106	Carbon Heather, Black	$59.99	
21	High Visibility Waterproof Jacket	Ariat	10046381	Yellow	$113.40	-
22	Rebar DuraStretch Pull-On Straight Pant	Ariat	10043158	Yellow	$53.99	
23	Sherpa-Lined Full-Zip Hooded Sweat Shirt	Ariat	10053065	Oatmeal Heather	$81.00	$85.50
24	Heavyweight Hooded Zip Mock Sweatshirt	Ariat	10032914	Black	$53.10	$56.70
25	T-Shirt	Dickies	FS450	Various	$14.40	-
26	T-shirt with Pocket	Carhartt	103067	Various	$16.20	-
27	T-Shirt "Force" Wicking (w/ Pocket)	Carhartt	106830	Various	$20.70	-
28	Long Sleeve T-Shirt	Carhartt	106121	Brown, Black, Oatmilk Heather, Wisteria	$24.30	-
29	Moisture Wicking, Long-Sleeve T-Shirt	Dickies	SLF407	Orange, Yellow	$32.40	-
30	Watch Hat - Knit	Carhartt	A18	Any	$16.20	-
31	"Force" Helmet Liner Mask	Carhartt	A267	Any	$24.30	-
32	Boots	Various	Boots	n/a	-	-
33	Embroidery (per jacket, shirt, etc.)	Various	Logo	n/a	$6.00	-

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing a Second Renewal of an Agreement for Right-of-Way Landscape Maintenance with Mark 1 Landscape, Inc. of Bartlett, Illinois

Overview

This is the second renewal of an agreement for contractual services related to the care and upkeep of approximately 50 acres of public rights-of-way at 111 locations, including some segments of right-of-way that are owned by the State and County, to preserve the appearance of the Village by providing regularly scheduled mowing of public rights-of-way.

Fiscal Impact

The Fiscal Year 2026-2027 Recommended Budget provides sufficient funds in General Fund Account No. 11-4100-554-00 (Other Professional Services) for right-of-way landscape maintenance services which includes a cost of $40,395 for the base services and an additional $11,821 recommended by staff for supplemental services that will only be performed upon authorization from Village staff on an as-needed basis. Supplemental services will be delivered at the rates outlined in Exhibit A, for a total not-to-exceed amount of $52,216.

Account	Account No.	Budget	Available	Request	Remaining	Within Budget
Other Professional Services	11-4100-554-00	$395,995	$395,995	$52,216	$343,779	Yes

Recommendation

Approval.

Background

In February 2024, staff developed a Request for Proposal (RFP) detailing the scope of work for maintenance of various rights-of-way locations (“Services”). Three proposals were submitted and staff determined that the lowest, most responsive proposal for the Services was submitted by Mark 1 Landscape, Inc. of Bartlett, Illinois (“Contractor”). The Contractor was awarded the contract for the maintenance of various rights-of-way locations (“Agreement”) through Resolution 2024-35.

The Agreement included an initial one-year initial term with the option to renew annually for up to four (4) additional one-year terms with cost increases not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region. The initial term for the Agreement was from May 1, 2024, to April 30, 2025, and the first Renewal was effective from May 1, 2025, to April 30, 2026. The Contractor performed well during the initial term and the first Renewal of the agreement. Both staff and the Contractor wish to renew the agreement with an average rate increase of 2.5% (“Renewal”). The term of the second Renewal will be from May 1, 2026, to April 30, 2027. As part of this Renewal, Contractor has completed its 2026 Contractor's Business License application and has acknowledged that, per Village Ordinance No. 2023-83, no gas-powered leaf blowers will be used during the restricted dates outlined in the ordinance. The Renewal is included as Exhibit A.

Staff will be in attendance at the Village Board meeting for any questions that may arise.

A Resolution Authorizing the Second Renewal of an Agreement for Right-of-Way Landscape Maintenance with Mark 1 Landscape, Inc. of Bartlett, Illinois
Exhibit A - ROW Mowing Services Renewal
Supplemental Information - Map of Mowing Areas

Resolution 2026-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Second Renewal of an Agreement for Right-of-Way Landscape Maintenance with Mark 1 Landscape, Inc. of Bartlett, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Public Works Department is responsible for the care and upkeep of approximately 50 acres of public right-of-way at 111 locations in the Village. In February 2024, staff developed a Request for Proposal (RFP) with specifications for landscape maintenance of various rights-of-way (ROW) locations ("***Services***"). Three proposals were submitted and staff determined that Mark 1 Landscape, Inc. of Bartlett, Illinois ("***Contractor"***) submitted the lowest, most responsive proposal for the Services ("***Agreement***").

The Agreement, which was approved by Resolution 2024-35, included an initial one-year term, effective from May 1, 2024 to April 30, 2025, with the option to renew annually for up to four additional one-year terms, with cost increases not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region. The first renewal of the Agreement was approved with Resolution 2025-32. The Contractor performed well during the initial term and during the first renewal term, and both staff and the Contractor wish to renew the Agreement for an additional one-year term with an average rate increase of 2.5% ("***Renewal***"). The term of the Renewal will be from May 1, 2026 through April 30, 2027. This will be the second Renewal of this Agreement. The Renewal is included as ***Exhibit A***.

The Draft Fiscal Year 2026-27 Budget contains funds in the General Fund Account No. 11-4100-554-00 (Other Professional Services) for contractual landscape maintenance services. Funds will be drawn from this account for the base Services and for supplemental ROW services that may be required on an as-needed basis at the rates outlined in ***Exhibit A*** of the Resolution.

Based on these factors, Village staff recommends approval of the Renewal between the Village and the Contractor in the total amount of $52,215, which includes a cost of $40,395 for the base services. Staff also recommends a contingency in the amount of $11,820 for supplemental services that are to be performed on an as-needed basis upon authorization by Village staff at the rates outlined in ***Exhibit A***, not to exceed the approved spending authority.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to enter into the Renewal.

Section 2. Approval of Renewal.

The Renewal with the Contractor is hereby approved in form acceptable to the Village Manager and Village Attorney.

Section 3. Authorization to Execute Renewal.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services in accordance with the terms of the Renewal for Fiscal Year 2026-2027.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:
AWAY:

ATTEST:

Village President

Village Clerk

VILLAGE OF NORTHBROOK
LANDSCAPE RIGHT-OF-WAY MOWING SERVICES

SECOND RENEWAL OF CONTRACT

THIS SECOND RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR/VENDOR: **MARK 1 Landscape, Inc.**
1540 Hecht Dr., Unit K, Bartlett, IL 60103
ATTN: Andrew Moore
Andy@mark1landscape.com ("***Contractor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled landscape right-of-way maintenance services dated as of March 25, 2024 (***"Contract"***), under which the Contractor agreed to landscape right-of-way maintenance services as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2025.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.*** The revised contract specifications applicable to the Renewal Term are attached to, and by this reference made part of, this renewal as ***Exhibit B*** and ***Exhibit C***.

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal

shall control.

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By:_____

Date: 1/21/26

Mark 1 Landscape, Inc.

By:_____
Andrew Moore

Date: 1/21/26

Exhibit A - Renewal Fee Schedule		Second Contract Renewal			
LANDSCAPE MAINTENANCE SERVICES - ROW MOWING Consistent with all of the terms and conditions outlined in the Contract/Proposal for Landscape Maintenance Services Proposal dated February 15, 2024, the undersigned offers the following prices including all supervision, labor, materials and equipment for providing landscape maintenance services for the period of May 1, 2026 through April 30, 2027.					
Item #1		Contract Section	Unit Cost	Estimated Quantity	Extension
	High Frequency Right-of-Way Mowing	Exhibit B - Section 2	$ 1,891.64	21.32 Acres	$ 28,374.60
Item #2		Contract Section	Unit Cost	Estimated Quantity	Extension
	Low Frequency Right-of-Way Mowing	Exhibit B - Section 2	$ 1,076.08	28.69 Acres	$ 5,380.40
Item #4		Contract Section	Unit Cost	Estimated Quantity	Extension
	Bike Trail Mowing from Dundee Rd. to Voltz Rd.	Exhibit B - Section 2	$ 131.83	0.26 Acres	$ 1,977.45
Item #5		Contract Section	Unit Cost	Estimated Quantity	Extension
Lee Rd & Dundee Rd Intersection	Clear intersection sight line at Lee Rd. & Dundee Rd intersection (reference ROW Overview Map 12-17-2025)	Exhibit B - Section 2	$ 474.62	3	$ 1,423.86
Item #6		Contract Section	Unit Cost	Estimated Quantity	Extension
Fire Lane Woody Vegetation Clearing	Quote cut back woody vegetation along entire fire lane (reference #101 on ROW Overview Map 12-17-2025)	Exhibit B - Section 2	$ 1,898.50	Per occurence	$ 1,898.50
Item #7		Contract Section	Unit Cost	Estimated Quantity	Extension
Lee Rd - Line Trim	Line Trim All Teasel/Thistle South of the Guard Rail	Exhibit B - Section 2	$ 1,339.50	Per occurence	$ 1,339.50
Supplemental Services		Contract Section	Unit Cost	Estimated Quantity	Extension
Item #3 Sunset Ridge and Midway Rd. Field Mowing	Mow Inside Field (BY REQUEST ONLY)	Exhibit B - Section 2	$ 358.60	Per occurrence (up to 2 occurances)	$ 358.60
	Mow Around Field (BY REQUEST ONLY)	Exhibit B - Section 2	$ 300.59	Per occurance (up to 8 occurances)	$ 300.59
820 Dundee Rd.	Mow site (BY REQUEST ONLY) until construction (estimated to begin	Exhibit B - Section 2	$ 103.32	Per occurrence	$ 103.32
Shermer Rd Shared-Use Path	ROW mowing of Shermer Rd shared-used path (east side) from Willow Rd to Walters Ave	Exhibit B - Section 2	$ 485.00	Per occurence	$ 485.00
Grainger Building (1657 Shermer Rd.)	Mow ROW (BY REQUEST ONLY)	Exhibit B - Section 2	$ 54.10	Per occurrence	$ 54.10
Time and Materials Rates for Sidewalk Obstruction Trimmig					
	Labor Hour Regular Time (7a.m. to 4 p.m.)	As Needed	$ 62.50	per hour	$ 187.50
	Labor Hour Overtime (4 p.m. to 7 a.m.)	As Needed	$ 80.00	per hour	$ 240.00
	Equipment Costs (e.g., trimmers, chainsaws, hydraulic saws, protective gear)	As Needed	$ 15.00	per hour	$ 15.00
	Truck Hour	As Needed	$ 18.50	per hour	$ 18.50
	Debris Removal	As Needed	$ 75.00	per cubic yard	$ 75.00
	Mobilization	As Needed	$ 62.50	Per occurance	$ 62.50

EXHIBIT B

REVISED SPECIFICATIONS
LANDSCAPE RIGHT-OF-WAY MOWING SERVICES

2026-2027 SEASON

Updated sections for 2nd contract renewal (May 1, 2026 – April 30, 2027) have been highlighted

1. GENERAL

This project involves the maintenance of landscape at Village of Northbrook right-of-way ("work sites") locations, including all of the services described in Section 2. The Contractor agrees to furnish all labor, aggregate materials, tools, equipment and traffic control to perform the work specified by the Village in this document. **Contractor agrees to regular communication with Owner's Project Supervisor. All special mowing requests by Owner's Project Supervisor will be scheduled within three business days from time of request.**

High frequency mowing will be performed according to a regular schedule. Low Frequency and Alternate mowing may only be done with prior approval by Owner. Low Frequency and Alternate mowing sites shall be billed upon completion and not included in the High Frequency mowing invoices. Contractor submitted Low Frequency and Alternate mowing sites knowing that utilizing these services will be based on weather conditions and with prior approval (e.g. frequent and continuous rain will require more than required mowing and drought will require less than required mowing).

2. SCOPE OF SERVICES

All work and material not otherwise described shall be of the best quality, and should any workmanship or materials be needed that are not directly or indirectly set forth in this Contract, but that are nevertheless necessary to the proper execution, according to the obvious intent, the Contractor will understand same to be implied.

BASE MAINTENANCE SERVICES

ITEM #1: HIGH FREQUENCY RIGHT-OF-WAY MOWING

The Village of Northbrook is contracting for mowing services at multiple high frequency rights-of-way locations throughout the Village as depicted in **Exhibit C**. The Contractor provided pricing for this scope of work service based on the total estimated areas of grass/weeds to be mowed on a per occasion basis.

Mowing operations are expected to begin on or about May 1; however, operations may begin earlier or later depending on turf growth. It is estimated that approximately **15 cuttings** will be required during the contract period for HIGH FREQUENCY RIGHT-OF-WAY locations; however, the Contractor will be responsible for mowing as many times as needed to ensure that grass does not exceed eight (8) inches in length. For the months of July and August, high frequency mowing will occur every two weeks unless Owner directs otherwise. Mowing exceeding the contract number require written approval from the Owner's Project Supervisor prior to proceeding. Unapproved mowing will not be allowed to be invoiced.

Prior to mowing, the Contractor will be responsible to collect and lawfully dispose of all trash, tree branches, rocks or other debris commonly found in the right-of-way. All clippings will be mulched in place and left on site without clumping. The Contractor will provide line trimming of all adjacent fence lines, fire hydrants, power poles, sign posts or other structure in the right-of-way to maintain a neat, professional appearance when complete. All excess grass clippings on sidewalks, driveways and streets will be blown back into the turf area.

All drainage ditches that fall within the right-of-way to be mowed shall be cut as needed to maintain safe sight lines but at minimum two (2) times per season. All excessive landscape debris from the ditches shall be collected and lawfully disposed of by the contractor.

ITEM #2: LOW FREQUENCY RIGHT-OF-WAY MOWING

The Village of Northbrook is contracting for mowing services at multiple low frequency right-of-way locations throughout the Village as depicted in **Exhibit C**. The Contractor provided pricing for this scope of work service based on the total estimated areas of grass/weeds to be mowed on a per occasion basis.

It is estimated that approximately **5 cuttings** will be required during the annual contract period, however, all mowing of LOW FREQUENCY RIGHT-OF-WAY locations will be performed **only as directed by the Project Supervisor in agreement with Owner's representative.**

Prior to mowing, the Contractor will be responsible to collect and lawfully dispose of all trash, tree branches, rocks or other debris commonly found in the right-of-way. All clippings will be mulched in place and left on site without clumping. The Contractor will provide line trimming of all fire hydrants, power poles, sign posts or other structure in the right-of-way to maintain a neat, professional appearance when complete. All excess grass clippings on sidewalks, driveways and streets will be blown back into the turf area.

All drainage ditches that fall within the right-of-way to be mowed shall be cut as needed to maintain safe sight lines but at minimum two (2) times per season. All excessive landscape debris from the ditches shall be collected and lawfully disposed of by the contractor.

ITEM #4-(106)-BIKE PATH MOWING, BOTH SIDES, DUNDEE TO VOLTZ RD.

The Contractor submitted pricing to mow the bike path running along the railroad tracks North of Sunset Ridge Rd. and Midway Rd. The scope of work requires high-frequency mowing to ensure that the trail is free of grasses and other vegetation for the entire growing season.

Care must be taken in the area North of Sunset Ridge Road near the detention areas, since there are native plantings growing on both sides of the trail. Mowing along these plantings should only be conducted after Village approval.

ITEM #5-DUNDEE AND LEE INTERSECTION SIGHT LINE CLEARING

Upon request of Owner's Project Supervisor, please proceed to clear a sightline of 45' from each corner of the intersection to provide clear visibility for motorists. This includes the north intersection of Dundee and Lee and the South intersection of Dundee and Lee. Contractor submitted pricing including all necessary labor, materials, equipment and debris disposal per occurrence.

ITEM #6-FIRE LANE (SEE #101) WOODY VEGETATION CLEARING.

Contractor provided a separate quotation including all labor, equipment and disposal fees for clearing woody vegetation overgrowing the Fire Lane at Station 11 to a height of 12 feet.

ITEM #7-LEE ROAD (See #88) LINE TRIM ALL WEEDS SOUTH OF THE GUARD RAIL

Contractor provided a separate quotation to line trim all teasel/thistle growing south of the guard rail at the end of this intersection, including all labor, equipment and debris disposal costs.

SUPPLEMENTAL SERVICES

ITEM #3-(108)-SUNSET RIDGE AND MIDWAY FIELD MOWING

The Contractor shall mow the field designated on the map by REQUEST ONLY. Owner shall notify Contractor of request in writing.

820 DUNDEE RD.- MOW SITE (**BY REQUEST ONLY**) UNTIL CONSTRUCTION BEGINS SITE IS ESTIMATED TO BE UNDER CONSTRUCTION Q1 2026

ROW MOWING OF SHERMER RD SHARED-USED PATH (EAST SIDE) FROM WILLOW RD TO WALTERS AVE – HIGH FREQUENCY

GRAINGER BUILDING (1657 SHERMER RD) RIGHT-OF-WAY TO BE MOWED UPON VILLAGE STAFF REQUEST (I.E., AS-NEEDED). VILLAGE STAFF TO REQUEST THIS AS-NEEDED SERVICE IN WRITING VIA EMAIL.

3. MATERIALS

All materials shall meet the requirements outlined in Section 2 and must be approved by the Project Supervisor. The Owner reserves the right to change any materials on an annual basis. The Contractor shall contact the Village prior to installing new materials to verify types and quantities.

4. REPORTING

Contractor shall complete and furnish detailed reports with the invoice. Reports shall include information regarding what services were performed and the date, time, and location of the work. Invoices will not be accepted or processed without this supporting documentation.

5. WORK HOURS

No work shall be performed before 7:00 A.M. or after 4:00 P.M. Monday through Friday, before 9:00 A.M. or after 5:00 P.M. on Saturdays, or on Sundays and legal holidays unless approved by the Project Supervisor.

6. PROJECT SUPERVISOR

Owner shall designate one of its employees to serve as Project Supervisor under this Contract.

7. WORK CREW SUPERVISION

The Contractor shall provide a qualified Foreman to supervise each crew engaged in working under this agreement. The Foreman must be able to converse fluently in the **English language** and shall be authorized by the Contractor to accept and act upon all directives issued by each Supervisor. Failure of a Foreman to act on said directives shall be sufficient cause for the Village to give notice that the Contractor is in default of the agreement unless such directives would create potential personal injury or safety hazards or such directives are contrary to the intent of these specifications. Owner's Project Supervisor shall be allowed to communicate directly with the Field Foreman. A cell phone and e-mail will be provided upon award of the contract to the Owner's Project Supervisor.

8. PREVAILING WAGE

The Prevailing Wage Act, 820 ILCS 130/0.01 et seq., does not apply to all landscape work. However, in the instances it does in accordance with the Prevailing Wage Act, not less than the prevailing rate of wages for similar work in the locality in which the Work is to be performed shall be paid to all laborers. If the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid, the revised rate shall apply to the Contract.

9. MISCELLANEOUS

The Contractor shall not permit any materials, debris or rubbish to remain upon the adjoining grounds nor cause to exist any unnecessary obstructions. The Contractor shall leave the work place and other areas affected by the work in a clean and safe condition. The Contractor shall be accountable for any and all damages resulting from their operations and shall protect all persons and all public/private property. The Contractor shall immediately repair at their sole expense any damage resulting from work performed under this Contract.

10. WARRANTY

The Contractor shall provide a minimum 12-month guaranty covering all labor and materials to correct any work that fails under normal circumstances within the warranty period.

11. TERM OF AGREEMENT

The initial term of this renewal shall be from the date of Owner execution to April 30, 2027.

12. TERMINATION OF AGREEMENT

Notwithstanding any other rights of cancellation contained herein accruing either to the Contractor or to the Village, either party to this agreement shall have the right of cancellation, with or without cause, by serving notice on the other party, by certified mail, return receipt requested, of such intent to cancel this entire agreement at least sixty (60) days prior to any such proposed cancellation date, such cancellation to be without recourse except for any sums owing to either party at the time of cancellation. The Contractor shall continue to faithfully perform all required work until the date of cancellation of the agreement

13. RENEWAL OF AGREEMENT

The Owner reserves the right, but shall be under no obligation, to offer to renew the term of the agreement by one year periods for a maximum of four (4) additional years, if approved and accepted in writing by both the Contractor and Owner.

Owner shall notify the Contractor of their desire to renew the Contract for an additional project year on or about January 1 of that project year. Contractor shall notify Owner not later than January 29th whether or not they will enter into a renewal of the Contract with Owner at the adjusted Unit Prices for that year. If the Contract is not renewed for any project year, it shall not be renewable for any subsequent project year.

14. PAYMENT ESCALATION

In the event this agreement is extended in accordance with Section 1.14, the Contractor may raise the price for services to be performed under the extended agreement by giving written notice to the Owner. The increase shall not exceed the annual average increase in the Chicago Consumer Price Index for all urban consumers (available through the Bureau of Labor Statistics 312-353-1880 or www.bls.gov) for the previous twelve month period. Only one increase shall be allowed in any agreement extension period. The owner may elect to rebid the service in the event of such notice but shall be obligated to rebid if a notice of price increase exceeds the Consumer Price Index for the Chicago Metropolitan Area.

EXHIBIT C

Second Renewal (May 1, 2026 – April 30, 2027)

Updated areas have been highlighted

High Frequency Right-of-Way Mowing **All areas are estimated*

Location #	Location	Square Feet*	Acres*
1	Anthony Trail - center island, Maria to 731 Anthony	54,674	1.25
2	Bach Street - east side, 801 Bach to south end	14,529	0.34
3	Commercial Avenue - north side, east of Sanders to 4100 Commercial Ave.	26,521	0.61
4	Commercial Avenue - south side, east of Sanders include open field	24,116	0.55
5	Dundee/Fair Lane - North Field	19,309	0.44
6	Dundee/Fair Lane - South Field	24,419	0.56
7	Forestview Drive - south side, Oak Knoll to Sanders	50,293	1.15
8	Keystone and Pfingsten-W. Side to 1540 Pfingsten Rd.	5,684	.13
9	Highland Road - north side, Landwehr to Vicki	15,247	0.35
10	Highland Road - north side, east of Vicki	14,354	0.33
11	Holste Road Cul-de-sac island	4,408	0.10
12	Huehl Road - west side, Landwehr to Fire Sta. 10	13,233	0.30
13	Illinois Road - MWRD Vacant Lot	22,421	0.51
14	Janke Road Cul-de-sac island	2,104	0.05
15	Keystone Road - north side, west of Pfingsten	1,774	0.04
16	Landwehr Road - center islands, Huehl to 801 Landwehr	5,907	0.14
17	Landwehr Road - west side, north of Glenbrook Drive to Golf Course	4,459	0.10
18	Landwehr Road - west side, south of Glenbrook Drive to end of open field	4,358	0.10
19	Landwehr Road - west side, south of Walters to 3200 River Falls Dr.	13,005	0.30
20	Landwehr Road - east side, north of Doriann to end of fence-3170 Doriann	3,522	0.08
21	Landwehr Road - east side, Doriann S. to Highland	7,738	0.18
22	Lorenz Drive - west side Elm S. to Illinois-Metra tracks	43,889	1.01
23	Mallard Drive - Detention Pond Area-S. side by creek & 2141 Mallard Dr.	15,683	0.36
24	Maria Avenue - center island, Anthony to Pfingsten	17,217	0.40
25	Miller Road - 1620 S. to Koepke-west side	6,341	0.15
26	Pfingsten Road - west side, north of Maria	22,271	0.51
27	Pfingsten Road - east side, north of Crabtree to Dunkin Lot.	3,478	0.08
28	Pfingsten Road - west side, Crabtree S. to Shabonee School	10,788	0.25
29	Pfingsten Road - east side, Crabtree S. to Marden	13,889	0.32
30	Pfingsten Road - east side, north of Shannon to Grace	4,164	0.10
31	Pfingsten Road - west side, north of Shannon to Shabonee School	2,360	0.05
32	Pfingsten Road - west side, Shannon to Cherry	15,658	0.36
33	Pfingsten Road - west side, Cherry to Walters	35,498	0.81
34	Pfingsten Road - east side, south of Cherry	10,152	0.23
35	Pfingsten Road - west side, north of Weller	3,734	0.09
36	Pfingsten Road - west side, south of Weller	4,836	0.11
37	Pfingsten Road - east side, north of Royal	7,520	0.17
38	Pfingsten Road - east side, south of Royal	5,119	0.12
39	Pfingsten Road - east side, north of Pondside to S. fence of 2743 Koepke (including trimming of all weeds on the two (2) medians on the southern intersection of Pfingsten Road and Koepke Road.)	7,279	0.17

40	Pfingsten Road - west side, north of Techny to Fern	10,620	0.24
41	Pfingsten Road - west side, south of Techny	2,267	0.05
42	Pfingsten Road - west side, Highland to Willow	5,367	0.12
43	Phyllis/Sanders Detention Pond - N.E.C.	10,696	0.25
44	Pondside Drive - Detention Pond	5,945	0.14
45	Sanders Road - east side Cardinal Court to Tollway	10,706	0.25
46	Sanders Road at Commercial - west side of intersection	941	0.02
47	Sanders Road - west side, north of Yorkshire to Shopping Center Dr.	7,052	0.16
48	Sanders Road - east side, north of Russett to 1195 Sanders Rd.	3,304	0.08
49	Sanders Road - east side, south of Russett to Walters	21,665	0.50
50	Shermer Road - north side, Thornapple W. to Thornapple E.	4,416	0.10
51	Shermer Road - north side, Thornapple E. to Lee	1,539	0.04
52	Shermer Road - east side at Union Pacific Bridge S. of Willow Rd.	19,501	0.45
53	Shermer Road - west side at Union Pacific Bridge S. of Willow Rd.	2,171	0.05
54	Skokie Blvd. - west side, at Tollway Spur	5,433	0.12
55	Skokie Blvd. - east side, at Tollway Spur	7,460	0.17
56	Sunset Ridge Road, north side, Skokie to 821 Sunset Ridge-Frontage Rd.	32,983	0.76
57	Techny Road - south side, west of Sleepy Hollow	11,272	0.26
58	Techny Road - south side, east of Sleepy Hollow	11,813	0.27
59	Techny Road - south side, west of Clover	14,819	0.34
60	Techny Road - south side, east of Clover	4,618	0.11
61	Techny Road - north side, west of Pfingsten to Smith Rd.	25,228	0.58
62	Techny Road - south side, west of Pfingsten to 2895 Techny Rd.	13,630	0.31
63	Techny Road - north side, west of Birch (northside of sidewalk)	2,052	0.05
64	Techny Road - north side, east of Birch (extend to Cypress Ln)	29,183	0.67
65	Techny Road, north side east and west of U.P. Arch Bridge to Gravel Rd.	5,141	0.12
66	Techny Road, south side E. & W. of U.P. Arch Bridge to Prvt. Dr.-1603	2,663	0.06
67	Voltz Road - south side at Voltz Ct.-Waukegan to Voltz Ct.	15,868	0.36
68	Walters Avenue - south side, west of Hemlock Knoll to Leisure Ctr. Dr.	4,275	0.10
69	Walters Avenue - south side, Hemlock Knoll to Landwehr	10,094	0.23
70	Walters Avenue - north side, west of White Mountain to 1363 Landwehr	32,547	0.75
71	Walters Avenue - north side, west of Pfingsten	7,441	0.17
72	Waukegan Road - west side, north of Maple to Walters	9,920	0.23
73	Waukegan Road - west side, south of Maple to Voltz	3,068	0.07
89	East section of this ROW-N. of 2215 Elm Ridge	1,943	0.04
92	Stratford Place-between 1241 and 1245	2,645	0.06
93	Shermer Road-south side, east of Lee	3,819	0.09
107	1358 Shermer Road. – S. of Oliverii's N. of RR tracks-mow and weed	2,432	0.05
109	Shermer Road (east side) shared-use path (installed fall 2025) from Willow to Walters	60,000	1.38
	High Frequency Totals	**988,488**	**22.70**

Low Frequency Right-of-Way Mowing *All areas are estimated

Location #	Location	Square Feet*	Acres*
74	Dundee Road - south side, Pfingsten to Hawthorn	34,660	0.79
75	Dundee Road - south side, Hawthorn to Division	1,234	0.03
76	Dundee Road - south side, Bach to Western	4,366	0.10
77	Dundee Road - south side, Cedar to Fair	25,579	0.59
78	Dundee Road - south side, 1603 to Timber Ln	16,855	0.39
79	Dundee Road - south side, Timber Ln to Bittersweet Dr	8,737	0.20
80	Dundee Road - south side, Bittersweet to Lee	17,954	0.41
81	Dundee Road - south side, Lee to Shermer	4,543	0.10
82	Dundee Road - south side, Shermer to U.P. Railroad	30,571	0.70
83	Harris Drive - north side, Laburnum to Huehl	4,753	0.11
84	Landwehr Road - west side, north of Robincrest to Longvalley	23,550	0.54
85	Landwehr Road - east side, north of Hemlock to 1635 Landwehr Rd.	4,073	0.09
86	Landwehr Road - east side, Hemlock to Palm	18,676	0.43
87	Landwehr Road - east side, Palm to Violet	16,764	0.38
88	Lee Road - east side, 305 Lee S. to Tollway Spur	1,850	0.04
89	Longmeadow Drive - north side, Pfingsten to Elm Ridge-E. side High Freq.	5,528	0.14
90	Waukegan Road - east side, 837 to 1003 Waukegan	5,520	0.13
91	Waukegan Road - S.W.C. at Kiest	215	0.00
94	Lee Road-E. side, Shermer to 500' N. of Grant	12,036	0.28
95	Grant Road-E. Side, Wildwood to Voltz	5,875	0.13
96	Voltz Road-N. Side, Grant to 740 Voltz	6,100	0.14
97	Voltz Road-S. Side, 905 Voltz to 425' W. of Braeside	3,550	0.08
98	Cherry Lane Underpass-North side field	39,264	0.90
99	Woodhead Drive by Tollway Spur	12,141	0.28
101	740 Dundee-Station 11-Fire Lane Access Rd. east side to Revere Dr.	742,814	17.05
102	Voltz Rd. E. of Waukegan by Bridge	16,379	2.66
103	2945 Shermer Rd.-Wiedaw Rd.	9,961	0.23
104	Division/Bach Alley	10,760	0.25
106	Bike Trail mowing N. of Sunset Ridge Rd. and Midway-both sides of trail	11,438	0.26
	Low Frequency Totals	**1,095,746**	**27.43**

Slow Mow May: As part of the Village's Sustainability plan, the Village may designate certain low priority areas to reduce mowing frequency through the month of May. Discuss and coordinate reduced mowing schedule with Village staff in April prior to the beginning of Slow Mow May.

This effort may promote pollinator habitat and preservation.

The Village will provide at least a 14-day notice prior to May 1st to the contractor which areas will have reduced mowing frequency and the duration of reduced mowing.

Contractor should plan and coordinate with the Village's designee, and include any additional mowing required, and provide for that as a separate line item in the proposal.

Site 108: Sunset Ridge/Midway-Forest Preserve Property

MOW SITE BY REQUEST ONLY

Mow ring around prairie

820 Dundee Rd - 1.26 Acres
Mow site (**BY REQUEST ONLY**) until construction begins. Construction is estimated to begin Q1 2026.
price per occurrence.

Grainger Building (1657 Shermer Rd)
Mow ROW (BY REQUEST ONLY). Price per occurrence.

Village of Northbrook

Public Works

GIS Consortium

Right-of-Way
Mowing Locations

High Frequency Locations

Low Frequency Locations

N

0 0.13 0.25 0.5 Miles

The GIS material is made available as a public service. Maps and data are to be used for reference purposes only and Northbrook, Illinois is not responsible for any inaccuracies herein contained. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided. Any errors should be reported to the Information Technology Department.

12/19/2025

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing a Third Renewal of an Agreement for Landscape Maintenance Services with Yellowstone Landscape, Inc. of Northbrook, Illinois

Overview
The Village contracts for services to support the Public Works Department with the care and upkeep of the Village's landscaping at Village facilities, the Central Business District, Metra train station, commuter parking lots, and additional planting and landscape beds throughout the Village.

Fiscal Impact
The Fiscal Year 2026-2027 Recommended Budget includes sufficient funds in the General Fund Account Number 11-4100-554-00 (Professional Services) and the Parking Fund Account Number 22-7200-524-00 (Buildings & Grounds) for landscape maintenance services which includes a cost of $159,935 for the base services and an additional $62,740 recommended by staff for supplemental services that will only be performed upon authorization from Village staff on an as-needed basis. Supplemental services will be delivered at the rates outlined in Exhibit A, for a total not-to-exceed amount of $222,675.

Account	Account No.	Budget	Available	Request	Remaining	Within Budget
Other Professional Services	11-4100-554-00	$395,995	$395,995	$210,025	$185,970	Yes
Maintenance - Building and Grounds	22-7200-524-00	$14,650	$14,650	$12,650	$2,000	Yes

Recommendation
Approval.

Background
This is the third renewal of a one-year agreement for contractual landscape services in the

Village to support the Public Works Department with the care and upkeep of landscaping tasks at all Village facilities, the Central Business District (CBD), commuter parking lots, and other various locations throughout the Village.

In January 2023, Public Works staff prepared a request for proposals (RFP) that included detailed specifications for landscape maintenance of all Village facilities, the Central Business District (CBD), commuter parking lots, and other various locations throughout the Village. It also included perennial plantings, flower pot plantings, hanging baskets throughout the CBD, and an integrated pest management (IPM) program in alignment with the Village's Climate Action Plan (CAP). Five proposals were received and staff, including the Village's Sustainability Coordinator, determined that Yellowstone Landscape of Northbrook, Illinois submitted the most complete proposal for Landscape Maintenance Services and was the only contractor to submit a comprehensive proposal for the IPM program. The Contractor was awarded the contract for Landscape Maintenance Services through Resolution 2023-40.

The Agreement included an initial one-year term, effective from May 1, 2023 to April 30, 2024, with the option to renew annually for up to four (4) additional one-year terms upon mutual consent, with cost increases not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region.

The Contractor performed well during the initial term and during the first and second Renewal agreements, and both staff and the Contractor wish to renew the agreement with an average rate increase of 2.5% ("Renewal"). The term of the third Renewal will be from May 1, 2026, to April 30, 2027. As part of this Renewal, Yellowstone has completed its 2026 Contractor's Business License application and has acknowledged that, per Village Ordinance No. 2023-83, no gas-powered leaf blowers will be used during the restricted dates outlined in the ordinance. The Renewal is included as Exhibit A.

Staff will be in attendance at the Village Board meeting for any questions that may arise.

A Resolution Authorizing a Third Renewal of an Agreement for Landscape Maintenance Services with Yellowstone Landscape, Inc. of Northbrook, Illinois
Exhibit A - Landscape Maintenance Renewal

Resolution 2026-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing a Third Renewal of an Agreement for Landscape Maintenance Services with Yellowstone Landscape, Inc. of Northbrook, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Public Works Department is responsible for the care and upkeep of the Village's landscaping at Village facilities, the Central Business District ("***CBD***"), Metra train station, commuter parking lots, and additional planting and landscape beds throughout the Village.

In January 2023, Public Works staff prepared a Request for Proposals ("***RFP***") that included detailed specifications for landscape maintenance of all Village facilities, the CBD, commuter parking lots and other various locations throughout the Village. The RFP also included additional perennial plantings, flowerpot plantings, hanging baskets throughout the CBD, and an integrated pest management (IPM) program in alignment with the Climate Action Plan (CAP) (collectively, *"**Landscape Maintenance Services**"*). Five proposals were received and staff, including the Village's Sustainability Coordinator, determined that Yellowstone Landscape, Inc. (formally Moore Landscapes, Inc.) of Northbrook, Illinois (*"**Contractor**"*) submitted the most complete proposal for Landscape Maintenance Services (*"**Agreement**"*) and was also the only contractor to submit a comprehensive proposal for the IPM program.

The Agreement, which was approved by Resolution 2023-40, included an initial one-year term, effective from May 1, 2023 to April 30, 2024, with the option to renew annually for up to four additional one-year terms, with cost increases not to exceed the average annual increase of the Consumer Price Index (CPI) for the Chicago-Naperville-Elgin region. The Contractor performed well during the initial term and during the first and second renewal terms, and both staff and the Contractor wish to renew the Agreement for an additional one-year term with an average rate increase of 2.5% ("***Renewal***"). The term of the Renewal will be from May 1, 2026, to April 30, 2027. This will be the third Renewal of this Agreement. The Renewal is included as ***Exhibit A*** to this Resolution.

The Draft Fiscal Year 2026-2027 Budget includes sufficient funds in the General Fund Account No. 11-4100-554-00 (Other Professional Services) and in the Parking Fund Account No. 22-7200-524-00 (Maintenance – Buildings and Grounds) for contractual landscape maintenance and IPM services at Village facilities including the Village Hall, Fire Stations 10, 11 and 12, Water Filtration Plant, Police Station, Public Works Center, CBD, Metra Train Station, Commuter Parking Lots, and various plantings and beds throughout the Village.

Based on these factors, Village staff recommends approval of the Renewal between the Village and Contractor for Landscape Maintenance Services, which includes a cost of $159,935 for the base services and an additional $62,740 recommended by staff for supplemental services that will only be performed upon authorization from Village staff on an as-needed basis. Supplemental services will be delivered at the rates outlined in ***Exhibit A***, for a total not-to-exceed amount of $222,675.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to enter into the Renewal.

Section 2. Approval of Renewal.

The Renewal with the Contractor to provide the Landscape Maintenance Services during Fiscal Year 2026-27 at the costs outlined in ***Exhibit A*** is hereby approved.

Section 3. Authorization to Execute Renewal.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Landscape Maintenance Services in accordance with the terms of the Renewal for Fiscal Year 2026-2027.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:
AWAY:

ATTEST:

_____

Village President

_____

Village Clerk

northbrook

Public Works Department

VILLAGE OF NORTHBROOK
LANDSCAPE MAINTENANCE SERVICES

THIRD RENEWAL OF CONTRACT

THIS THIRD RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR/VENDOR: **Yellowstone Landscape, Inc.**
1869 Techny Road, Northbrook, IL 60062
ATTN: Kerry Schneider
kschneider@yellowstonelandscape.com ("***Contractor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled landscape maintenance services dated as of March 13, 2023 (***"Contract"***), under which the Contractor agreed to landscape maintenance services as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2024.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.*** The revised contract specifications applicable to the Renewal Term are attached to, and by this reference made part of, this Renewal as ***Exhibit B***.

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal

shall control.

IN WITNESS WHEREOF, the Parties have caused this Third Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By: Kathy Tr

Date: 2/13/2026

Yellowstone Landscape, Inc.

By: Kerry Schneider
Kerry Schneider

Date: 2/13/2026

EXHIBIT A - RENEWAL FEE SCHEDULE

Yellowstone Landscape - Contract Renewal FY 2026/27

Consistent with all of the terms and conditions outlined in the Contract/Proposal for Landscape Maintenance Services dated March 14, 2023, the undersigned offers the following prices including all supervision, labor, materials and equipment for providing landscape maintenance services for the period of May 1, 2026 through April 30, 2027.

Village Hall (1225 Cedar Lane)

Line	Base Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
1	Mow Turf	Sec. 2.1	$ 58.38	28	$ 1,634.82
2	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 9.41	28	$ 263.68
3	Edging Hard Surfaces	Sec. 2.2	$ 2.14	28	$ 59.92
4	Spade Edge Beds and Tree Rings	Sec. 2.3	$ 4.86	28	$ 136.19
5	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 58.36	28	$ 1,634.29
6	Weed Control: Hard Surfaces	Sec. 2.5	$ 7.78	28	$ 217.90
7	Pruning	Sec. 2.6	$ 46.68	28	$ 1,307.29
8	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
9	Flower Maintenance	Sec. 2.8	$ 65.37	25	$ 1,634.29
10	Total Annual Cost				$ 6,888.38
Line	**Supplemental Services (Reference Annual Flower Pricing As-Needed)**	**Contract Section**	**Unit Cost**	**Estimated Quantity**	**Extension**
11	Insect and Disease Control	Sec. 2.9	$ 326.84	1	$ 326.84
12	Mulching of Beds and Tree Rings - **Cubic Yard**	Sec. 2.10	$ 81.71	50	$ 4,085.73
13	Flower Installation - Flower Beds	Sec. 2.11	$ 519.51	4	$ 2,078.04
14	Flower Beds at Cherry Ln & Cedar Ln (*installed 2025 per 7/9/24 proposal*) [supplemental watering & weeding]	Sec. 2.11	$ 349.65	8	$ 2,797.23
15	Flower Installation Mums (FALL) West Entrance (North Side)	Sec. 2.11	$ 4.68	32	$ 150.00
16	Flower Installation Mums (FALL) West Side of Parking (6 Planters)	Sec. 2.11	$ 8.33	18	$ 150.00

17	Supplemental Watering	Sec. 2.12	$ 272.37	1	$ 272.37
18	Turf Weed Control	Sec. 2.13	N/A	2	INCLUDED W/ TURF FERT
19	Turf Fertilization	Sec. 2.14	$ 198.75	3	$ 596.27
20	Seasonal Cleanup	Sec. 2.15	$ 817.14	2	$ 1,634.29
21	Core-Aeration	Sec. 2.16	$ 283.26	1	$ 283.26
22	Shrub and Perennial Fertilization	Sec. 2.17	$ 110.48	2	$ 220.97
23	Vine Maintenance	Sec. 2.18	$ 272.37	2	$ 544.75
23A	Additional Vine Maintenance (see specification sheet)	Sec. 2.18A	$ 3,600.00	1	$ 3,600.00
24	Total Supplemental Cost				$ 17,385.53

Civic Center (2002 Walters Avenue) - N/A

Line	Base Services	Contract Section	Estimated Occurrences	Annual Cost

Fire Station 10 (650 Huehl Road)

Line	Base Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
25	Mow Turf	Sec. 2.1	$ 54.47	28	$ 1,525.33
26	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 8.01	28	$ 224.44
27	Edging Hard Surfaces	Sec. 2.2	$ 1.40	28	$ 39.21
28	Spade Edge Beds and Tree Rings	Sec. 2.3	$ 3.50	28	$ 98.08
29	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 10.70	28	$ 299.61
30	Weed Control: Hard Surfaces	Sec. 2.5	$ 7.00	28	$ 196.11
31	Pruning	Sec. 2.6	$ 19.84	28	$ 555.65
32	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
33	Total Annual Cost				$ 2,938.43

Line	Supplemental Services	Contract Section	Unit Cost	Estimated Quantity	Extension
34	Insect & Disease Control	Sec. 2.9	$ 217.90	1	$ 217.90
35	Mulching of Beds and Tree Rings - **Cubic Yard**	Sec. 2.10	$ 81.71	10	$ 817.14
36	Supplemental Watering	Sec. 2.12	$ 163.42	1	$ 163.42

37	Turf Weed Control	Sec. 2.13	N/A	2	INCLUDED TURF FERT
38	Turf Fertilization	Sec. 2.14	$ 248.77	3	$ 746.33
39	Seasonal Cleanup	Sec. 2.15	$ 400.40	2	$ 800.80
40	Core-Aeration	Sec. 2.16	$ 381.33	1	$ 381.33
41	Shrub and Perennial Fertilization	Sec. 2.17	$ 81.71	2	$ 163.42
42	Total Supplemental Cost				$ 3,290.34
Fire Station 11 (740 Dundee Road)					
Line	Base Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
43	Mow Turf	Sec. 2.1	$ 35.02	28	$ 980.57
44	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 3.69	28	$ 103.50
45	Edging Hard Surfaces	Sec. 2.2	$ 2.52	28	$ 70.81
46	Spade Edge Beds and Tree Rings	Sec. 2.3	$ 1.55	28	$ 43.57
47	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 10.50	28	$ 294.16
48	Weed Control: Hard Surfaces	Sec. 2.5	$ 2.91	28	$ 81.71
49	Pruning	Sec. 2.6	$ 17.51	28	$ 490.28
50	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
51	Flower Maintenance	Sec. 2.8	$ 9.32	111	$ 1,035.04
52	Total Annual Cost				$ 3,099.64
Line	Supplemental Services	Contract Section	Unit Cost	Estimated Quantity	Extension
53	Insect & Disease Control	Sec. 2.9	$ 81.71	1	$ 81.71
54	Mulching of Beds and Tree Rings - **Cubic Yard**	Sec. 2.10	$ 81.71	15	$ 1,225.72
55	Flower Installation - Flower Pots	Sec. 2.11	$ 682.17	2	$ 1,364.34
56	Supplemental Watering	Sec. 2.12	$ 108.94	1	$ 108.94
57	Turf Weed Control	Sec. 2.13	N/A	2	INCLUDED W/ TURF FERT
58	Turf Fertilization	Sec. 2.14	$ 145.26	3	$ 435.80
59	Seasonal Cleanup	Sec. 2.15	$ 422.73	2	$ 845.47

60	Core-Aeration	Sec. 2.16	$ 190.67	1	$ 190.67
61	Shrub and Perennial Fertilization	Sec. 2.17	$ 108.95	2	$ 217.90
62	Total Supplemental Cost				$ 4,470.55
Fire Station 12 (1840 Shermer Road)					
Line	Base Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
63	Mow Turf	Sec. 2.1	$ 75.87	28	$ 2,124.57
64	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 7.97	28	$ 223.35
65	Edging Hard Surfaces	Sec. 2.2	$ 1.55	28	$ 43.57
66	Spade Edge Beds and Tree Rings	Sec. 2.3	$ 4.86	28	$ 136.19
67	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 22.76	28	$ 637.37
68	Weed Control: Hard Surfaces	Sec. 2.5	$ 7.00	28	$ 196.11
69	Weed control: Back wooded area	Sec. 2.5(A)	$ 658.14	2	$ 1,316.29
70	Pruning	Sec. 2.6	$ 23.73	28	$ 664.61
71	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
72	Total Annual Cost				$ 5,342.06
Line	Supplemental Services	Contract Section	Unit Cost	Estimated Quantity	Extension
73	Insect & Disease Control	Sec. 2.9	$ 217.90	1	$ 217.90
74	Mulching of Beds and Tree Rings - **Cubic Yard**	Sec. 2.10	$ 81.71	10	$ 817.14
75	Supplemental Watering	Sec. 2.12	$ 326.85	1	$ 326.85
76	Turf Weed Control	Sec. 2.13	N/A	2	INCLUDED W/ TURF FERT
77	Turf Fertilization	Sec. 2.14	$ 217.90	3	$ 653.71
78	Seasonal Cleanup	Sec. 2.15	$ 673.32	2	$ 1,346.65
79	Core-Aeration	Sec. 2.16	$ 326.85	1	$ 326.85
80	Shrub and Perennial Fertilization	Sec. 2.17	$ 108.95	2	$ 217.90
81	Total Supplemental Cost				$ 3,907.00
Water Plant (750 Dundee Road)					

Line	Base Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
82	Mow Turf	Sec. 2.1	$ 120.62	28	$ 3,377.53
83	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 19.32	28	$ 540.71
84	Edging Hard Surfaces	Sec. 2.2	$ 0.58	28	$ 16.33
85	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 14.98	28	$ 419.47
86	Weed Control: Hard Surfaces	Sec. 2.5	$ 16.34	28	$ 457.60
87	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
88	Total Annual Cost				$ 4,811.64
Line	Supplemental Services	Contract Section	Unit Cost	Estimated Quantity	Extension
89	Turf Weed Control	Sec. 2.13	N/A	TBD	INCLUDED W/ TURF FERT
90	Turf Fertilization	Sec. 2.14	$ 1,552.57	TBD	$ 1,552.57
91	Seasonal Cleanup	Sec. 2.15	$ 771.38	2	$ 1,542.76
92	Core-Aeration	Sec. 2.16	$ 858.54	1	$ 858.54
93	Shrub and Perennial Fertilization	Sec. 2.17	$ 54.47	2	$ 108.94
94	Total Supplemental Cost				$ 4,062.81
Police Station (1401 Landwehr Road)					
Line	Base Services	Contract Section		Estimated Occurrences	Annual Cost
95	Mow Turf	Sec. 2.1	$ 134.24	28	$ 3,758.88
96	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 17.51	28	$ 490.28
97	Edging Hard Surfaces	Sec. 2.2	$ 5.25	28	$ 147.08
98	Spade Edge Beds and Tree Rings	Sec. 2.3	$ 8.17	28	$ 228.80
99	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 35.02	28	$ 980.57
100	Weed Control: Hard Surfaces	Sec. 2.5	$ 14.59	28	$ 408.57
101	Pruning	Sec. 2.6	$ 33.07	28	$ 926.09
102	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
103	Flower Maintenance	Sec. 2.8	$ 11.77	111	$ 1,307.42

104	Total Annual Cost				$ 8,247.69
Line	Supplemental Services	Contract Section	Unit Cost	Estimated Quantity	Extension
105	Insect & Disease Control	Sec. 2.9	$ 273.37	1	$ 272.37
106	Mulching of Beds and Tree Rings - **Cubic Yard**	Sec. 2.10	$ 81.71	25	$ 2,042.86
107	Flower Installation - Flower Pots	Sec. 2.11	$ 682.17	2	$ 1,364.34
108	Supplemental Watering	Sec. 2.12	$ 299.61	1	$ 299.61
109	Turf Weed Control	Sec. 2.13	N/A	2	INCLUDED W/ TURF FERT
110	Turf Fertilization	Sec. 2.14	$ 472.12	3	$ 1,416.38
111	Seasonal Cleanup	Sec. 2.15	$ 855.28	2	$ 1,710.56
112	Core-Aeration	Sec. 2.16	$ 801.88	1	$ 801.88
113	Shrub and Perennial Fertilization	Sec. 2.17	$ 163.42	2	$ 326.85
114	Total Supplemental Cost				$ 8,234.85
Train Station and Commuter Lots, 1401 Shermer Road**					
Line	Base Services	Contract Section		Estimated Occurrences	Annual Cost
115	Mow Turf	Sec. 2.1	$ 71.98	28	$ 2,015.63
116	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 15.75	28	$ 441.26
117	Edging Hard Surfaces	Sec. 2.2	$ 1.75	28	$ 49.02
118	Spade Edge Beds and Tree Rings	Sec. 2.3	$ 3.89	28	$ 108.94
119	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 83.07	28	$ 2,326.14
120	Weed Control: Hard Surfaces	Sec. 2.5	$ 13.03	28	$ 364.99
121	Weed Control: Parking Lot Areas	Sec. 2.1 (A)	$ 2,705.36	2	$ 5,410.72
122	Pruning	Sec. 2.6	$ 37.93	28	$ 1,062.28
123	Pruning and Mulching of Bushes at Train Station	Sect.2.6 (A)	N/A	1	INCLUDED ABOVE
124	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
125	Flower Maintenance	Sec. 2.8	$ 11.77	111	$ 1,307.42
126	Total Annual Cost				$ 13,086.40

Line	Supplemental Services**	Contract Section	Unit Cost	Estimated Quantity	Extension
127	Mulching of Beds and Tree Rings - **Cubic Yard**	Sec. 2.10	$ 81.74	10	$ 817.14
128	Flower Installation - Flower Bed	Sec. 2.11	$ 120.36	1	$ 120.36
129	Supplemental Watering	Sec. 2.12	$ 108.94	1	$ 108.94
130	Turf Weed Control	Sec. 2.13	N/A	2	INCLUDED W/ TURF FERT
131	Turf Fertilization	Sec. 2.14	$ 170.68	3	$ 512.06
132	Seasonal Cleanup	Sec. 2.15	$ 2,170.34	2	$ 4,340.68
133	Core-Aeration	Sec. 2.16	$ 245.14	1	$ 245.14
134	Shrub and Perennial Fertilization	Sec. 2.17	$ 217.90	2	$ 435.80
135	Total Supplemental Cost				$ 6,580.12

Central Business District (various locations)

Line	Base Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
136	Mow Turf	Sec. 2.1	$ 87.55	28	$ 2,451.44
137	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 10.50	28	$ 294.16
138	Edging Hard Surfaces	Sec. 2.2	$ 2.14	28	$ 59.92
139	Spade Edge Beds and Tree Rings	Sec. 2.3	$ 9.33	28	$ 261.47
140	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 173.93	28	$ 4,870.19
141	Weed Control: Hard Surfaces	Sec. 2.5	$ 8.75	28	$ 245.14
142	Pruning	Sec. 2.6	$ 34.43	28	$ 964.23
143	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
144	Flower Maintenance	Sec. 2.8	$ 17.18	111	$ 1,907.42
145	Total Annual Cost				$ 11,053.97

Line	Supplemental Services (Reference Annual Flower Pricing As-Needed)	Contract Section	Unit Cost	Estimated Quantity	Extension
146	Insect & Disease Control	Sec. 2.9	$ 544.75	1	$ 544.75
147	Mulching of Beds and Tree Rings - **Cubic Yard**	Sec. 2.10	$ 81.71	110	$ 8,988.62
148	Flower Installation - Hanging Baskets	Sec. 2.11	$ 28.12	72	$ 2,025.00

149	Flower Installation - Bridge Planters	Sec. 2.11	$ 34.61	26 flats	$ 900.00
149A	Flower Installation - Bridge Planters (FALL)	Sec. 2.11	$ 51.92	13 flats	$ 675.00
150	Flower Installation - Median/Surface Planters	Sec. 2.11	$ 22.22	81 flats	$ 1,800.00
150A	Flower Installation - Median/Surface Planters (FALL)	Sec. 2.11	$ 10.53	427 gallons	$ 4,500.00
151	Flower Installation - Longshadow Gramercy Park Troughs	Sec. 2.11	$ 25.00	15 flats	$ 375.00
151A	Flower Installation - Longshadow Gramercy Park Troughs (FALL)	Sec. 2.11	$ 12.05	56 gallons	$ 675.00
152	Installation of winter greens in low beds	Sec. 2.11	$ 38.57		$ 2,700.00
153	Supplemental Watering	Sec. 2.12	$ 717.00	1	$ 717.00
154	Turf Weed Control	Sec. 2.13	N/A	2	INCLUDED W/ TURF FERT
155	Turf Fertilization	Sec. 2.14	$ 199.74	3	$ 599.23
156	Seasonal Cleanup	Sec. 2.15	$ 4,902.88	2	$ 9,805.77
157	Core-Aeration	Sec. 2.16	$ 294.16	1	$ 294.16
158	Shrub and Perennial Fertilization	Sec. 2.17	$ 544.76	2	$ 1,089.52
	Additional Soil Mix added to all original planters soil levels are low in planters			5 Cubic Yards	$ 600.00
159	Total Supplemental Cost				$ 36,289.05

Public Works Center-655 Huehl Rd.

Line	Base Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
160	Mow Turf	Sec. 2.1	$ 141.24	28	$ 3,954.99
161	Leaf Blowers or Manual Cleanup	Sec. 2.1.1	$ 16.53	28	$ 463.05
162	Edging Hard Surfaces	Sec. 2.2	$ 5.25	28	$ 147.08
163	Spade Edge Beds and Tree Rings	Sec. 2.3	$ 13.61	28	$ 381.33
164	Weed Control: Beds and Tree Rings	Sec. 2.4	$ 67.31	28	$ 1,884.88
165	Weed Control: Hard Surfaces	Sec. 2.5	$ 13.61	28	$ 381.33

166	Pruning	Sec. 2.6	$ 15.56	28	$ 435.80
167	General Cleanup	Sec. 2.7	N/A	28	INCLUDED ABOVE
168	Perennial Maintenance	Sec. 2.11	$ 147.86	7	$ 1,035.04
169	Total Annual Cost				$ 8,683.50
Line	Supplemental Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
170	Mulching of Beds and Tree Rings - **Cubic Yard**	Sec. 2.10	$ 81.71	110	$ 8,988.62
171	Seasonal Cleanup	Sec. 2.15	$ 1,144.00	2	$ 2,288.00
172	Core-Aeration	Sec. 2.16	$ 649.35	1	$ 649.35
173	Total Supplemental Cost				$ 11,925.97
Daylily Bed and PW Arboretum Maintenance (Landwehr Rd. S. of Huehl-5 beds along island tips and adjacent green space named PW Arboretum)					
Line	Base Services	Contract Section	Unit Cost	Estimated Occurrences	Annual Cost
174	Weed Control	Sec. 2.21	$ 217.90	7	$ 1,525.33
175	Supplemental perennial mowing/cutting	Sec. 2.21	$ 217.90	2	$ 435.80
176	Pruning spent plants	Sec. 2.21	$ 283.27	2	$ 566.54
177	General Cleanup	Sec. 2.21	$ 435.80	2	$ 871.61
177A	Mulch Daylily and PW Arboretum beds as specified	Addendum to 2.21	$ 1,476.00	1	$ 1,476.00
178	Total Annual Cost				$ 4,875.28
Shermer Rd Medians #1 - #4 (Installed Fall 2025)					
Line	Base Services	Contract Section		Estimated Occurrences	Annual Cost
179	Fall Cleanup	2.23	$ 640.00	1	$ 640.00
180	Weed Control	2.23	$ 299.68	40	$ 11,987.32
181	Supplemental Watering	2.23	$ 250.00	40	$ 10,000.00
182	Total Cost				$ 22,627.32
****includes West Commuter Lot improvements that are scheduled to be completed May 2026**					
ALTERNATE SERVICES					

Integrated Pest Management (IPM)		**Section 3B**			
Line	Base Services	Contract Section		Estimated Occurrences	Annual Cost
183	Weed Control: Beds and Tree Rings	Sec. 2.4	N/A	28	IN CONTRACT
184	Weed Control: Hard Surfaces	Sec. 2.5	N/A	28	IN CONTRACT
185	Total Annual Cost				$ -
Line	Supplemental Services	Contract Section	Unit Cost	Estimated Quantity	Extension
186	Insect & Disease Control	Sec. 2.9	$ 3,075.00	1	$ 3,075.00
187	Use preemergent turf weed control in Spring application	Sec. 2.13	N/A	1	IN CONTRACT
188	Turf Fertilization	Sec. 2.14	N/A	3	IN CONTRACT
189	Shrub and Perennial Fertilization	Sec. 2.17	N/A	2	IN CONTRACT
190	Anti-dessicant on Evergreens-CBD and Village Hall	Sect. 2.14 (A)	$ 2,562.50	1	$ 2,562.50
191	Total Supplemental Cost				**$ 5,637.50**
192	Supplemental Watering		$ 125 / hour	Estimated Qty: 50 hrs	$ 6,250.00

Annual Flower Pricing

Line	Beds, Planters, and Hanging Baskets				
	Central Business District - Planters				
	Median/ Surface Planters (61) [***Longshadow International***]	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
1	Pennisetum 'Rubrum' Grass	6/FLAT (6.5")	1	11	$ 823.97
2	Salvia Velocity Blue	18/FLAT (3.5")	3	11	$ 710.33
3	Minifamous Neo Deep Orange or Lia Yellow	10/FLAT (4.3")	3	19	$ 1,390.52
4	Marigold Hybrid Taishan	F1801 (3.5")	3	2	$ 281.26
5	Geranium Ivy 'Caliente Fire'	10/FLAT (4.5")	3	19	$ 1,390.52
6	Lantana bandana 'Cherry Sunrise'	18/FLAT (3.5")	2	7	$ 2,252.95
7	Verbena Endurascape 'Hot Pink'	18/FLAT (3.5")	2	7	$ 2,252.95
	Longshadow Glencoe 24 Planter (20) [***includes bridge planters***]	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
8	Pennisetum 'Rubrum' Grass	6/FLAT (6.5")	1	4	$ 299.63
9	Salvia Velocity Blue	18/FLAT (3.5")	4	5	$ 322.88
10	Minifamous Neo Deep Orange or Lia Yellow	10/FLAT (4.3")	2	4	$ 292.74
11	Marigold Hybrid Taishan	F1801 (3.5")	3	2	$ 365.93
12	Geranium Ivy 'Caliente Fire'	10/FLAT (4.5")	2	4	$ 292.74
13	Lantana bandana 'Cherry Sunrise'	18/FLAT (3.5")	3	4	$ 258.30
	Longshadow Gramercy Park Trough (8)	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
14	Pennisetum 'Rubrum' Grass	6/FLAT (6.5")	2	4	$ 299.63
15	Salvia Velocity Blue	18/FLAT (3.5")	3	2	$ 129.15
16	Minifamous Neo Deep Orange or Lia Yellow	10/FLAT (4.3")	3	3	$ 219.56
17	Marigold Hybrid Taishan	F1801 (3.5")	3	2	$ 40.18
18	Geranium Ivy 'Caliente Fire'	10/FLAT (4.5")	3	3	$ 219.56
19	Lantana bandana 'Cherry Sunrise'	18/FLAT (3.5")	2	1	$ 64.58
20	Verbena Endurascape 'Hot Pink'	18/FLAT (3.5")	2	1	$ 64.58
	Train Station Flower Bed - South Side	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
21	Salvia Vista Red	18/FLAT (3.5")	72	4	$ 160.72
	Village Hall - West Entrance (North Side)	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
22	Dragon Wing Begonia (Red)	18/FLAT (2.5")	64	4	$ 258.30
	Village Hall - Planters (west side of parking) - 6 Planters	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
23	Salvia Vista Red	18/Flat (3.5)	6	2	$ 80.36
24	Marigold Hybrid Taishan	F1801 (3.5")	3	2	$ 160.72
	Flag Pole	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
25	Geranium Americana (Brite Red)	10/FLAT (4.3")	6	1	$ 73.19
26	Geranium Americana (White)	10/FLAT (4.3")	6	1	$ 73.19
	Fire Station 11	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
27	Marigold Hybrid Taishan	F1801 (3.5")	3	2	$ 40.18
	Police Station-West End Planters	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
28	Marigold Hybrid Taishan	F1801 (3.5")	3	2	$ 40.18
	Shermer/Walters Bed & Miscellaneous	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
29	Coleus Kong (Rose)	18/FLAT (3.5")	144	8	$ 516.60

30	SunPatiens Compact (Blush Pink)	18/FLAT (3.5")	144	8	$ 516.60
31	SunPatiens Compact (Royal Magenta)	18/FLAT (3.5")	144	8	$ 516.50
32	Pennisetum 'Rubrum' Grass	6/FLAT (6.5")	36	6	$ 449.44

	1200 MEADOW ROAD (ENTRANCE OF POPUP PARK [2])	**Flower Size**	**Flowers Per Planter**	**Total No. of Flats**	**Cost**
33	Pennisetum 'Rubrum' Grass	6/FLAT (6.5")	1	2	$ 149.81
34	Salvia Velocity Blue	18/FLAT (3.5")	3	1	$ 64.58
35	Minifamous Neo Deep Orange or Lia Yellow	10/FLAT (4.3")	2	2	$ 146.37
36	Marigold Hybrid Taishan	F1801 (3.5")	3	2	$ 80.36
37	Geranium Ivy 'Caliente Fire'	10/FLAT (4.5")	2	2	$ 146.37
38	Lantana bandana 'Cherry Sunrise'	18/FLAT (3.5")	2	2	$ 146.37
39	Verbena Endurascape 'Hot Pink'	18/FLAT (3.5")	2	2	$ 129.15

	Hanging Baskets (72) [Custom Grown]	**Flower Size**	**Flowers Per Basket**	**Total No. of Plants**	**Cost**
40	Sedum-trailing variety e.g. "Dragons Blood"	3.5"	3 per basket	216	$287/basket
41	Scabiosa-"Butterfly Blue" or "Flutter Deep Blue" or similar	3.5"	1 per basket	72	
42	Geraniums Ivy-pink variety	3.5"	1 per basket	72	$ 20,664.00
43	Portulaca-yellow-red variety	3.5"	3 per basket	216	
44	Compact Lantana-"Teenie Genie" or similar	3.5"	2 per basket	144	
45	Calibrachoa-pink or red variety	2.5"	2 per basket	144	

FALL MUMS/KALE

	Median/ Surface Planters (61) [*Longshadow International*]	**Plant Size**	**Qty. Per Planter/Location**	**Total No. of Flowers**	**Cost**
46	Mums (Maroon/Yellow)	1 gallon	7	427 gals.	$ 5,514.71

	Bridge Planters (20) [*includes bridge planters*]	**Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
47	Ornamental Kale and/or Pansies	6/FLAT (6.5")	1	4	$ 177.94
48	Mums (Maroon/Yellow)	18/FLAT (3.5")	4	5	$ 179.94
49	Mums (Maroon/Yellow)	10/FLAT (4.3")	2	4	$ 143.50

	Longshadow Gramercy Park Trough (8)	**Plant Size**	**Qty. Per Planter/Location**	**Total No. of Flowers**	**Cost**
50	Mums (Maroon/Yellow)	1 gallon	7	56 gals.	$ 723.24

	Train Station Flower Bed - South Side	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
51	No Fall Flowers	N/A	N/A	N/A	N/A

	Village Hall - West Entrance (North Side)	**Plant Size**	**Qty. Per Planter/Location**	**Total No. of Flowers**	**Cost**
52	Mums (Maroon/Yellow)	1 gallon	32	32	$ 413.28

	Village Hall-Planters-West side of parking-6 Planters	**Plant Size**	**Qty. Per Planter/Location**	**Total No. of Flowers**	**Cost**
53	Mums (Yellow/Orange)	1 gallon	18	18	$ 232.47

	Flag Pole	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
54	No Fall Flowers	N/A	N/A	N/A	N/A

	Fire Station 11	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
55	No Fall Flowers	N/A	N/A	N/A	N/A

	Police Station-West End Planters	**Plant Size**	**Qty. Per Planter/Location**	**Total Flats Needed**	**Cost**
56	No Fall Flowers	N/A	N/A	N/A	N/A

	Shermer/Walters Bed & Miscellaneous	Plant Size	Qty. Per Planter/Location	Total Flats Needed	Cost
57	No Fall Flowers	N/A	N/A	N/A	N/A

	WINTER DISPLAY		
58	Provide and install evergreen boughs in all of the planters	$	24,509.80
	Sea Green Juniper, Red Twig Dogwood Branches, Holly with Berries and Cedar Boughs		

EXHIBIT B

REVISED SPECIFICATIONS
LANDSCAPE MAINTENANCE SERVICES

2026-2027 SEASON

Updated sections for 3rd contract renewal (May 1, 2026 – April 30, 2027) have been highlighted

1. GENERAL

This project involves the maintenance of landscape throughout the Central Business District (CBD), commuter lots and designated municipal facilities, ("work sites"), including all of the services described in Section 2. The contractor agrees to furnish all labor, aggregate materials, tools, equipment and traffic control to perform the work specified by the Village in this document. Services are broken into base and supplemental and alternate services. Base and supplemental services are routine landscape maintenance services while alternate services provide the Village an opportunity to award additional work as needed.

2. SCOPE OF SERVICES

All work and material not otherwise described shall be of the best quality, and should any workmanship or materials be needed which are not directly or indirectly set forth in this proposal, but which are nevertheless necessary to the proper execution according to the obvious intent, the Contractor will understand the same to be implied and shall provide for it in their proposal.

BASE MAINTENANCE SERVICES

2.1 Mowing

Lawns will be mowed as often as required to maintain a neat, uniform appearance. The mowing will be performed in such a way as to establish a cutting pattern consistent throughout the lawn areas and satisfactory to the Village. The direction of the cutting pattern will be altered weekly. All excess clippings will be bagged and lawfully disposed off-site. Disposal via organic waste recycling preferred.

Mowers will be rotary type and will be adjusted to cut the grass to a height of 2.5 to 3 inches. Rotary mowers will be scraped clean and blades sharpened weekly.

Mowing operations are expected to begin on or about May 1. However, operations may begin earlier or later depending on turf growth. It is estimated that approximately 28 cuttings will be required during the contract period; however, the Contractor will be responsible for mowing as many times as needed to ensure that grass does not exceed 5 inches in height.

Due to parked vehicle obstructions, mowing in the Metra commuter parking lots must take place on Saturdays. Other facilities are expected to be generally mowed on Mondays or other agreed schedule.

2.1 (A) - Commuter Lot Maintenance

Each Commuter Lot must be maintained in a weed free condition. This will entail working on off-peak hours during the work week. Pay particular attention to the North commuter lot. Any kind of weed abatement should be done during early morning hours when commuters have not begun to park in the lots. All lots should be in complete maintained condition prior to July 4th.

This includes regular ongoing weed maintenance, fall and spring cleanup for the West Commuter Lot Improvements that are scheduled to be completed May 2026.

2.1.1 Leaf Blowers

Effective 1/1/2025, **the Village banned the use of all gas-powered leaf blowers , except during the periods of April 1st – April 30th, and October 1st - November 30th**. During the remaining months, the contractor agrees to utilize electric-powered leaf blowers and/or manual cleanup of the required landscape hard-scape areas.

2.2 Edging Hard Surfaces

The edges of lawns around and along curbing will be cut to the same height as open lawn areas and be kept neatly trimmed. Where lawns are adjacent to sidewalks and curbs, the grass will be neatly edged by hand or mechanical means.

2.3 Spade Edge: Beds and Tree Rings

Contractor will furnish all labor and equipment required to keep a neat and clean edge on tree rings and plant beds, but using hand tools or by mechanical means. At no time will this procedure be allowed to interfere with the plants' root system. All debris caused by this procedure will be cleaned up and lawfully disposed off-site. "Volcano mulching" around the base of trees will not be permitted.

2.4 Weed Control: Beds and Tree Rings

Contractor will cultivate ground areas surrounding perennial plantings, trees, shrubs, and groundcover, including the hoeing and weeding thereof. All existing mulch will be turned and spread out and raked to the edge of each bed. Under no circumstances will 'volcano mulch' rings be permitted.

The weed control will be done in a preventive manner so that areas are kept free of weeds and undesired plant growth. In areas of cultivation, soil will be loosened to a depth necessary to eliminate weeds, but not interfere with the root system of plants or trees. Do not cut roots of any tree to define the tree ring. Tree ring edges should be defined but not cut out. Any stones or debris brought to the surface in the process of cultivating will be removed. Hand weeding will be performed as necessary. No use of post emergent herbicides are allowed near trees or other broadleaf plants.

2.5 Weed Control: Hard Surface

Contractor will eliminate weeds and grasses from hard surface areas such as parking lots, brick pavers, and gravel beds. It will be the responsibility of the Contractor to keep these areas free from weeds and grasses throughout the landscape season, by means of hand pulling, or by applying pre or post emergent herbicides. Provide MSDS sheets and product labels for all plant health care products prior to use.

2.5 (A) Weed Control-Back of Fire Station 12 - Wooded Area

Line trim weed along perimeter of property including west wooded area. Ensure patio area is kept weed free, minimum 2 occurrences.

2.6 Pruning

Contractor will prune plant material less than 6 inches in diameter as required to remove dead wood, unwanted growth, or dead blooms.

The pruning of all plant materials will be performed from the perspective of good horticultural practices, to enhance the natural form of the plant materials. Equipment shall be sterilized as necessary to prevent the spread of disease. All cuts shall be neat, complete with no ragged edges without cutting into the

branch collar or leaving a stub. Pruning shall take place as necessary to prevent the natural characteristic of growth lines of the plant. Prior to any pruning being performed, the Contractor shall notify the Village so that a representative can review, on site, the aesthetic considerations and pruning techniques to be used on all areas of the site. Frequency of pruning shall be determined by species rate of growth and design intent. Formal or "Pom-Pom" shearing of plant materials will not be allowed. All debris from the pruning and trimming operations shall be removed from the side daily and disposed of lawfully.

Timing required for Bush Pruning/Trimming at Train Station

- One-time bush cleanup and mulching must be completed at this location **prior** to Northbrook Days Event which is scheduled for the first week in August.

A. Shrubs

Shrub plantings shall be pruned by making individual cuts to thin foliage to keep shrubs held to an acceptable size range without growing into adjacent plantings. Lengths of cuts shall vary on each individual plant. Hedging of shrubs will not be allowed, unless specifically directed by the Village.

Evergreen shrubs shall be pruned of "browned-out" foliage and branches in early spring when it becomes apparent that those branches are not alive. Shearing or hedging will be allowed only if specifically directed by the Village. Any such sheering shall take place only after new growth has been established.

When pruning the shrub hedge in the north parking lot along the Metra tracks, a Metra flag person may be required on site. It is the contractor's responsibility to contact Metra before performing any work near their tracks.

B. Groundcover

Groundcover beds shall be pruned of dead wood in early spring. Established beds shall be thinned once every year in the start of the season to prevent buildup of non-leafing branches below the leaf canopy. Snip and remove awkward or long straggling branches and prune to a uniform height after spring growth.

2.7 General Cleanup

Contractor shall perform the general cleanup of the site each time they are on the property. Leaves and other debris shall be removed from facilities on an as needed basis to ensure an aesthetically pleasing appearance is maintained throughout the year. Litter will be removed as needed when the Contractor has crews on the property. Landscape debris disposal via organic waste recycling preferred. Sweeping of non-landscape debris in the curb lines and parking lots will be performed by others. All debris shall be lawfully disposed of offsite.

2.8 Flower Maintenance

(Hanging Baskets, Cherry Lane Bridge, Meadow Road Bridge and Shermer Road Bridge, Median/Surface Planters, ~~and Shermer Road Tree Pit Planters~~. Annual Flower Beds and Pots at the following locations: Train Station, Fire Station 11, Village Hall, and Police Department, and 1200 Meadow Road Planters

The goal of the flower maintenance program is to have the best appearance possible, seven days a week, throughout the season. Special attention should be given to the flowers before special events such as Memorial Day, Independence Day, and the Northbrook Days Festival (typically the first week of August). Contractor will be notified of other important dates as they arise. During these events, watering and maintenance cannot interfere with pedestrian or vehicular traffic.

The maintenance shall include:

a. Prior to flower installation, all planters and tree pits shall be flushed to remove residual salt.

a. Shermer Road and Meadow Road "low" beds on the north side of Shermer Road shall be flushed after the last spring snow event to flush out residual de-icing compounds. Flushing shall be done no later than 2 weeks prior to annual flower planting.
b. Irrigation use for purposes of the required flushing may be coordinated with the Village's irrigation contractor (North Shore Lawn Sprinkler) or by accessing control for the irrigation system on the northwest corner of Shermer and Meadow.
c. The amount of flushing required will be determined by the amount of rain that has fallen from the time of the last snow event to the date 2 weeks prior to annual flower planting. The contractor shall monitor past weather events to determine the amount of rain. If rainfall has been below 1 inch of water per week, then flushing of the soils shall be done to deliver an amount of water equal to 1 inch of water per week, for 2 weeks, prior to installation of annual flowers.
d. The beds are designed to promote storm water runoff channeling as bioswales. Care shall be taken to prevent excess erosion of soils when performing the flushing. If necessary, soil tests may be conducted, at contractor's expense, prior to flushing to determine the level of sodium chloride (de-icing salts) in the soil levels. Ds/m levels (deciSiemens per meter) readings on soil tests should be below 4.1.
e. Provide a quote for applying pine boughs in the low beds as a winter treatment to reduce the amount of salinity in the soils.

b. Watering – the annual flower planters, hanging baskets, beds and pots shall require watering 3 to 7 times per week depending on weather conditions. The contractor shall monitor, schedule and perform watering accordingly.

c. Fertilization – fertilizer should be in liquid form and be included with **every watering**
d. Pinching/dead heading and thinning of plant material to maintain optimal aesthetics.
e. System insecticide applied two times per season.
f. Contact insecticide applied if needed.
g. Fungicide applied two times per season.
h. Ensure proper basket, planter and pot drainage.
i. Remove flowers and baskets at the end of the season **or no later than October 31st or earlier if condition of the basket flowers is deemed unsuitable for display**. Baskets are to be returned to the Public Works Center (655 Huehl Road).

SUPPLEMENTAL SERVICES

Contractor *must* contact the Project Supervisor prior to performing any supplemental work.

2.9 Insect and Disease Control

Contractor will prevent or control insects and diseases by spraying trees (less than 6 inches in diameter), shrubs, and groundcover. During the maintenance period it will be the responsibility of the contractor to scout for insects and diseases. If insects are noticed or plant disease is suspected, the Contractor shall immediately identify the problem and provide the Village a "time and material" cost proposal to perform the necessary treatments.

At all times, contractor will have available a power sprayer together with all hoses and fittings necessary to reach all trees, shrubs, and groundcover from walkways, roads, and other paved areas. All spraying must be done from these surfaced areas. All equipment will be free of contamination and will never have

been previously used for spraying 2, 4-D, or similar weed killers. Applications of insecticide to turf areas are to be limited to locations where unacceptable levels of activity have been identified in an effort to preserve populations of beneficial insects and nematodes.

Experienced personnel who, as required by the State of Illinois, will carry a valid license for pesticide spraying will perform the spraying. Contractor will have proficient understanding of Integrated Pest Management strategies and carry a valid ornamental and turf pest control commercial application license.

2.10 Mulching Beds and Tree Rings

Contractor will install a shredded hardwood mulch layer (no less than 2 inches deep) in ground areas surrounding trees and shrubs. All beds and tree rings will be inspected after the application to ensure that there is no foreign material left behind. Lawn and hard surface areas that border beds and tree rings will be raked or swept up at the end of the process. Mulch installation must be done for all Central Business District beds prior to July 4th.

2.11 Flower Installation & Maintenance

Contractor will install seasonal flower rotations. Any variation in flower selection must be pre-approved by the Village. See Attachment B for illustrative photos of flower planters and hanging baskets. Potting soil for the baskets and planters shall include *Soil Moist* ™ (or an approved equal) moisture retention agent.

a. *Cherry Lane, Meadow Road and Shermer Road Bridges, and Median/Surface Planters:*
Summer annuals (installed by May 15) Fall Display (installed by September 15), and winter display (installed by November 15) to be installed per the following schedule. Minimum quantities are listed for each planter.

Winter Display – Sea Green Juniper, Red Twig Dogwood Branches, Holly with Berries and Cedar Boughs.

See "Exhibit A – Renewal Fee Schedule" for the list and quantities of flowers.

Fall Display- Annual Mums, Kale and Pansies to be provided as noted in Exhibit B – Renewal Fee Schedule. The Fall Display shall be maintained similarly to the Summer Annuals with required watering for their duration of display. The duration shall last no less than 2 weeks from the time of installation. The plants will be removed prior to installation of the Winter Display.

- Fall Display to be installed no later than October 15
- Fall Planting Locations (Reference "Exhibit A – Renewal Fee Schedule"):
    - Village Hall West Entrance (North Side)
    - Village Hall (Planters) West side of parking
    - CBD
        - Median/ Surface Planters
        - Bridge Planters
        - Longshadow Gramercy Park Troughs

Winter Display – Sea Green Juniper, Red Twig Dogwood Branches, Holly with Berries and Cedar Boughs

- Winter Display to be installed no later than November 10

b. *Hanging Flower Baskets:*
The flowers shall be ordered and the 72 empty baskets delivered to the grower immediately upon approval of the initial contract and by the first week of January in subsequent years. THE BASKETS

ARE TO BE GREENHOUSE GROWN (i.e., FLOWERS ARE GROWN INSIDE THE BASKETS) AND INSTALLED APPROXIMATELY MAY 15, depending on the threat of a late frost. Installation shall include initial pinching and arranging of hanging plants. All plants are expected to be full with long tails cascading from the basket for immediate show. See Attachment B of Contract to see a visual reference of the Village's expectation for appearance of the hanging baskets. Contractor will be required to provide written certification from the supplier/grower for all plantings in the hanging baskets. The minimum quantity, size and type of flowers for each basket shall follow Exhibit B – Renewal Fee Schedule.
Alternate suggestions for flowers may be provided with this quotation in the "notes" section.

~~*c. Shermer Road Tree Pit Planters:*~~
~~Summer annuals (installed by May 15) per Exhibit B – Renewal Fee Schedule. Minimum quantities listed are for each planter.~~

d. Train Station Flower Bed:
Summer annuals (installed by May 15) per Exhibit B – Renewal Fee Schedule. Minimum quantities listed are for each planter.

e. Village Hall:
Summer annuals (installed by May 15) per Exhibit B – Renewal Fee Schedule. Minimum quantities listed in are for each planter. The Village recognizes that some of the preferred plant materials may not be readily available. In these instances, alternates must be preapproved by Village staff.

*An ornamental planter will be provided at this location by Village.

Ongoing maintenance of bed enhancement at corner of Cherry Lane and Cedar Lane installed in 2025, per previous proposal dated 07-09-2024.

f. Civic Center: ~~*Remove Civic Center from further maintenance*~~.

g. Fire Station 11:
Summer annuals (installed by May 15) per Exhibit B – Renewal Fee Schedule. Minimum quantities listed are for each planter.

h. Police Station:
Summer annuals (installed by May 15) per Exhibit B – Renewal Fee Schedule. Minimum quantities listed are for each planter.

i. Central Business District
Ongoing maintenance of bed enhancements areas and planters installed in 2025.

Ongoing installation and maintenance of the following planters that were installed as part of the 2025 Downtown Streetscape Improvements Project:
- Nineteen (19) Longshadow International
  - 24.5" high, 36" diameter, 16" diameter base
- Eight (8) Longshadow Gramercy Park Trough
  - 30" high, 60" long, 30" wide base
- Five (5) Longshadow Glencoe 24 Planter
  - 12" high, 24" diameter, 12.5" square base
- Refer to Exhibit A – Renewal Fee Schedule

Ongoing maintenance of CBD low beds

Installation of winter greens for CBD low beds.

j. Public Works Center:
Perennial beds at the entry to the Public Works Center shall be maintained in a weed-free condition and spent perennials cut back as needed throughout the growing season.

2.12 Supplemental Watering
In the event of drought conditions or as directed by the Village, the contractor will supply all labor and equipment to water all perennial plants (does not include turf, flowers baskets, planters and pots). Supplemental watering will be performed on a "per event" basis. Each event will consist of a thorough watering of all plant materials at the designated location regardless of number of hours or employees used to complete the work. Supplemental watering hourly rates to be indicated in the Renewal Fee Schedule.

All required watering of the annual flower planters, hanging baskets, beds and pots is included in the base proposal under Section 2.8 – Flower Maintenance.

2.13 Turf Weed Control
Contractor will fertilize the lawns and eliminate weeds from all lawn areas. In keeping with our goal to minimize pesticide use, the Village requires the use of a granular pre-emergent weed control and fertilizer to be applied at the proper time in Spring.

Post-emergent herbicides may be applied for perennial and invasive plantings as long as they follow the best practices for lawn weed control. Should it be determined that post-emergent herbicide use is necessary, the Contractor shall immediately notify the Village prior to herbicide application. The Village report should include product labels, MSDS sheets, and planned application location. The Contractor and Village will determine, on a case-by-case basis, if any public pre-notification is needed. The Contractor shall take all necessary precautions to ensure the containment of the pesticide to the site of application. No applications shall be made while persons other than those employed by the Contractor are present in the area to be treated. All application shall be made only to areas unoccupied at the time of application and shall remain unoccupied until the treated areas have dried, or longer if the label specifies a longer re-entry time.

Experienced personnel who, as required by the State of Illinois, will carry a valid license for herbicide spraying will perform the spraying. Contractor will have proficient understanding of Integrated Pest Management strategies and carry a valid ornamental and turf pest control commercial application license.

2.14 Turf Fertilization
The Contractor is expected to maintain turf health and appearance. Prior to the application of any fertilizer, composite soil samples will be collected and analyzed for pH and fertility. The Contractor will be expected to perform soil sampling in early spring on an annual basis throughout the term of the contract. The Contractor will be responsible to apply amendments to the soil as recommended by the soil analysis reports.

The fertilizer will be delivered to the site in the original unopened containers bearing the manufacturer's guaranteed analysis. The fertilizer will be in a loose, spreadable condition upon delivery; fertilizer in a hard caked or moisture-saturated condition will not be acceptable.

The fertilizer will be applied by mechanical means, only when the grass is dry. No hand spreading is allowed. Extreme care will be exercised to ensure that the fertilizer is applied uniformly and that there is no overlapping of previously fertilized areas.

Organic fertilizers should be used whenever possible, otherwise, fertilizer with 50% slow release nitrogen shall be used. Fertilizer applications will not exceed 2 1/2 pounds of nitrogen per 1000 square feet unless soil sample analysis reports indicate a necessity to further amend the soil. The first application will contain pre-emergent herbicide to control common lawn weeds. It is the intent to keep a desirable density and lush, green color to the lawn throughout the contract period.

2.14 (A) – Anti-Desiccant/Transpiration on Evergreens
Provide an anti-desiccant/transpiration product on evergreens at Village Hall and Central Business District. This is a one-time application to the evergreens to prevent winter injury which must be done prior to November 30th.

2.15 Seasonal Cleanup
Contractor shall perform a general cleanup of the site twice annually consisting of raking of leaves and removal of accumulated debris before May 1 and again in mid-November. Leaves and other debris shall be removed from facilities on an as needed basis to ensure an aesthetically pleasing appearance is maintained. Perennials will be cut back and debris removed during the appropriate season per plan species. Landscape debris disposal via organic waste recycling preferred. Litter will be removed as needed when the Contractor has crews on the property. Sweeping of non-landscape debris in the curb lines and parking lots will be performed by others. All debris shall be lawfully disposed of offsite.

2.16 Core-Aeration
The Contractor will core aerate all fine turf areas to a depth of 3 inches in the early fall. Aerator tines shall be ¾ inches in diameter with a minimum of 2 inch spacing.

2.17 Shrub and Perennial Fertilization
Fertilizer will be evenly applied to the area immediately within the branch area and at least 8 inches beyond. Fertilizer used on shrubs shall be commercially available, Grade 10-10-10 or 10-20-20 granular fertilizer with a minimum of 25% of the available nitrogen being organic. Application will be at the rate of 3 to 4 pounds per 1,000 square feet of area. Deciduous shrubs or plants will be fertilized between November 1 and November 20. Evergreen shrubs and perennials will be fertilized between May 15 and June 15.

Provide MSDS sheets and product labels for all plant health care products prior to use.

2.18 Vine Maintenance
Vines at the Village Hall shall be pruned on an as needed basis and cut back from trees, building walls, windows, and walkways. Some vines may require removal at the base and removed from the structure of a tree or the building. Vines should be maintained by training the vines along the trellis at the south entrance of the building.

2.18 (A) - Additional Vine Maintenance
Any vines that encroach upon window, clock face or roof/gutter structures will be trimmed back one time per year. This will require using a high lift to perform and can only be done outside business hours for the Village Hall which are Monday-Friday (8:00 a.m. to 5:00 p.m.). Saturdays are preferred. The Village must be notified in writing prior to scheduling the work to ensure proper notification.

2.19 Removal and Installation of Plant Materials
Contractor shall remove plant materials that are dead or dying upon approval of the Project Supervisor. Disposal via organic waste recycling preferred. Any stumps shall be ground or dug out to create a bed suitable for annual or perennial plant materials. Any new plant materials shall be installed on a time and materials basis.

2.20 Landscape Design Services
The Village anticipates the need to make supplemental improvements to landscaped areas periodically under this contract. It is expected that the Contractor will work with the Village to develop plans for improvements and enhancements to various landscape features throughout the term of the contract. The Contractor shall submit a list of hourly labor, vehicle, and design rates with their proposal.

2.21 Daylily Bed Maintenance
The Public Works Center maintains median islands on Landwehr Rd. south of Huehl Rd. At the end of each median, both sides, there is a small daylily bed. The daylilies will require regular monitoring and maintenance to keep them weed-free. This will include hand-pulling any weeds and mowing or cutting back any spent daylilies, as needed.

2.21 (A) Daylily Bed Mulching
Mulch the Public Works Center's daylily beds one time during regular mulching operations. When mulching the Public Works Center, include the PW Arboretum and the mulch trail that winds from Huehl to Landwehr Rd. in the center of the Arboretum.

~~2.22 Gateway Sign Maintenance~~
~~10 Gateway Signs shall require the following: Installation of Annual Flowers, Maintenance of Annual Flowers, including watering and weeding, Change of Flower display in Fall, Winter Display for Winter)~~

2.23 1200 Meadow Maintenance and Watering
Two (2) planters at 1200 Meadow shall require the following: Installation of Annual Flowers, Maintenance of Annual Flowers, including watering and weeding, Change of Flower display in Fall, Winter Display for Winter.

2.24 Shermer Road Medians (Installed Fall 2025)
Regular maintenance of shrubs and perennials (including watering and weeding) and regular bed mulching operations of the four (4) medians listed below. Square footage for each median provided are approximations **ONLY**. Contractor is responsible for verifying square footage for each median.

- Median #1 – North of Shermer Rd and Willow Rd intersection (approximately 1,145 sq. ft.)

Flower, Shrub, or Perennials-Grasses	Common Name	Qty
Shrub	New Jersey Tea	30
Shrubs	Bronxensis Greenstem Forsythia	39
Perennials-Grasses	New England Aster 'Purple Dome'	15
Perennials-Grasses	Sideoats Grama	14
Perennials-Grasses	Orange Stonecrop	149
Perennials-Grasses	Prairie Dropseed	12
Perennials-Grasses	Coneflower	3

- Median #2 – North of Shermer Rd and Valencia Dr intersection (approximately 980 sq. ft.)

Flower, Shrub, or Perennials-Grasses	Common Name	Qty
Shrubs	Arthur Sminnonds Bluebeard	88
Shrubs	Dwarf Bush Honeysuckle	14

- Median #3 – North of Shermer Rd and Sherman Dr intersection (approximately 1,275 sq. ft.)

Flower, Shrub, or Perennials-Grasses	Common Name	Qty
Shrub	New Jersey Tea	85
Perennials-Grasses	Orange Stonecrop	310
Perennials-Grasses	Prairie Dropseed	22
Perennials-Grasses	Coneflower	11
Perennials-Grasses	Sideoats Grama	18
Perennials-Grasses	New England Aster 'Purple Dome'	20

- Median #4 – North of Shermer Rd and Maple Ave (approximately 637 sq. ft.)

Flower, Shrub, or Perennials-Grasses	Common Name	Qty
Shrubs	Dwarf Bush Honeysuckle	23
Shrubs	Bronxensis Greenstem Forsythia	17
Perennials-Grasses	Orange Stonecrop	216
Perennials-Grasses	New England Aster 'Purple Dome'	16
Perennials-Grasses	Coneflower	12
Perennials-Grasses	Sideoats Grama	18
Perennials-Grasses	Prairie Dropseed	14

3. ALTERNATE PROPOSALS

3.1 Integrated Pest Management (IPM)

The Alternate Proposal to the contract is part of a comprehensive Integrated Pest Management (IPM) program for all work sites. The goal of IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticides used and human and environmental exposure to pesticides. While the use of pesticides is not restricted by this specification, the intent is to significantly reduce the amount of pesticides used.

IPM is a process for achieving long term, environmentally sound weed and plant pest control through the use of a wide variety of technological and management practices. Control techniques in an IPM program include a combination of pest monitoring, good sanitation practices, education, grounds maintenance, alternative physical, mechanical, and biological pest control, and the use of pesticides when warranted according to a predetermined hierarchy of pest management choices, formulations, and application techniques, which will minimize the exposure and potential risk to people and the environment.

As a general rule, biologicals, insecticidal soaps, horticultural oil, wettable powder and microencapsulated formulations will be considered as first choices. Solvent-based pesticides will be used only as a last resort when no other effective alternatives exist.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the surveillance, preventative maintenance, and pesticide application components of the IPM

program. The Contractor shall also provide detailed, site-specific recommendations for procedural modifications that may be necessary to achieve pest prevention. The Contractor shall provide recommendations in writing whenever appropriate as to what steps the facility must take to reduce or eliminate conditions that are favorable for weeds and plant pests.

The following will be true in any situation in which pesticides are applied for all the areas under the contract scope (weed, insect, and disease control):

1. **Reporting in Advance of Treatment.** Should it be determined that pesticide use is necessary, the Contractor shall immediately notify the Village in writing via email prior to application. The Village report should include:
    a. Level of invasion detected
    b. Previous non-pesticide intervention strategies attempted
    c. Planned application location, product labels, MSDS sheets

    Based on report findings, the Village will approve, modify, or deny treatment proposal. The Contractor and Village will determine, on a case-by-case basis, if any public pre-notification is needed.

2. **Containment.** The Contractor shall take all necessary precautions to ensure the containment of the pesticide to the site of application. No applications shall be made while persons other than those employed by the Contractor are present in the area to be treated. All application shall be made only to areas unoccupied at the time of application and shall remain unoccupied until the treated areas have dried, or longer if the label specifies a longer re-entry time.

3. **Contractor Personnel.** Experienced personnel who, as required by the State of Illinois, will carry a valid license for herbicide spraying will perform the spraying. Contractor will have proficient understanding of Integrated Pest Management strategies and carry a valid ornamental and turf pest control commercial application license.

4. **Regulated Application.** The Contractor shall be responsible for application of pesticides according to the product label. All pesticides used by the Contractor must be registered with the Environmental Protection Agency (EPA) and the state Department of Environmental Protection. Transport, handling and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal and state laws and regulations.

The Scope of Services for an Integrated Pest Management program shall include all Base Maintenance and Supplemental Services included in the general contract with the requirements for pest control detailed above, in addition to the following underlined modifications to specified service tasks listed below.

4. MATERIALS

All materials shall meet the requirements outlined in Section 2 and must be approved by the Project Supervisor. The Owner reserves the right to change any materials on an annual basis. The Contractor shall contact the Village prior to installing new materials to verify types and quantities.

5. REPORTING

Contractor shall complete and furnish detailed reports with the invoice. Reports shall include information regarding what services were performed and the date, time, and location of the work. Invoices will not be accepted or processed without this supporting documentation.

6. WORK HOURS

No work shall be performed before 7:00 A.M. or after 4:00 P.M. Monday through Friday, before 9:00 A.M. or after 5:00 P.M. on Saturdays, or on Sundays and legal holidays unless approved in writing via email by the Project Supervisor.

7. PROJECT SUPERVISOR

Owner shall designate one of its employees to serve as Project Supervisor under this Contract.

8. WORK CREW SUPERVISION

The Contractor shall provide a qualified Foreman to supervise each crew engaged in working under this agreement. The Foreman must be able to converse clearly in the **English language** and shall be authorized by the Contractor to accept and act upon all directives issued by each Supervisor. Failure of a Foreman to act on said directives shall be sufficient cause for the Village to give notice that the Contractor is in default of the agreement unless such directives would create potential personal injury or safety hazards or such directives are contrary to the intent of these specifications.

9. PREVAILING WAGE

The Prevailing Wage Act, 820 ILCS 130/0.01 et seq., does not apply to all landscape work. However, in the instances it does in accordance with the Prevailing Wage Act, not less than the prevailing rate of wages for similar work in the locality in which the Work is to be performed shall be paid to all laborers. If the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid, the revised rate shall apply to the Contract.

10. MISCELLANEOUS

The Contractor shall not permit any materials, debris or rubbish to remain upon the adjoining grounds nor cause to exist any unnecessary obstructions. Disposal of all plant materials via organic waste recycling preferred. The Contractor shall leave the work place and other areas affected by the work in a clean and safe condition. The Contractor shall be accountable for any and all damages resulting from his operations and shall protect all persons and all public/private property. The Contractor shall immediately repair at his sole expense any damage resulting from work performed under this proposal.

11. WARRANTY

The Contractor shall provide a minimum 12 month guaranty covering all labor and materials to correct any work that fails under normal circumstances within the warranty period.

12. TERM OF AGREEMENT

The initial term of this agreement shall be from the date that the agreement is executed until April 30th, 2025.

13. TERMINATION OF AGREEMENT

Notwithstanding any other rights of cancellation contained herein accruing either to the Contractor or to the Village, either party to this agreement shall have the right of cancellation, with or without cause, by serving notice on the other party, by certified mail, return receipt requested, of such intent to cancel this entire agreement at least sixty (60) days prior to any such proposed cancellation date, such cancellation to be without recourse except for any sums owing to either party at the time of cancellation. The Contractor shall continue to faithfully perform all required work until the date of cancellation of the agreement.

14. RENEWAL OF AGREEMENT

The Owner reserves the right, but shall be under no obligation, to offer to renew the term of the agreement by one-year periods for a maximum of four (4) additional years, if approved and accepted in writing by both the Contractor and Owner.

Owner shall notify the Contractor of his desire to renew the Contract for an additional project year on or about January 1 of that project year. Contractor shall notify Owner not later than January 29th whether or not he will enter into a renewal of the Contract with Owner at the adjusted Unit Prices for that year. If the Contract is not renewed for any project year, it shall not be renewable for any subsequent project year.

15. PAYMENT ESCALATION

In the event this agreement is extended in accordance with Section 1.14, the Contractor may raise the price for services to be performed under the extended agreement by giving written notice to the Owner. The increase shall not exceed the annual average increase in the Chicago Consumer Price Index for all urban consumers (available through the Bureau of Labor Statistics 312-353-1880 or www.bls.gov) for the previous twelve-month period. Only one increase shall be allowed in any agreement extension period. The owner may elect to rebid the service in the event of such notice but shall be obligated to rebid if a notice of price increase exceeds the Consumer Price Index for the Chicago Metropolitan Area.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Third Renewal of Agreements for Electrical Services with Kordick Electric Company of Northbrook, Illinois; Title Electric Company of Arlington Heights, Illinois; and Lite Zone Electric LLC of Skokie, Illinois

Overview

The Village contracts with professional licensed electrical contractors to perform preventative maintenance, periodic unplanned or emergency repairs, and small projects for related electrical systems.

Fiscal Impact

The Fiscal Year 2026-2027 Recommended Budget provides funding in Account Nos. 11-4100-524-71 through -77 (General Fund), 21-4170-524-82 (Water Production Fund), 22-7200-524-00 (Parking Fund) and 15-7100-524-01 (Senior Housing Fund) for electrical services for Village buildings, the Metra Station, and Crestwood Place (if needed by Crestwood's Property Manager). Funding for electrical preventative maintenance, periodic unplanned or emergency repairs, and small projects will be drawn from these accounts as needed at rates outlined in Exhibits A, B, and C.

Recommendation

Approval.

Background

The Public Works Department maintains all Village owned public buildings and assists with one Village-owned senior housing facility and uses contractual assistance to perform electrical preventive maintenance, periodic unplanned or emergency repairs, and small projects on an as needed basis ("Services"). In 2023, staff issued a Request for Proposals (RFP) for the repair services required to manage the electrical systems at the Village's facilities. The Village received complete cost proposals from three (3) companies. The goal of the RFP was to secure pricing in advance from multiple vendors qualified to perform the work, and subsequently select a primary vendor to call first when a need arose and one or more alternate vendors to call in the event that the primary vendor was unavailable.

Kordick Electric Company of Northbrook, Illinois is designated the Primary Vendor and submitted the lowest responsive price proposal. Title Electric Company of Arlington Heights, Illinois is the Alternate Vendor and submitted the second lowest, most responsive bid, followed by Lite Zone Electric, LLC of Skokie, Illinois also an Alternate Vendor.

The initial term for these agreements, awarded with Resolution 2023-26, was from May 1, 2023, through April 30, 2024, with the option for up to four (4) one-year renewals upon mutual consent, with cost adjustments not exceeding the Chicago area Consumer Price Index (CPI) average increase for the previous 12-month period. The Vendors performed well during the initial term and both the Primary and Alternate Vendors wish to renew their agreements and submitted price renewals with a CPI increase not to exceed 2.5%. This is the third Renewal for the Agreements that will start on May 1, 2026, and expire on April 30, 2027 (“Renewal”). The Renewal is attached as Exhibit A for the Primary Vendor, with the Alternate Vendor Renewals attached as Exhibits B and C, respectively.

A Resolution Authorizing the Third Renewal of Agreements for Electrical Services with Kordick Electric Company of Northbrook, Illinois; Title Electric Company of Arlington Heights, Illinois; and Lite Zone Electric LLC of Skokie, Illinois
Exhibit A - Kordick Electric Third Renewal Contract FY27
Exhibit B - Title Electric Company Third Renewal Contract FY27
Exhibit C - LiteZone Electric Third Renewal Contract FY27

Resolution 2026-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Third Renewal of Agreements for Electrical Services with Kordick Electric Company of Northbrook, Illinois; Title Electric Company of Arlington Heights, Illinois; and Lite Zone Electric LLC of Skokie, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village's Fiscal Year 2026-2027 Draft Budget provides sufficient funds for the maintenance of Village buildings, including electrical preventive maintenance, periodic unplanned or emergency repairs, and small projects or other improvements on an as needed basis ("***Services***").

In 2023, staff issued a Request for Proposals (**"*RFP*"**) for the Services to eight local electrical contractors that specialize in this type of work. Three complete proposals were returned and the Village determined that all three contractors are responsible and provided responsive proposals. Kordick Electric Company of Northbrook, Illinois (**"*Primary Vendor*"**) provided the lowest responsible proposal. In cases where the Primary Vendor is unavailable to provide the Services, either Title Electric Company of Arlington Heights, Illinois or Lite Zone Electric, LLC of Skokie, Illinois (each an **"*Alternate Vendor*"**) will be used. The Primary Vendor and Alternate Vendors are collectively referred to as the "***Vendors***." Village staff recommended entering into agreements for contractual electrical services on an as needed basis with the Vendors, which was approved by Resolution 2023-26 (collectively, the "***Agreements***").

The initial term of the Agreements was from May 1, 2023, through April 30, 2024, with the option for up to four one-year renewals upon mutual consent and with cost adjustments not exceeding the Chicago-Naperville-Elgin region Consumer Price Index (CPI) average over the previous 12-month period. The Vendors performed well during the initial term and first and second renewal terms and both staff and the Vendors wish to renew their Agreements for an additional one-year term with an average increase of 2.5%. This is the third renewal for the Agreements that will start on May 1, 2026, and expire on April 30, 2027 *(*collectively the "***Renewals***"*)*. The Renewals are attached as ***Exhibit A***, Primary Vendor, and as ***Exhibits B and C***, Alternate Vendors, respectively.

Staff recommends that the Village Board authorize the Renewals for the procurement of the Services from the Primary Vendor attached as ***Exhibit A*** and Alternate Vendors attached as ***Exhibits B and C*** to this Resolution.

The Fiscal Year 2026-2027 Draft Budget provides sufficient funds in Accounts Nos. 11-4100-524-71 through -77 (General Fund), 21-4170-524-82 (Water Production Fund), 22-7200-524-00 (Parking Fund), and 15-7100-524-01 (Senior Housing Fund) for Services at Village buildings, the Metra Station and Crestwood Place. Funding for the Services will be drawn from these accounts as needed at rates outlined in ***Exhibits A, B, and C***. The President and Board of Trustees intend to retain this funding in the

Fiscal Year 2026-27 Budget as adopted.

The President and the Board of Trustees have considered the Renewals and determined that it is in the best interests of the Village and the public to approve the Renewals.

Section 2. Approval of Renewals.

The Renewals with the Primary Vendor and Alternate Vendors to provide the Services during Fiscal Year 2026-27 at the unit costs outlined in ***Exhibits A, B and C*** are hereby approved.

Section 3. Authorization to Execute Renewals.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services in accordance with the terms of the Renewals for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

VILLAGE OF NORTHBROOK
ELECTRICAL SERVICES

THIRD RENEWAL OF CONTRACT

THIS THIRD RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR/VENDOR: **Kordick Electric Co., Inc.**
2720 Dundee Road Suite 280
ATTN: Dustin Frykman
dustin@kordickelectric.com ("***Contractor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled Periodic Repair, Small Projects & Preventative Maintenance of Electrical Systems dated as of April 11, 2023 (***"Contract"***), under which the Contractor agreed to electrical system maintenance and repairs as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2024.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

IN WITNESS WHEREOF, the Parties have caused this Third Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By:_____

Date: 1-16-26

Kordick Electric Co., Inc.

By:_____
Dustin Frykman

Date: 1/15/26

EXHIBIT A

Renewal Fee Schedule

Electrician Services			
Item		**Description**	**Rate**
1	Electrician	Hourly Rate Regular Time (7:00 am to 3:30 pm Weekdays)	$ 107
2	Laborer	Hourly Rate Regular Time (7:00 am to 3:30 pm Weekdays)	$ 51
3	Electrician	Hourly Rate Non- Regular Time (3:30 pm to 7:00 am Weekdays + Saturdays)	$ 161
4	Laborer	Hourly Rate Non- Regular Time (5:00 pm to 7:00 am Weekdays + Saturdays)	$ 77
5	Electrician	Hourly Rate Premium Time (Sundays + Holidays)	$ 214
6	Laborer	Hourly Rate Premium Time (Sundays + Holidays)	$ 102
7	Mobilization	Includes Mileage and Standard Plumbing Tools	$ 0
8	Material	% Markup of materials over contractor cost	10%

VILLAGE OF NORTHBROOK
ELECTRICAL SERVICES

THIRD RENEWAL OF CONTRACT

THIS THIRD RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR/VENDOR: **Title Electric Company**
3319 N. Ridge Ave., Arlington Heights, IL 60004
ATTN: Ronnie Obara
r.obara@titleelectric.com ("***Contractor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled Periodic Repair, Small Projects & Preventative Maintenance of Electrical Systems dated as of April 11, 2023 (***"Contract"***), under which the Contractor agreed to electrical system maintenance and repairs as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2024.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

IN WITNESS WHEREOF, the Parties have caused this Third Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By: Ina Hadad-Obara
Ina Hadad - Obara

Date: 1/12/2026

Title Electric Company

By: Ronnie Obara
Ronnie Obara

Date: 1/12/2026

EXHIBIT A

Renewal Fee Schedule

Electrician Services			
Item		**Description**	**Rate**
1	Electrician	Hourly Rate Regular Time (7:00 am to 3:30 pm Weekdays)	$154.50
2	Laborer	Hourly Rate Regular Time (7:00 am to 3:30 pm Weekdays)	
3	Electrician	Hourly Rate Non- Regular Time (3:30 pm to 7:00 am Weekdays + Saturdays)	$231.75
4	Laborer	Hourly Rate Non- Regular Time (5:00 pm to 7:00 am Weekdays + Saturdays)	
5	Electrician	Hourly Rate Premium Time (Sundays + Holidays)	$309.00
6	Laborer	Hourly Rate Premium Time (Sundays + Holidays)	
7	Mobilization	Includes Mileage and Standard Plumbing Tools	$133.00
8	Material	% Markup of materials over contractor cost	10%

VILLAGE OF NORTHBROOK
ELECTRICAL SERVICES

THIRD RENEWAL OF CONTRACT

THIS THIRD RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR/VENDOR: **LiteZone Electric, LLC.**
7943 N. Kenneth Ave.
ATTN: Noel Nonah
lznonah@yahoo.com ("***Contractor***)

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor entered into that certain contractual agreement titled Periodic Repair, Small Projects & Preventative Maintenance dated as of April 11, 2023 (***"Contract"***), under which the Contractor agreed to electrical system maintenance and repairs as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial one-year term (***"Initial Term"***), which Initial Term expired on April 30, 2024.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to four (4) annual terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor's performance of the Services and the Contractor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Exhibit A.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

IN WITNESS WHEREOF, the Parties have caused this Third Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara Pavlicek, Village Manager

Date_____

WITNESS:

By: Luke Nonah
Luke Nonah

Date: 01-09-2026

LiteZone Electric, LLC.

By: Noel Nonah
Noel Nonah

Date: 1-9-2026

EXHIBIT A

Renewal Fee Schedule

Electrician Services			
Item		**Description**	**Rate**
1	Electrician	Hourly Rate Regular Time (7:00 am to 3:30 pm Weekdays)	$155
2	Laborer	Hourly Rate Regular Time (7:00 am to 3:30 pm Weekdays)	$55
3	Electrician	Hourly Rate Non- Regular Time (3:30 pm to 7:00 am Weekdays + Saturdays)	$180
4	Laborer	Hourly Rate Non- Regular Time (5:00 pm to 7:00 am Weekdays + Saturdays)	$65
5	Electrician	Hourly Rate Premium Time (Sundays + Holidays)	$200
6	Laborer	Hourly Rate Premium Time (Sundays + Holidays)	$75
7	Mobilization	Includes Mileage and Standard Plumbing Tools	$50
8	Material	% Markup of materials over contractor cost	0

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Increasing the Spending Authority with Lakeland Elevator of Waukegan, Illinois for Elevator Maintenance Services

Overview
The Village owns and maintains a total of eight elevators at several facilities including Fire Station 11, Public Works Center, Police Station, Village Hall, Water Filtration Plant, and Crestwood Place and Public Works uses professional services for this specialized maintenance.

Fiscal Impact
Staff is seeking an increase of $9,790 in authorized spending authority to bring the total contract to $28,000. This increase will allow the Village to complete the remaining monthly preventative maintenance services for FY26.

1. Budgetary Summary Table

Fund	Account Number	Amended Budget	Available	Revised Funding Requested	Increase Over Resolution 2025-73 Approved Amount	Remaining Budget	Within Budget
General	11-4100-524-73	$44,680	$5,770	$1,695	$0	$5,770	Yes
General	11-4100-524-75	$20,210	$0	$1,695	$0	$0	Yes
General	11-4100-524-76	$37,595	$19,182	$1,695	$0	$19,182	Yes
General	11-4100-524-77	$26,495	$10,543	$3,335	$1,640	$7,208	Yes
Water	21-4170-524-82	$34,524	$17,779	$1,695	0	$0	Yes
Senior Housing	15-7100-524-01	$206,300	$95,366	$17,885	$8,150	$87,834	Yes

Recommendation
Approval.

Background

In February 2025, the Village received four (4) competitive quotes and determined that Lakeland Elevator Corporation of Waukegan, Illinois, submitted the most responsive and responsible proposal in the amount of $13,160. The one-year agreement with Lakeland Elevator Corporation includes annual hydraulic cylinder testing fees in the amount of $3,400 ($425 per elevator) from Thompson Elevator Inspection Service, Inc. In addition to the base amount of the contract of $16,560, a 10% contingency ($1,650) was added to fund any unforeseen maintenance repairs outside the scope of routine maintenance work. The total not-to-exceed amount of $18,210 was approved with Resolution 2025-R-73.

Due to several unforeseen and necessary repairs that have occurred or that require completion in the total amount of $9,790, staff is seeking an increase in the total not to exceed amount for this contract in the amended amount of $28,000. This increased spending authority will remain within budget and not require a budget amendment. It is important to note that the spending authority has not been exceeded at this time as work has been paused until this proposed contract amendment has been considered by the Village Board.

Staff is requesting an increase in spending authority of $9,790 to complete the remaining required monthly and quarterly preventative maintenance services for FY26, as well as to perform any necessary repairs. The revised total spending authority with Lakeland Elevator would be $28,000. The rates charged by Lakeland for the work already complete and any future charges were included in the Schedule of Prices included with the original contract.

Staff will be in attendance at the Board meeting to answer any questions.

A Resolution Increasing the Spending Authority with Lakeland Elevator of Waukegan, Illinois for Elevator Maintenance Services
Supplemental Information - Lakeland Elevator Quote for FY 2025/26

Resolution 2026-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Increasing the Spending Authority with Lakeland Elevator of Waukegan, Illinois for Elevator Maintenance Services

is hereby adopted, as follows:

Section 1. Recitals.

As part of its ongoing maintenance responsibilities, the Public Works Department utilizes contractual assistance for the maintenance of Village-owned facilities, including the elevators servicing Fire Station 11, Public Works Center, Police Station, Village Hall, Water Plant, and Crestwood Place. These elevators require preventive maintenance and repair services to operate safely and pass annual mandatory inspections required by the Office of the State Fire Marshal ("***Services***"). The Village sought competitive quotes for the Services and, in Resolution 2025-R-73, the President and the Board of Trustees authorized Village staff to spend a not-to-exceed amount of $18,210 for the Services with Lakeland Elevator Corporation of Waukegan, Illinois ("***Contractor***").

Due to a number of unforeseen emergency repairs, additional funding is needed to complete the elevator maintenance inspections and testing for the remainder of Fiscal Year 2025/26. These costs have not yet exceeded the original spending authority approved under Resolution 2025-R-73. Staff is requesting an increase to the authorized expenditure amount under Resolution 2025-R-73 for a revised total not-to-exceed amount of $28,000, in order to complete the remaining required monthly and quarterly preventative maintenance services for FY26, as well as perform a repair to the elevator located at the Water Plant. This is an increase of $9,790 over the original authorized spending authority ("***Amendment***").

The President and the Board of Trustees have considered the Amendment and determined that it is in the best interests of the Village and the public to approve this Resolution.

Section 2. Increased Spending Authority.

The Amendment is approved and the total not-to-exceed amount for the Services from the Contractor, approved by Resolution 2025-R-73, is hereby increased by $9,790, for a revised total not-to-exceed amount of $28,000.

Section 3. Authorization of Expenditures.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to procure the Services from the Contractor in an amount not to exceed $28,000.

Section 4. Effective Date.

This Resolution is effective upon its approval and passage in the manner provided by law.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

VILLAGE OF NORTHBROOK, ILLINOIS
1225 CEDAR LANE
NORTHBROOK, IL 60062

ELEVATOR MAINTENANCE SERVICES

SCOPE*: Provide maintenance services on elevators at six (6) municipal owned facilities*.

Lakeland Elevator	2/19/25
VENDOR/ NAME	DATE
731 S. McAlister Ave., Waukegan, IL 60085	
ADDRESS	
Joe Bolton	Joe Bolton
CONTACT PERSON	SIGNATURE
847-249-4433	847-249-4458
PHONE	FAX
joe@LLEC.com	
E-MAIL	

REFERENCES

Please list three organizations for whom the VENDOR has recently completed projects comparable to the Scope of Work. References for municipal entities/organizations are preferred.

Name of Organization: City of Waukegan, Water Plant

Contact: Antionio Dominguez

Address: 360 Sea Horse Dr., Waukegan, IL

Phone Number: 847-599-2687

Name of Organization: Northbrook School District 28

Contact: Joel Gallegos

Address: 1475 Maple Ave., Northbrook, IL

Phone Number: 847-770-8848

Name of Organization: Waukegan Park District

Contact: Quincy Bejster

Address: 1324 Golf Rd., Waukegan, IL

Phone Number: 847-360-4700

Name of Organization: Abbvie Pharmaceuticals

Contact: Joe Bieda

Address: 1401 N Sheridan Rd., North Chicago, IL

Phone Number: 847-561-1446

Name of Organization: Nimrod Realty

Contact: Brian Beegun

Address: 1761 Glenview Rd., Glenview, IL

Phone Number: 847-724-7851

SCHEDULE OF PRICES - ELEVATOR MAINTENANCE SERVICES

After becoming familiar with the general conditions, special conditions, specifications and addenda attached hereto, the undersigned offers the following prices including all supervision, labor, materials and equipment for providing annual basic maintenance of public elevators at the following Village of Northbrook facilities.

FIRE STATION #11 (1) Quarterly Maintenance Cost: $ 235.00

POLICE DEPARTMENT (1) Quarterly Maintenance Cost: $ 235.00

PUBLIC WORKS CENTER (1) Quarterly Maintenance Cost: $ 235.00

VILLAGE HALL (1) Quarterly Maintenance Cost: $ 235.00

WATER FILTRATION PLANT (1) Quarterly Maintenance Cost: $ 235.00

CRESTWOOD PLACE (3) MONTHLY Maintenance Cost: $ 705.00

The annual hydraulic cylinder test fees from Thompson will be passed through to the Village with no markup. The Vendor must include Thompson's invoice with their own

TOTAL ANNUAL (Quarterly Rates/Monthly for Crestwood): $ 13,160.00

CALL BACK RATES:

Mechanic Regular Hour Rate (M-F 7:00am – 3:00pm):	$ 235.00/Hour
Time and 7/10 (Overtime):	$ 399.50/Hour
Double Time:	$ 470.00/Hour
Mark Up of Parts: 20 %	

The above quote is submitted this 19th day of February, 2025.

VENDOR'S COMPANY NAME: Lakeland Elevator

ADDRESS: 731 S. McAlister Ave., Waukegan, IL

PHONE: 847-249-4433 FAX: 847-249-4458

SIGNATURE: Joe Bolton E-MAIL: Sales: joe@llec.com,

A/P: payables@llec.com, Annual testing: jenna@llec.com

SPECIFICATIONS

1. General

The Village of Northbrook is seeking proposals from qualified firms to provide annual contractual elevator maintenance and testing services at six (6) municipal facilities. It is the intention of this document to furnish sufficient detail to permit qualified vendors to quote on furnishing such services at the following locations:

1. Fire Station 11, 740 Dundee Road
2. Police Department, 1401 Landwehr Road
3. Public Works Center, 655 Huehl Road
4. Village Hall, 1225 Cedar Lane
5. Water Filtration Plant, 750 Dundee Road
6. Crestwood Place (Senior Housing), 1000 Waukegan Road

The Vendor must be licensed to perform maintenance of elevators as required by the Illinois Elevator Safety and Regulation Act [225 ILCS 312].

All elevator maintenance, repair, replacement and testing must be performed in strict accordance with the Illinois Elevator Safety and Regulation Act [225 ILCS 312] and ASME A17.1, including all current and future code amendments and upgrades.

The Vendor agrees to furnish all labor, materials, tools, equipment and close supervision to perform the work specified by the Village in this document.

2. Personnel

All maintenance and testing shall be performed by a licensed elevator mechanic.

3. Scope of Work

The bidder shall become fully acquainted with the nature of the work, the sites at which work is to be accomplished, and the conditions affecting the cost and performance of the work. The proposal shall include all costs associated with furnishing labor, materials, tools and equipment necessary to perform complete preventative maintenance, testing and reporting on the elevators listed in these specifications for each building.

At Crestwood Place elevator maintenance & inspections shall be performed **monthly**. At all other properties elevator maintenance & inspections shall be performed **quarterly** at a minimum. All inspections & maintenance shall include all requirements outlined in Section 8.6 of ASME A17.1.

All elevator related equipment controls are included in this contract. Each elevator shall be examined, cleaned, lubricated, and adjusted to provide efficient operation and reduce the possibility of breakdowns to a minimum. Each unit shall be operated through its complete cycle to ensure proper functioning of the control system. Each unit shall be maintained per all applicable codes and standards and per manufacturer's requirements, whichever is more stringent.

Maintenance shall include repair and/or replacement of the following items as warranted due to normal wear and tear. All replacement parts shall be OEM unless no longer available.

Control System

- Switches

- Resistors
- Contactors
- All other control system components.

Power Unit
- Pump
- Motor
- Valves
- Windings
- Brushes
- Coils
- All other related parts and accessories.

Hydraulic System Accessories
- Exposed piping
- Fittings and accessories between pump unit and jack
- Jack Packing
- Hydraulic Fluid
- Heating or Cooling Elements

Wiring
- Elevator Control Wiring
- Power wiring from equipment to motor
- Conductor Cable

Hoistway and Pit Equipment
- All elevator control equipment and buffers

Rails and Guides
- Guide Rails
- Guide Shoe Gibs
- Rollers
- Brake Shoes
- Brake Magnets

Door Equipment
- Automatic door operators
- Hoistway and car door hangers
- Door protective devices
- Hoistway door interlocks
- Door gibs
- Auxiliary door closing devices

Signals, Accessories and Miscellaneous
- Car operating panels
- Hall push button stations
- Hall lanterns
- Emergency lighting
- Car and hall position indicators
- Lobby control panels
- Fireman's service equipment

- Re-lamping signal fixtures
- All other related parts and accessories
- Phone
- Car and corridor operating stations
- Limit, landing and slow down switches
- Relays and contacts

Cleanliness of Elevator Shaft, Machine Room, top of elevator, etc.

- Remove obsolete parts from the site
- Sweep all areas
- Clean all leaked oil
- Wipe down & degrease elevator equipment Machine Room

After each visit Vendor will leave one (1) service ticket on site and send one to the Facilities Manager via e-mail. All actions performed shall be noted on the form. This includes the annual witnessed inspection sheet as well.

The vendor shall perform an annual Category 1 hydraulic pressure test which shall include requirements of ASME Sections 8.11.3.2.1 thru 8.11.3.2.5

The vendor shall be responsible to contact the designated third party elevator inspector to witness and verify compliance of hydraulic testing. **ALL THIRD PARTY FEES SHALL BE INVOICED THROUGH VENDOR WITH NO MARK-UP.** Include a copy of the third party witness invoice as backup documentation. The line item for "Annual Category 1 Hydraulic Cylinder Test" on – Schedule of Prices is for costs associated with the primary Village vendor only. Do not include the vendor who witnesses the hydraulic test.

To the best of their ability, vendor shall notify the Village if their elevators are out of compliance with all applicable codes and standards. Vendor will also notify the Village when new codes or standards will be adopted that apply to Village Elevators.

4. Emergency Response

The vendor will be required to respond on site within **4 hours to Crestwood Place and Village Hall and within 24 hours** at all other facilities to all calls for emergency repairs to the elevators. The vendor shall diagnose and make repairs immediately if possible. Repairs that require ordering parts or equipment shall be performed as soon as possible but in no case longer than five (5) business days.

All costs to the Village associated with call backs of third party inspectors due to failure on the vendor's part of timely response and repairs will be charged back to the vendor.

5. Work Hours and Scheduling

Work at all buildings will be performed between the hours of 7:00 A.M. and 3:00 P.M., Monday through Friday. Work during other hours will be allowed only as authorized by the Facilities Manager or his designee. The vendor must contact Daniel Juarez, Facilities Manager at (847) 664-4117 or by e-mail at daniel.juarez@northbrook.il.us to schedule maintenance/inspections **at least 48 hours prior to performing the work.**

6. Duration of Contract & Payment Escalation

If agreed upon by both parties, this Contract shall be in full force from May 1, 2025 to April 30, 2026. The Village reserves the right, but shall be under no obligation, to offer to renew the term of the agreement. In the event the agreement is extended, the Vendor may raise the price for services to be performed under the extended agreement by giving written notice to the Village. The allowable escalation of the agreement shall be limited to the lesser of (i) the annual average percentage increase in the Chicago Consumer Price Index (CPI) for All Urban Consumers, as published by the Bureau of Labor Statistics (available at 312-353-1880 or www.bls.gov) for the previous 12 month period, or (ii) three percent (3%). Only one increase shall be allowed in any agreement extension period. The Village may elect to rebid the service in the event of such notice but shall be obligated to rebid if a notice of price increase exceeds the CPI for the Chicago Metropolitan area.

7. Materials and Equipment

The Vendor shall immediately contact the Village Facilities Manager regarding any necessary repairs that they believe are beyond the scope of work included in this contract. A report shall be submitted with a detailed description of each particular malfunction and the Vendor's recommendation for corrective measures necessary to eliminate the condition. Additional costs for materials, equipment and labor associated with such repairs must be pre-approved.

ELEVATOR EQUIPMENT LIST

Facility	Address	# of Elevators	Make	Year	Type	State Tag	# of Stops
Fire Station 11	740 Dundee Road	1	OTIS LRV Hydraulic Passenger State Tag# H009700 Otis job# 430004	1989	Hydraulic	2,000	3
Police Department	1401 Landwehr Road	1	DOVER DMC Hydraulic Passenger State Tag# H020149 Dover job# E-G7872	1997	Hydraulic	2,500	2
Public Works Center	655 Huehl Road	1	TKE TAC-20 Hydraulic Passenger State Tag# H019805 TK job# EAA998	2008	Hydraulic	2,100	2
Village Hall	1225 Cedar Lane	1	OTIS LRS Hydraulic Passenger	1990	Hydraulic	3,500	4

			State Tag# H017661 Otis job# 606203				
Water Filtration Plant	750 Dundee Road	1	Montgomery Hydraulic passenger State Tag # H021201 S/N: CP_MX_76095	1994 (est.)	Hydraulic	2,000	3
Crestwood Place	1000 Waukegan Road A/B/C Building	3	Smartrise/MEI	Smartrise/MEI Hydraulic Passenger(s) State Tag #'s H015083 (#1) H01582 (#2), H015084 (#3) Job # 211228-001/002	Hydraulic	2500	Car #1,2=5stops Car 3= 3 Stops

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Waiving Competitive Bidding and Approving an Agreement for Design-Build Services with Crowne Industries Ltd. from Elgin, Illinois for Replacement of the Village' s Underground Fuel Storage and Dispensing and Fuel Management System at a Not-to-Exceed Cost of $693,446

Overview

The Village's vehicle fueling infrastructure includes tanks originally installed in 1980 and provides fuel for the Village's fleet of vehicles and equipment. The Village's Five-Year CIP and annual budget has anticipated this comprehensive re-construction.

Fiscal Impact

The Fiscal Year 2026 Adopted Budget, and the Fiscal Year 2027 Draft Budget contain funding in Account 11-4100-703-00 (General Fund - Building and Permanent Improvements) for replacement of the Fuel Island in the amounts of $270,000 and $620,000 respectively for a total project amount of $890,000. Crowne submitted a price of $602,996. Staff is also seeking a 15% contingency in the amount of $90,450. The larger than normal contingency is requested due to the potential for costly unforeseen work associated with the replacement of the Fuel Island such as remediation of any contaminated soil, disposal of materials, and the restoration of a larger excavation site. The total requested spending authority amount is $693,446.

In FY26, the Village will incur several preconstruction costs, which include deposits to secure the fabrication of the underground storage tanks, fuel management and dispensing systems, in the amount of $133,950. Staff will complete a carry forward amendment in the first quarter of FY27 for the remaining balance of the FY26 funds.

Account Name	Account Number	Budget	Available	Request	Remaining	Within Budget
Building and Permanent Improvements	11-4100-703-00	$1,227,000	$1,076,305	$693,446	$382,859	Yes

Recommendation

Approval.

Background

The Fiscal Year 27-31 Capital Improvement Plan, the Fiscal Year 2026 Adopted Budget, and the Fiscal Year 2027 Draft Budget identifies the replacement of the Fuel Island at the Village's Public Works Center (PWC). This facility provides fuel for the Village's entire fleet including vehicles and equipment as well as certain Northfield Township vehicles for which the Township reimburses the Village.

The construction project consists of the removal of the three (3) existing underground storage tanks, and replacing them with only two (2) new underground storage tanks. The fuel dispensers and management system will also be removed and replaced.

The tanks were originally installed in 1980 as single walled tanks with no ground monitoring system to identify potential leaks. In 1999, the system underwent a major upgrade including an epoxy spray liner in the tanks, new pumps, sensors and a Veeder-Root tank gauge to monitor the system. In 2016, the Village replaced the computerized fuel management system, underground tank leak detection system and associated components of the fuel dispensing equipment.

In September 2025, the Office of the State Fire Marshall (OSFM) completed its 5-year internal inspection of the Village's fuel tanks located at the Public Works Center. Only the 10,000 gallon tank for unleaded fuel passed the inspection. The 10,000 gallon diesel and the smaller 3,000 gallon tank for unleaded fuel did not pass the inspection and had been taken out of service.

After the inspection, and with input from the OSFM, Fire Department and DPS, Public Works staff succeeded in securing and installing temporary fuel tanks for both diesel and unleaded fuel in the north Public Works yard to ensure continuity of operations for all Village departments.

Soon after, the 10,000-gallon tank which passed the inspection and held unleaded fuel, was converted to diesel fuel under a State-approved change-of-product permit. This conversion allowed the larger Public Works vehicles and equipment, as well as Fire Department apparatus, to resume fueling at the fuel island on-site at the PWC.

Concurrently staff was able to enter into an Agreement with WEX Bank cards via the State's Central Management Services contract for Fleet Fuel Card Services allowing Village vehicle

and equipment to purchase unleaded fuel at local gas stations. Using the fuel stations allows the Village to purchase fuel tax free and ensures continuous access to fuel for routine operations or in the event of any emergency. Once unleaded fuel was no longer available at the PWC, the Township made its own arrangements to obtain unleaded fuel but continues to purchase diesel from the Village.

Staff had an initial environmental review completed in FY2024 and considered replacement options in FY 2025. On January 26, 2026, a Request for Qualifications was posted to the Village's website to solicit qualified respondents who would design and build a replacement fuel system, including underground tanks, dispensers, a fuel system management system, and tank monitoring system and related infrastructure. A total of five firms that specialize in this type of work had previously submitted proposals for the fuel island and system upgrade, but no design build plans were requested at that time. Staff informed the same five firms that the RFQ had been posted to the website.

On February 10, 2026, one proposal was returned from Crowne Industries Ltd. of Elgin, Illinois. Before the proposal deadline, one other firm submitted a question regarding the project which was answered in an Addendum posted to the website. However, no other proposals were submitted to the Village.

After staff reviewed Crowne's proposal, staff contacted several area communities it had worked with to gather information about their experience working with Crowne on similar projects. Staff was satisfied with the feedback it received and on February 26, Public Works and IT staff interviewed Crowne using several prescreened questions as a guide. After the initial interview, staff asked Crowne to put together a project schedule and cost proposal for the Village's consideration. On March 18, Crowne presented its proposal to staff and reviewed its schedule of tasks and deliverables and a total cost for the project of $602,996.

Crowne demonstrated a thorough understanding of the scope of work for this project and has recent experience completing similar work for comparable communities. Crowne's references were positive, and staff is confident that it can complete the work as specified.

Staff will be in attendance at the Village Board meeting to answer any questions that may arise.

A Resolution Waiving Competitive Bidding and Approving and Agreement for Design-Build Services with Crowne Industries Ltd
Exhibit A - Contract with Crowne Industries for Fuel Replacement 4.3.2026.

Resolution _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Waiving Competitive Bidding and Approving an Agreement for Design-Build Services with Crowne Industries, Ltd. of Elgin, Illinois for Replacement of the Village's Underground Fuel Storage and Dispensing and Fuel Management System at A Not-to-Exceed Cost of $693,446

is hereby adopted, as follows:

Section 1. RECITALS.

The Village's Public Works Department is responsible for operating and maintaining the Village's fuel management system and associated components at the Public Works Center (PWC) at 655 Huehl Road, which provides fuel for the entire Village fleet, including vehicles and equipment. Improvements to the electronic fuel management system, leak detection system, dispenser and related equipment were completed in 2016, but have reached the end of their useful lives.

In September 2025, the Office of the State Fire Marshall (OSFM) completed its five-year internal inspection of the Village's fuel tanks. Two of the three tanks did not pass the inspection and were taken out of service. On January 26, 2026, a Request for Qualifications (RFQ) was posted to the Village's website to solicit qualified respondents who would design and build a replacement fuel system, including underground tanks, dispensers, a fuel system management system, and tank monitoring system and related infrastructure ("***Project***"). A total of five firms that specialize in this type of work had previously submitted proposals for the fuel island and system upgrade, but no design build plans were requested at that time. Staff informed the same five firms that the RFQ had been posted to the website.

On February 10, 2026, one proposal was returned from Crowne Industries, Ltd., of Elgin, Illinois (***"Vendor"***). After interviewing the Vendor and reviewing its proposal, the Vendor demonstrated a thorough understanding of the scope of work for this Project and has recent experience completing similar work for comparable communities. The Vendor's references were positive, and staff is confident that the Vendor can complete the work as specified.

Based on these factors, staff recommends entering into an agreement, attached as ***Exhibit A,*** with the Vendor for the Project in the amount of $602,996 ("***Agreement***"). The FY26 Adopted Budget, and the FY27 Draft Budget contain funding in Account 11-4100-703-00 (General Fund - Building and Permanent Improvements) for replacement of the Fuel Island in the amounts of $270,000 and $620,000 respectively for a total Project amount of $890,000.

Staff is also recommending a 15% contingency in the amount of $90,450 for any unforeseen work associated with the replacement of the Fuel Island, such as remediation of any contaminated soil and the restoration of a larger excavation site, for a total spending authority in the not-to-exceed amount of $693,446.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to approve the Agreement.

Section 2. WAIVER OF COMPETITVE BIDS.

The requirement of competitive, sealed bids be solicited for the Project is hereby waived based on the Vendor being the sole respondent to the RFQ.

Section 3. APPROVAL OF AGREEMENT.

The Agreement with the Vendor is approved in substantially the form attached to this Resolution as ***Exhibit A*** and in a final form satisfactory to the Village Manager and Village Attorney.

Section 4. AUTHORIZATION TO EXECUTE AGREEMENT.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least two original copies of the Agreement executed by the Vendor; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 5. AUTHORIZATION TO EXECUTE CHANGE ORDERS.

The Village Manager is authorized to execute one or more Agreement Change Orders for additional work related to unforeseen costs in the amount of $90,450, subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the Project file.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYS:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

CROWNE INDUSTRIES, LTD

FOR

DESIGN-BUILD SERVICES FOR

REPLACEMENT OF UNDERGROUND FUEL STORAGE

ANDDISPENSING SYSTEM PROJECT

AT THE NORTHBROOK PUBLIC WORKS CENTER

CONTRACT BETWEEN
THE VILLAGE OF NORTHBROOK
AND
CROWNE INDUSTRIES, LTD
FOR
DESIGN-BUILD SERVICES FOR
REPLACEMENT OF UNDERGROUND FUEL STORAGE
ANDDISPENSING SYSTEM PROJECT
AT THE NORTHBROOK PUBLIC WORKS CENTER

TABLE OF CONTENTS

		Page
ARTICLE 1	THE SERVICES	1
1.1	Performance of the Services	1
1.2	Commencement and Completion Dates	1
1.3	Required Submittals	2
1.4	Review and Incorporation of Contract Provisions	2
1.5	Financial and Technical Ability to Perform	2
1.6	Time	2
1.7	Consultant's Personnel and Subcontractors	3
1.8	Owner's Responsibilities	3
1.9	Owner's Right to Terminate or Suspend Services for Convenience	4
ARTICLE II	CHANGES AND DELAYS	4
2.1	Changes	4
2.2	Delays	4
2.3	No Constructive Change Orders	4
ARTICLE III	CONSULTANT'S RESPONSIBILITY FOR DEFECTIVE SERVICES	5
3.1	Standard of Care	5
3.2	Corrections	5
3.3	Risk of Loss	6
ARTICLE IV	FINANCIAL ASSURANCES	6
4.1	Insurance	6
4.2	Indemnification	6

ARTICLE V	PAYMENT	7
5.1	Contract Price	7
5.2	Taxes, Benefits and Royalties	7
5.3	Progress Payments	7
5.4	Final Acceptance and Final Payment	7
5.5	Deductions	8
5.6	Accounting	8
ARTICLE VI	REMEDIES	8
6.1	Owner's Remedies	8
6.2	Terminations and Suspensions Deemed for Convenience	9
ARTICLE VII	LEGAL RELATIONSHIPS AND REQUIREMENTS	9
7.1	Binding Effect	9
7.2	Relationship of the Parties	9
7.3	No Collusion	10
7.4	Assignment	10
7.5	Confidential Information	10
7.6	No Waiver	10
7.7	No Third-Party Beneficiaries	10
7.8	Notices	11
7.9	Governing Laws	11
7.10	Changes in Laws	11
7.11	Compliance with Laws and Grants	11
7.12	Documents	12
7.13	Time	12
7.14	Severability	12
7.15	Entire Agreement	12
7.16	Amendments	12

ATTACHMENT A - Supplemental Schedule of Contract Terms

ATTACHMENT B - Scope of Services

ATTACHMENT C - Schedule

ATTACHMENT D - Special Project Requirements

CONTRACT BETWEEN
THE VILLAGE OF NORTHBROOK
AND
CROWNE INDUSTRIES, LTD
FOR
DESIGN-BUILD SERVICES FOR
REPLACEMENT OF UNDERGROUND FUEL STORAGE
ANDDISPENSING SYSTEM PROJECT
AT THE NORTHBROOK PUBLIC WORKS CENTER

In consideration of the mutual promises set forth below, the Village of Northbrook, 1225 Cedar Lane, Northbrook, Illinois 60062, a unit of local government created and existing under the laws of the State of Illinois ("Owner" or "Village"), and Crowne Industries, Ltd., a Contract ("Consultant"), make this Contract as of the _____ day of _____, 2026, and hereby agree as follows:

ARTICLE I
THE SERVICES

1.1 Performance of the Services

Consultant shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Services":

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner described and specified in this Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, information, data, and other items necessary to accomplish the Project, as defined in Attachment A, in accordance with the Scope of Services attached hereto as Attachment B, the Submittal Requirements attached hereto as Attachment C, and the Special Project Requirements attached hereto as Attachment D.

2. Approvals. Procure and furnish all approvals and authorizations specified in this Contract, specifically Attachments A and B.

3. Insurance. Procure and furnish all certificates and policies of insurance specified in this Contract.

4. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with the highest standards of professional practice and in full compliance with, and as required by or pursuant to, this Contract.

5. Compliance with laws. Consultant shall perform the Services in accordance with all local, state and federal rules and regulations including but not limited to Illinois Environmental Protection Agency (Illinois EPA), United States Environmental Protection Agency (USEPA), Illinois Office of the State Fire Marshal (OSFM), and Occupational Safety and Health Agency (OSHA) regulations.

1.2 Commencement and Completion Dates

Consultant shall commence the Services not later than the "Commencement Date" set forth on Attachment A and shall diligently and continuously prosecute the Services at such a rate as will allow the Services

to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date" or, if the Services are to be performed in separate tasks with separate completion dates, the "Completion Dates" set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the "Contract Time."

1.3 Required Submittals

A. Submittals Required. Consultant shall submit to Owner all reports, documents, data, and information specifically set forth in Attachment C or otherwise required to be submitted by Consultant under this Contract and shall, in addition, submit to Owner all such reports, documents, data, and information as may be requested by Owner to fully document the Services ("Required Submittals").

B. Time of Submission and Owner's Review. All Required Submittals shall be provided to Owner no later than the time, if any, specified in Attachment C or otherwise in this Contract. If no time for submission is specified for any Required Submittal, such Submittal shall be submitted within a reasonable time in light of its purpose and, in all events, in sufficient time, in Owner's sole opinion, to permit Owner to review the same prior to the commencement of any part of the Services to which such Required Submittal may relate. Owner shall have the right to require such corrections as may be necessary to make any Required Submittal conform to this Contract. No Services related to any Required Submittal shall be performed by Consultant until Owner has completed review of such Required Submittal with no exception noted. Owner's review and stamping of any Required Submittal shall not relieve Consultant of the entire responsibility for the performance of the Services in full compliance with, and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by Owner.

C. Responsibility for Delay. Consultant shall be responsible for any delay in the Services due to delay in providing Required Submittals conforming to this Contract.

1.4 Review and Incorporation of Contract Provisions

Consultant represents and warrants that it has carefully reviewed, and fully understood, this Contract, including all of its Attachments, all of which are by this reference incorporated into and made a part of this Contract.

1.5 Financial and Technical Ability to Perform

Consultant represents and warrants that it is financially solvent, and has the financial resources necessary, and that it is sufficiently experienced and competent, and has the necessary capital, facilities, plant, organization, and staff necessary, to provide, perform, and complete the Services in full compliance with, and as required by or pursuant to, this Contract.

1.6 Time

Consultant represents and warrants that it is ready, willing, able, and prepared to begin the Services on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Services in full compliance with, and as required by or pursuant to, this Contract for the Contract Price.

1.7 Consultant's Personnel and Subcontractors

A. Consultant's Personnel. Consultant shall provide all personnel necessary to complete the Services, including without limitation the "Key Project Personnel" identified in Attachment D. Consultant shall provide to Owner telephone numbers at which the Key Project Personnel can be reached on a 24-hour basis. Consultant and Owner may by mutual written agreement make changes and additions to the designations of Key Project Personnel. Prior to terminating the employment of any Key Project Personnel, or reassigning any of the Key Project Personnel to other positions, or upon receiving notification of the resignation of any of the Key Project Personnel, Consultant shall notify Owner as soon as practicable in advance of such proposed termination, reassignment, or resignation. Consultant shall submit justification, including a description of proposed substitute personnel, in sufficient detail to permit evaluation by Owner of the impact of the proposed action on the Services. No such termination or reassignment shall be made by Consultant without prior written approval of Owner. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination, reassignment, resignation, or substitution.

B. Approval and Use of Subcontractors. Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by Owner in writing. All subcontractors and subcontracts used by Consultant shall be acceptable to, and approved in advance by, Owner. Owner's approval of any subcontractor or subcontract shall not relieve Consultant of full responsibility and liability for the provision, performance, and completion of the Services in full compliance with, and as required by or pursuant to, this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Consultant. Every reference in this Contract to "Consultant" shall be deemed also to refer to all subcontractors of Consultant. Every subcontract shall include a provision binding the subcontractor to all provisions of this Contract.

C. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the part of the Services undertaken by it in a manner satisfactory to Owner, Consultant shall immediately upon notice from Owner remove and replace such personnel or subcontractor. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such removal or replacement.

1.8 Owner's Responsibilities

Owner shall, at its sole cost and expense and except as otherwise provided in Attachment D: (a) designate in writing a person with authority to act as Owner's representative and on Owner's behalf with respect to the Services except those matters that may require Board approval of Owner; (b) provide to Consultant all criteria and full information as to Owner's requirements for the Project or work to which the Services relate, including Owner's objectives and constraints, schedule, space, capacity and performance requirements, and budgetary limitations relevant to the Project; (c) provide to Consultant all existing studies, reports, and other available data relevant to the Project; (d) arrange for access to and make all provisions for Consultant to enter upon public and private property as reasonably required for Consultant to perform the Services; (e) provide surveys describing physical characteristics, legal limitations, and utility locations for the Project and the services of geotechnical engineers or other consultants when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (f) provide structural, mechanical, chemical, air and water pollution tests, test for hazardous materials, and other laboratory and environmental tests, inspections, and reports required by law to be provided by Owner in connection with the Project; (g) review and comment on all Required Submittals and other reports, documents, data, and information presented by Consultant; (h) except as otherwise provided in Attachment A, provide approvals from all governmental authorities having jurisdiction over the Project when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (i) except as provided in Article IV of this Contract provide, all accounting, insurance, and legal counseling services as may be necessary

from time to time in the sole judgment of Owner to protect Owner's interests with respect to the Project; (j) attend Project related meetings; and (k) give prompt written notice to Consultant whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Services, provided, however, that failure to give such notice shall not relieve Consultant of any of its responsibilities under this Contract.

1.9 Owner's Right to Terminate or Suspend Services for Convenience

A. Termination or Suspension for Convenience. Owner shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time by written notice to Consultant. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Consultant shall, as and to the extent directed, stop Services under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Services under existing orders and subcontracts, and cancel any outstanding orders or subcontracts that may be canceled.

B. Payment for Completed Services. In the event of any termination pursuant to Subsection 1.9A above, Owner shall pay Consultant (1) such direct costs, including overhead, as Consultant shall have paid or incurred for all Services done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination; and (2) such other costs pertaining to the Services, exclusive of overhead and profit, as Consultant may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to Owner's rights to withhold and deduct as provided in this Contract.

1.10 Safety at the Work Site.

Consultant is solely responsible for safety at the Work Site (Village's Public Works Center, located at 655 Huehl Road, Northbrook, Illinois 60062) and shall exercise every precaution at all times for the protection and safety of persons and properties, including its employees and subcontractors. The safety provisions of all applicable laws and regulations shall be strictly observed. Any hazardous practice, in the opinion of the Director of Public Works or their authorized representative, shall be immediately discontinued by Consultant upon receipt of instructions from the Director of Public works or an authorized representative to discontinue such practice.

1.11 Inspection.

The performance of Services shall be subject at all times to inspection by Owner or its inspectors, and the Consultant will be held strictly to the diligent execution of the Contract. Owner or its inspectors shall be furnished with such information and assistance by the Consultant as may be required to make a complete and detailed inspection.

ARTICLE II
CHANGES AND DELAYS

2.1 Changes

Owner shall have the right, by written order executed by Owner, to make changes in the Contract, the Project, the Services and the Contract Time ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Services, an equitable adjustment in the Contract Price or Contract Time may be made. No decrease in the amount of the Services caused by any Change Order shall entitle Consultant to make any claim for damages, anticipated profits, or other compensation.

2.2 Delays

For any delay that may result from causes that could not be avoided or controlled by Consultant, Consultant shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Services.

2.3 No Constructive Change Orders

No claims for equitable adjustments in the Contract Price or Contract Time shall be made or allowed unless embodied in a Change Order. If Owner fails to issue a Change Order including, or fully including, an equitable adjustment in the Contract Price or Contract Time to which Consultant claims it is entitled, or, if Consultant believes that any requirement, direction, instruction, interpretation, determination, or decision of Owner entitles Consultant to an equitable adjustment in the Contract Price or Contract Time that has not been included, or fully included, in a Change Order, then Consultant shall submit to Owner a written request for the issuance of, or revision of, a Change Order, including the equitable adjustment, or the additional equitable adjustment, in the Contract Price or Contract Time that Consultant claims has not been included, or fully included, in a Change Order. Such request shall be submitted before Consultant proceeds with any Services for which Consultant claims an equitable adjustment is due and shall, in all events, be submitted no later than two business days after receipt of such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision. Notwithstanding the submission of any such request, Consultant shall, unless otherwise directed by Owner within two business days after receipt by Owner of such request, proceed without delay to perform the Services in compliance with the Change Order or as required, directed, instructed, interpreted, or decided by Owner and shall, pending a final resolution of the issue, keep a daily record of such Services. Unless Consultant submits such a request within two business days after receipt of such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision, Consultant shall be conclusively deemed (1) to have agreed that such Change Order, requirement, direction, instruction, interpretation, determination, or decision does not entitle Consultant to an equitable adjustment in the Contract Price or Contract Time and (2) to have waived all claims based on such Change Order, requirement, direction, instruction, interpretation, determination, or decision.

ARTICLE III

CONSULTANT'S RESPONSIBILITY FOR DEFECTIVE SERVICES

3.1 Warranty of Work

A. Scope of Warranty. Consultant warrants that the Services and all of its components will be free from defects and flaws in design, workmanship, and materials; will strictly conform to the requirements of this Contract; and will be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract. The warranty expressed in this Section 3.1 will be in addition to any other warranties expressed in this Contract, or expressed or implied by law, which are reserved to Owner.

B. Length of Warranty; Repairs; Extension of Warranty. Consultant will, promptly and without charge, correct any failure to fulfill the above warranty that may be discovered or develop at any time within one year after Final Payment or the longer period as may be prescribed in Attachment B or Attachment D to this Contract or by law. The above warranty will be extended automatically to cover all repaired and replacement parts and labor provided or performed under such warranty and Consultant's obligation to correct Services will be extended for a period of one year from the date of such repair or replacement. The time period established in this Subsection 3.1B relates only to the specific obligation of Consultant to correct Services and will not be construed to establish a period of limitation with respect to other obligations that Consultant has under this Contract.

C. Subcontractor and Supplier Warranties. Whenever this Contract requires a subcontractor or supplier to provide a guaranty or warranty, Consultant will be solely responsible for obtaining the guaranty or warranty in form satisfactory to Owner and assigning the warranty or guaranty to Owner. Acceptance of any assigned warranties or guaranties by Owner will be a precondition to Final Payment and will not relieve Consultant of any of its guaranty or warranty obligations under this Contract.

3.2 Consultant's Responsibilities.

A. Standard of Care. Consultant agrees that the Services and all components thereof shall conform to the requirements of this Contract; shall be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract; shall be performed in accordance with the standards of professional practice, care and diligence practiced by recognized firms performing services of a similar nature in existence at the time of performance of the Services; and the Services shall free from defects and flaws in design consistent with such standards of professional practice, care and diligence. The standards and obligations contained herein shall be in addition to any other requirements expressed in this Contract, or expressed or implied by law, which are hereby reserved unto Owner.

B. Opinions of Cost. It is recognized that neither Consultant nor Owner has control over the costs of labor, material, equipment or services furnished by others or over competitive bidding, market or negotiating conditions, or construction contractors' methods of determining their prices. Accordingly, any opinions of probable Project costs or construction costs provided for herein are estimates only, made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as an experienced and qualified professional, familiar with the industry. Consultant does not guaranty that proposals, bids or actual Project costs or construction costs will not vary from opinions of probable cost prepared by Consultant. Notwithstanding the foregoing, unless approved by Change Order pursuant to Section 2.1, Owner has no obligation to pay Consultant any amount that exceeds the Contract Price, as defined in Section 5.1.

3.3 Corrections

Consultant shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, documents, data, information and other items and services under this Contract. Consultant shall, promptly and without charge, provide, to the satisfaction of Owner, all corrective Services necessary as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care.

3.4 Risk of Loss

The Services and everything pertaining thereto shall be provided, performed, and completed at the sole risk and cost of Consultant. Consultant shall be responsible for any and all damages to property or persons as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care and for any losses or costs to repair or remedy any work undertaken by Owner based upon the Services as a result of any such errors, omissions, negligent acts or failure to meet the standard of care. Notwithstanding any other provision of this Contract, Consultant's obligations under this Section 3.3 shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Consultant, to indemnify, hold harmless or reimburse Consultant for such damages, losses or costs.

ARTICLE IV
FINANCIAL ASSURANCES

4.1 Bonds

Contemporaneous with Consultant's execution of this Contract, Consultant will provide a Performance Bond and a Labor and Material Payment Bond, on forms provided by Owner, from a surety company licensed to do business in the State of Illinois with a general rating of A minus and a financial size category of Class VIII or better in Best's Insurance Guide, each in the penal sum of the Contract Price (collectively, "Bonds"). Consultant must, at all times while providing, performing, or completing the Services, including, without limitation, at all

times while correcting any failure to meet warranty pursuant to Section 3.1 of this Contract, maintain and keep in force, at Consultant's expense, the Bonds required by this Contract.

4.2 Insurance

Contemporaneous with Consultant's execution of this Contract, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverages and limits set forth in Attachment A. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion. **Such policies shall be in a form acceptable to Owner and from companies with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide and otherwise acceptable to Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner.** Consultant shall, at all times while providing, performing, or completing the Services, including, without limitation, at all times while correcting any failure to meet the standard of care pursuant to Section 3.2 of this Contract, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverages and limits set forth in Attachment A.

4.3 Indemnification

Consultant shall, without regard to the availability or unavailability of any insurance, either of Owner or Consultant; (A) as to Consultant's professional activities, indemnify, and save harmless Owner, as well as its elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, (collectively "Claims") that may arise out of or in connection with Consultant's negligent performance of, or failure to perform, the Services or any part thereof; and (B) as to all other activities of Consultant, indemnify, save harmless and defend Owner, as well as its elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, against any and all Claims that may arise, or be alleged to have arisen, out of or in connection with Consultant's performance of, or failure to perform, the Services or any part thereof, provided that Consultant shall not be required to indemnify Owner under provisions A or B of this Section for injury or damage to the extent caused by the willful misconduct or gross negligence of Owner.

4.4 CERCLA Indemnification

Consultant shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Owner, as well as its elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by Consultant, both before and after its disposal. If Consultant encounters any waste material governed by the above Act, it shall immediately notify Owner and stop working in the area until the above requirements can be met.

ARTICLE V
PAYMENT

5.1 Contract Price

Owner shall pay to Consultant, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Consultant shall accept in full satisfaction for providing, performing,

and completing the Services, the amount or amounts set forth in Attachment A (the "Contract Price"), subject to any additions, deductions, or withholdings provided for in this Contract.

5.2 Taxes, Benefits and Royalties

The Contract Price includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

5.3 Progress Payments

A. Payment in Installments. The Contract Price shall be paid in the manner set forth in Attachment A ("Progress Payments").

B. Pay Requests. Consultant shall, as a condition precedent to its right to receive each Progress Payment, submit to Owner an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish Consultant's prior payment for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Contract. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate tasks, for each task; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate tasks, for each task; (c) the estimated percent completion, and, if the Services are to be performed in separate tasks, for each task; and (d) Consultant's certification that all prior Progress Payments have been properly applied to the Services with respect to which they were paid. Owner may, by written notice to Consultant, designate a specific day of each month on or before which pay requests must be submitted.

5.4 Final Acceptance and Final Payment

The Services, or, if the Services are to be performed in separate tasks, each task of the Services, shall be considered complete on the date of final written acceptance by Owner of the Services or each task of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed. The Services or each task of the Services, as the case may be, shall be deemed accepted by Owner if not objected to in writing within 60 days after submission by Consultant of the Services or such task of Services for final acceptance and payment plus, if applicable, such additional time as may be considered reasonable for obtaining approval of governmental authorities having jurisdiction to approve the Services, or task of Services, as the case may be. As soon as practicable after final acceptance, Owner shall pay to Consultant the balance of the Contract Price or, if the Services are to be performed in separate tasks, the balance of that portion of the Contract Price with respect to such task of the Services, after deducting therefrom all charges against Consultant as provided for in this Contract ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services or a particular task of Services, as the case may be, shall operate as a full and complete release of Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services or a particular task of Services, as the case may be, or for or on account of any act or neglect of Owner arising out of, relating to, or in connection with the Services or a particular task of Services, as the case may be.

5.5 Deductions

A. Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of Owner's other rights or remedies, Owner shall have the right at any time or times, whether before or after approval of any pay request, to deduct and withhold from any Progress or

Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate Owner for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable under this Contract; (3) liens or claims of lien regardless of merit; (4) claims of subcontractors, suppliers, or other persons regardless of merit; (5) delay in the progress or completion of the Services; (6) inability of Consultant to complete the Services; (7) failure of Consultant to properly complete or document any pay request; (8) any other failure of Consultant to perform any of its obligations under this Contract; or (9) the cost to Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of Owner's remedies set forth in Section 6.1 of this Contract.

B. Use of Withheld Funds. Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.5A above until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to Owner. Owner shall be entitled to apply any money withheld or any other money due Consultant under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by Owner and chargeable to Consultant under this Contract.

5.6 Accounting

Consultant shall keep accounts, books, and other records of all its billable charges and costs incurred in performing the Services in accordance with generally accepted accounting practices, consistently applied, and in such manner as to permit verification of all entries. Consultant shall make all such material available for inspection by Owner, at all reasonable times during this Contract and for a period of three years following termination of this Contract. Copies of such material shall be furnished, at Owner's expense, upon request.

ARTICLE VI
REMEDIES

6.1 Owner's Remedies

If it should appear at any time prior to Final Payment for all work that Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract, or has attempted to assign this Contract or Consultant's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five business days after Consultant's receipt of written notice of such Event of Default, then Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Owner may require Consultant, within such reasonable time as may be fixed by Owner, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to accelerate all or any part of the Services; and to take any or all other action necessary to bring Consultant and the Services into strict compliance with this Contract.

2. Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price.

3. Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.

4. Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by Owner as the result of any Event of Default or as a result of actions taken by Owner in response to any Event of Default.

5. Owner may recover any damages suffered by Owner.

6.3 Owner's Special Remedy for Delay

If the Services are not completed by Consultant, in full compliance with, and as required by or pursuant to, this Contract, within the Contract Time as such time may be extended by Change Order, then Owner may invoke its remedies under Section 6.2 of this Contract or may, in the exercise of its sole and absolute discretion, permit Consultant to complete the Services but charge to Contractor, and deduct from any Progress or Final Payments, whether or not previously approved, administrative expenses and costs for each day completion of the Work is delayed beyond the Completion Date, computed on the basis of the "Per Diem Administrative Charge" set forth in Attachment A, as well as any additional damages caused by such delay.

6.3 Terminations and Suspensions Deemed for Convenience

Any termination or suspension of Consultant's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of Owner under Section 1.9 of this Contract.

ARTICLE VII
LEGAL RELATIONSHIPS AND REQUIREMENTS

7.1 Binding Effect

This Contract shall be binding upon Owner and Consultant and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

7.2 Relationship of the Parties

Consultant shall act as an independent contractor in providing and performing the Services. Nothing in or done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint venturers between Owner and Consultant or (2) to create any relationship between Owner and any subcontractor of Consultant.

7.3 No Collusion

Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Consultant hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to Owner prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has, in procuring this Contract, colluded with any other person,

firm, or corporation, then Consultant shall be liable to Owner for all loss or damage that Owner may suffer thereby, and this Contract shall, at Owner's option, be null and void.

7.4 Assignment

Consultant shall not (1) assign this Contract in whole or in part, (2) assign any of Consultant's rights or obligations under this Contract, or (3) assign any payment due or to become due under this Contract without the prior express written approval of Owner, which approval may be withheld in the sole and unfettered discretion of Owner; provided, however, that Owner's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Consultant.

7.5 Confidential Information

All information supplied by Owner to Consultant for or in connection with this Contract or the Services shall be held confidential by Consultant and shall not, without the prior express written consent of Owner, be used for any purpose other than performance of the Services.

7.6 No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, nor any order by Owner for the payment of money, nor any payment for, or use, occupancy, possession, or acceptance of, the whole or any part of the Services by Owner, nor any extension of time granted by Owner, nor any delay by Owner in exercising any right under this Contract, nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming, or incomplete Services, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Consultant; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

7.7 No Third-Party Beneficiaries

No claim as a third-party beneficiary under this Contract by any person, firm, or corporation other than Consultant shall be made or be valid against Owner.

7.8 Notices

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested. Notices and communications to Owner shall be addressed to, and delivered at, the following address:

Village of Northbrook
1225 Cedar Lane
Northbrook, Illinois 60062
Attention: Cara Pavlicek, Village Manager

With a copy to:
Village of Northbrook
Public Works Center
Attention: Julie Gray, Assistant Public Works Director (Project Manager)

655 Huehl Road
Northbrook, Illinois 60062

With a copy to:
Elrod Friedman LLP
350 North Clark Street, 2nd Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod

Notices and communications to Consultant shall be addressed to, and delivered at, the following address:

CROWNE INDUSTRIES LTD
325 W. Highland Avenue
Elgin, IL 60123

By notice complying with the requirements of this Section 7.8, Owner and Consultant each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address or addressee shall be effective until actually received.

7.9 Governing Laws

This Contract and the rights of Owner and Consultant under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

7.10 Changes in Laws

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

7.11 Compliance with Laws and Grants

Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

7.12 Documents

Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by Consultant in connection with any or all of the Services (the "Documents") shall be and remain the property of Owner. At Owner's request, or upon termination of this Contract, the Documents shall be delivered promptly to Owner. Consultant shall have the right to retain copies of the Documents for its files. Consultant shall maintain files of all Documents unless Owner shall consent in writing to the destruction of the Documents. Consultant shall make, and shall cause all of its subcontractors to make, the Documents available for Owner's review, inspection and audit during the entire term of this Contract and for three years after termination of this Contract; provided, however, that prior to the disposal or destruction of the Documents by Consultant or any of its subcontractors following said three year period, Consultant shall give notice to Owner of any Documents to be disposed of or destroyed and the intended date, which shall be at least 90 days after the effective date of such notice of disposal or destruction. Owner shall have 90 days after receipt of any such notice to give notice to Consultant or any of its subcontractors not to dispose of or destroy said Documents and to require Consultant or any of its subcontractors to deliver same to Owner, at Owner's expense.

7.13 Time

The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

7.14 Severability

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

7.15 Entire Agreement

This Contract sets forth the entire agreement of Owner and Consultant with respect to the accomplishment of the Services and the payment of the Contract Price therefor, and there are no other understandings or agreements, oral or written, between Owner and Consultant with respect to the Services and the compensation therefor.

7.16 Amendments

No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Consultant.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, Owner and Consultant have caused this Contract to be executed in two original counterparts as of the day and year first written above.

(SEAL)

Attest/Witness:

VILLAGE OF NORTHBROOK:

By: _____
Derek Gau
Title: Village Clerk

By: _____
Cara Pavlicek
Title: Village Manager

Attest/Witness:

CROWNE INDUSTRIES, LTD:

By: Nancy McCreary

Title: Secretary

By: _____

Title: President Robert Sumoski

ATTACHMENT A

SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS

1. Project Background:

The Village is seeking to make the most economical improvements to meet the needs as detailed in this document while minimizing disruption to Village staff and other users of this heavily used facility.

The Village of Northbrook operates a fueling island that dispenses unleaded gasoline and diesel, that is used by all Village departments and one nearby government agency. The existing fuel island tanks and system are at the end of their useful life. The tanks were originally installed in 1980 as single walled tanks with no ground monitoring system to identify potential leaks. In 1999, the system underwent a major upgrade including an epoxy spray liner in the tanks, double wall lining, new pumps, sensors and wiring and a Veeder Root TLS-350 monitoring system.

In August 2025, the Office of the State Fire Marshall (OSFM) completed its 5-year internal inspection of the Village's fuel tanks located at the Public Works Center. Two of the three fuel tanks did not pass the inspection and have been taken out of service. The Public Works Department was able to source and install temporary fuel tanks for both diesel and unleaded fuel in the north Public Works yard to ensure continuity of operations for all Village departments. As a temporary solution, the 10,000-gallon tank which passed the inspection and held unleaded fuel, was converted to diesel fuel under a State-approved change-of-product permit. This conversion allows the larger Public Works vehicles and equipment as well as Fire Department apparatus to resume fueling at the fuel island on-site.

The Village has previously completed soil sampling of the site and that report is available for those firms seeking to submit a proposal. (see Supplemental Information – Underground Storage Tank System Investigation).

2. Approvals and Authorizations:

Consultant shall obtain any required approvals and authorizations listed in the scope of Services in Attachment B.

3. Commencement Date:

The date of execution of the Contract by Owner.

4. Completion Date:

The final Completion/Project Acceptance – December 23, 2026, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 Changes of the Contract.

Per Diem Administrative Charge - $500.00

5. Insurance Coverages:

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:
$1,000,000 injury-per occurrence

$500,000 disease-per employee

$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

General Aggregate: $2,000,000 Bodily Injury and Property Damage Combined Single Limit for this Project.

Coverages shall include:

- Broad Form Property Damage Endorsement

- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. Owner as Additional Insured. Owner shall be named as an Additional Insured and a Cancellation Notice recipient on all policies except for:

Worker's Compensation
Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: The Village of Northbrook, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

During the project, should be the need arise to add additional insured the consultant will be expected to promptly add insureds as directed by the Village or permitting.

All additional public or private property owners as needed on all policies with the exception of Worker's Compensation and Professional Liability.

6. **Contract Price**:

SCHEDULE OF PRICES

For providing, performing, and completing each task of Services, an amount equal to Consultant's Direct Labor Costs, plus an amount equal to the actual costs of all Reimbursable Expenses, but not to exceed, in each task of Services, the following not to exceed amount set forth opposite each such task except as adjusted by Change Order issued pursuant to Section 2.1 of the Contract:

TOTAL NOT TO EXCEED CONTRACT PRICE: **$602,996.00**

Six Hundred Two Thousand Nine Hundred and Ninety Six **Dollars and** Zero **Cents**
(in writing) **(in writing)**

$602,996 **Dollars and 00 Cents**
(in figures) **(in figures)**

7. **Payments:**

Requests for progress payments shall be made not more frequently than on a monthly basis. Requests for payments shall be reviewed and processed by Village staff in a timely fashion and submitted for Village Board review and approval.

ATTACHMENT B

SCOPE OF SERVICES

Consultant shall cooperate and work closely with representatives of Owner and other parties involved in the Project. Consultant shall meet with Owner and such other parties, and shall provide such consultation, advice, and reports, as required to adequately perform its responsibilities under the Contract. Consultant shall produce and deliver to Owner the results of its Services, plus any reports, documents, data, information, observations, or opinions set forth below or requested by Owner, in form or format as set forth below or, if none, in form or format of Owner's choosing. **In the event of any conflict or contradiction between or among the various provisions from the Village of Northbrook RFQ and the consultant's Proposal, which is attached hereto and referenced as Attachment B-1 in this Scope of Services, that this contract shall take precedent, followed by the RFQ document, and lastly the Consultant's Proposal.**

After written authorization to proceed, Consultant shall provide, perform and complete the following:

Scope of Services/Tasks:

Underground Fuel System Removal

- Secure Contractor Business License and obtain the required permit from the Village.
- Obtain permits for fuel system removal from the Office of the State Fire Marshal (OSFM).
- Notify JULIE to locate underground utilities/lines.
- Schedule required and as needed inspections with the OSFM.
- Mobilize crew and equipment to the work site.
- Furnish and erect temporary construction fencing around the site for the duration of project.
- Pump and dispose of approximately 300 gallons of diesel fuel from one (1) underground storage tank (UST).
- Break out, remove, and dispose of the concrete covering the tanks, island, fueling apron, and curb.
- Excavate and remove one (1) 3,000-gallon and two (2) 10,000-gallon USTs (lined tanks).
- Open and clean the three (3) existing USTs.
- Remove from site and properly dispose of USTs.
- Furnish certificate destruction for USTs.
- Remove and dispose of all associated underground vent and product piping.
- Perform required soil sampling and analysis in accordance with OSFM and Illinois Environmental Protection Agency (IEPA) protocol (estimated 27 samples).
- Place excavated spoils back in the excavation and backfill with up to 210 tons of CA-6 compactable stone.
- Prepare and submit Site Assessment Report (SAR) to OSFM, including soil sample results, laboratory data, site/removal drawings, and remediation comparison tables.

Installation of Underground Storage Tanks

- Submit design and obtain permits as required from the Village's Department of Planning Services, meeting the Village's various codes including but not limited to the Municipal Code, current approved building codes, and engineering standards.
- Obtain OSFM permit for fuel system installation.
- Contact JULIE and mark utilities.
- Excavate south of existing curb line and load up soil for disposal. Allowances for soil disposal as contaminated spoils should be made by the Consultant in accordance with the Consultant's design and sampling as well as prior soil testing by the Village.

- Install required shoring for excavation work.
- Furnish and take delivery of new tanks: two (2) 12,000-gallon, 10’ diameter, double-wall fiberglass tanks.
- Concrete deadmen system including hold-downs, straps, and turnbuckles.
- Perform aboveground integrity inspection of tank.
- Install deadmen, monitor wells, and set tank in excavation.
- Ballast tanks with water.
- Install tanks top equipment.

Sumps

- Two (2) 42” fiberglass water-tight piping sumps at tank tops.
- One (1) under-dispenser sump at island.
- Excavate conduit trenches from tank/island to building. Dispose of spoils.
- Set dispenser containment sump.
- Run double wall product piping.
- Run single wall vent piping.

Overspill/Overfill Prevention

- Two (2) 5-gallon double-wall overspill containment manholes.
- Two (2) overfill drop tubes.

Piping

- Install 2” double-wall UL-approved product piping system.
- Install Ameron single-wall fiberglass vent piping system.
- Install submersible pumps.

Submersible Pumps

- Two (2) FE Petro ¾ HP submersible pumps with electronic line leak detectors.
- Two (2) pump controllers.
- Air test and check all lines for leaks.
- Perform hydrostatic (water) test of all sumps and check for leaks.

Electrical

- Install new PVC conduits from building to tanks and island. All conduits above grade will be rigid with explosion proof fittings as required by State Code.
- Reuse existing control panels inside building.
- Pull new power and communication wiring.
- Backfill excavations and trenches to subgrade.
- Grade work areas.
- Install/set new manholes.

Manholes

- Two (2) 12” diameter observation well manholes.
- Two (2) 42” diameter composite manholes.
- Four (4) 18” diameter tank sensor manholes.

Island & Bollards

- One (1) stainless steel island form with appropriate radius ends.
- Four (4) 6” steel bollards (concrete-filled with yellow sleeves).
- Required signage.

Concrete

- Form and pour curb to match existing.
- Pour tank pad and fueling apron.
- Prep and pour island and bollards

Asphalt

- Asphalt paving at 5” thick along curb line and trench.

Landscaping

- Furnish and place pulverized topsoil.
- Seed disturbed grass areas with seed blanket.
- Watering responsibility of the Village.

Leak Detection System

- One (1) Veeder-Root TLS-450+ console or equivalent.
- Two (2) 10’ tank level probe and float kits.
- One (1) tank interstitial sensor.
- One (1) dispenser sump sensor.
- Two (2) tank sump sensors.
- Two (2) pressurized line leak detectors.

Dispenser & Fuel Management System

- One (1) Bennett High Hose dispenser (two products, four hose) or equivalent.
- Two (2) 1” diesel hose and nozzle assemblies.
- Two (2) ¾” unleaded hose and nozzle assemblies.
- One (1) Fuel Master 3500 web-based Fuel Management System.
- Start-up and purge with furnished fuel.
- Perform third-party testing of tanks and lines.
- Training and turnover to the Village.
- Arrange Fire Marshal inspection for green tag.

Proposal Requirements – Include with Proposal

1. Provide copies of all state, county and local licenses and/or certificates to verify your company’s qualifications.
2. All construction documents and final design drawings and specifications.
3. All documents necessary for site plan approval.
4. Detailed estimate of construction costs for the Services.
5. Pricing schedule for additional pump-out, if required.
6. Cost/rates for materials and equipment remediation of contaminated soil including; excavation, hauling and restoration (backfill).
7. Costs for required environmental reporting.
8. Include proposed material; brand, model, quantity, include cut sheets where available.

9. Identification of all subcontractors.
10. Provide a Work Plan outlining a basic schedule of proposed construction activities, including major milestones (e.g., OSFM inspection, IEPA sampling, etc.) and final completion date.
11. No less than three professional references.

GENERAL PROVISIONS

Administration and Additional Work. The Consultant will be under the direct administration of the Director of Public Works (Director) or his designee. Any alterations or modifications of the work performed under this contract shall be made only by written agreement between the Consultant and the Director and shall be made prior to commencement of the altered or modified work. No claims for any extra work or materials shall be made prior to commencement of the altered or modified work. No claims for any extra work shall be permitted.

Location Site and Safety.

Location site is at the Village's Public Works Center, located at 655 Huehl Road, Northbrook, Illinois 60062. The Consultant will work with the Village to stage and maintain the appropriate safety signs, barricades, directional signage and/or other materials to warn the public, Village staff, and others away from work areas. Safety of the public, Village staff and others, including the Consultant's employees shall be a priority and shall be the responsibility of the Consultant.

The Consultant must notify the Facilities Manager at least 24-hours in advance of work that may be disruptive to the normal building operations, access to the parking lot or the Public Works yard. Any shutdown of service and/or utilities must be approved and scheduled with the Project Manager at least 24 hours in advance of the shutdown.

Project Coordination

The Consultant will coordinate with their suppliers and sub-contractors and the Facilities Manager for the following as needed:

1. A secure staging area for storing equipment and materials included but not limited to, gravel, concrete, excavator, crane, dumpster, tools, and other supplies or items located in or at the worksite. Consultant shall have sole liability for said items.
2. Access to and provision of the Village owned utilities as needed for design and construction. The Village will provide access to its utilities where possible.

The following documents, plans, and reports will be provided as needed to the Project and Facilities Manager:

1. Work Schedule, and short interval schedule to include daily and weekly activities,
2. Closeout documents including:
    a. Plans and other drawings
    b. Equipment and parts manuals for all installed parts and equipment
    c. Sequence of operations for equipment
    d. All warrantee information and documentation for materials, labor and equipment shall be issued in accordance with industry best practice
    e. Operations and maintenance manuals and all other items commonly found with such documentation

a. Safety Data Sheets (SDS) must be left on site immediately after goods and/or services have been provided
b. Hazardous waste disposal certifications if required by law
c. Inspection reports as completed.

The Consultant will immediately notify the Facilities Manager of any and all issues that may result in a project delay and/or impact work quality or safety.

The Facilities Manager must be informed of and approve all work done by subcontractors; however, the Project Manager will work with the Consultant regarding the work and costs incurred by any subcontractors.

The Consultant will provide all labor, materials, equipment, means, accessories, etc. required for the design, purchase, delivery, and installation of the specified equipment and software. All software, materials and equipment furnished for this job shall be in current production and shall be of quality material. Used, shopworn, demonstrator, prototype, reconditioned or discontinued software, equipment or materials are not acceptable.

Include the cost of all trades needed for complete installation. Consultant is responsible to coordinate work with the Facilities Manager and all trades including any Village contractors.

Consultant will be responsible for obtaining all necessary permits. The Village will not charge the contractor for any local permits.

Consultant is responsible for the disconnection, removal and disposal of the existing equipment in accordance with all local, state and federal regulations, and the Consultant will provide all the necessary equipment, labor, and materials to safely accomplish said removal and disposal. Consultant will recover and dispose of the existing equipment per IEPA guidelines. All unused equipment shall be removed from the Work Site(s).

All goods and/or services shall comply with applicable OSHA regulations in effect at the time goods are shipped and/or the service is performed.

Project Deliverables

Consultant is responsible for providing written documentation to the Project Manager for any work that may affect the any of the Village's warranties for existing equipment. The written documentation must be provided and approved prior to the commencement of the work.

Consultant will be held liable for the cost of repair or replacement of structures, utility systems and other parts of the facility damaged by the Consultant's acts of negligence or lack of full adherence to the requirements of the Scope contained herein. The Consultant will be held liable for the cost of repair or replacement of building components and/or vehicle(s) damage by falling /flying equipment and/or debris.

Consultant is responsible for start-up and commissioning of the new equipment. All systems must be tested at the component level and as it applies, as part of a larger operating system. Units connected to the Village's network or cloud based shall be checked as all systems must be fully functional and operational after installation.

operational after installation. If follow-up work is required to correct installation or integration, the Village shall not be charged.

Consultant will train key Village staff on operation and general maintenance of the new equipment and systems. Prior to leaving the jobsite (and receiving final payment), Consultant shall provide the Project Manager with all requested warrantee documentation.

Consultant will respond to inquiries within twenty-four (24) hours and will service any non-working units on the day of the call during the warranty period. Owner will not be responsible for any additional costs to repair or replace new equipment or parts that are still under warranty; the Consultant is responsible for all liability.

Unless otherwise specified, the Consultant shall unconditionally guarantee the labor and materials used in performance of this contract within the specified guidelines and recommendations of the manufacturer's and Consultant warranties. If any defects or signs of deterioration are noted which in the opinion of Owner are due to faulty workmanship or materials, the Consultant shall be notified and shall make the necessary repairs to correct any deficiency in the system at the Consultant's expense.

The Consultant acknowledges and agrees that all environmental compliance, remediation, and disposal requirements associated with this Project are included within the scope of this RFQ. Such work shall be incorporated into the total lump sum cost, and no separate contract or agreement shall be executed for environmental-related work. All such obligations are deemed part of the Consultant's responsibilities under this Contract

The Consultant shall be responsible for all coordination and communication with the Office of the State Fire Marshal (OSFM) as necessary to ensure full compliance with all applicable laws, codes, regulations, and permitting requirements related to this Project. Final approval by the OSFM shall be required, and such approval shall constitute confirmation of compliance and determine the completion of the Project. Documentation of all coordination and approvals shall be provided to the Owner upon request and completion.

The Project shall be deemed complete and closed upon receipt of formal approval from the OSFM authorizing the site for use.

Owner will provide to the Consultant:

1. Reasonable access to the facilities to inspect the existing conditions
2. Available drawings of the buildings that depict the existing conditions
3. Tax exemption documentation
4. Timely responses to questions submitted via e-mail after the pre-proposal meeting

Dust and Noise Control

If the Services performed by the Consultant generates dust or debris, the Consultant shall be required at the Owner's discretion and at Consultant's sole cost and expense, to install and maintain appropriate barriers or containment systems to prevent dust and debris from migrating into the Public Works Center, Fire Station 10, or any other adjacent building to the Work Site.

Such measures shall be considered incidental to the Contract, and no additional compensation will be provided.

The Consultant shall also employ reasonable means and methods to minimize noise during normal Public Works Center operating hours (7:00 a.m. to 3:00 p.m.) so as not to disrupt Public Works operations or public access.

Clean-Up and Disposal.

Consultant is responsible for removing all construction and packing debris from the work site and keeping a clean, safe work area at all times. The Consultant is encouraged to reuse or recycle construction and packing materials wherever possible. Clean up of the work areas shall be at no additional cost to the Owner. If hazardous materials are encountered during execution of the contract, the Consultant will be responsible for removing and disposing said materials in accordance with federal, state, and local statutes and codes. The Consultant will provide the Project Manager with appropriate documentation regarding the disposal of said hazardous materials as requested or required.

All debris from the installation and maintenance of the Services shall be cleaned up each evening before the crew leaves the work site. The Consultant shall not dispose of any materials in waste receptacles belonging to the Village of Northbrook without the approval of the Facilities Manager. The Consultant must dispose of all materials at the Public Works Center, located at 655 Huehl Road, Northbrook, IL 60062.

Working Hours.

The Consultant will be allowed to schedule its normal work hours between 7:00 AM and 3:00 PM Monday through Friday. Weekend work (Saturday) will only be permitted with prior written approval from the Director of Public Works or their designee. No extra compensation will be allowed for Saturday work.

Licenses and Permits.

Pursuant to Section 1.A (2) of the Contract, the Consultant shall, at its expense, procure all necessary licenses and permits needed to conduct the Services required under the terms of this contract. The Consultant will identify and comply with all applicable federal, state, and local statutes. Services will also be performed in accordance with current applicable building, plumbing, electrical, HVAC and other codes and best practices related to the work being completed. Additionally, all installations will be in accordance with manufacturer's recommendations. The Services shall meet the more stringent of the above codes and requirements.

Prevailing Wages.

In accordance with the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., not less than the prevailing rate of wages for similar work in the locality in which the Services are to be performed shall be paid to all laborers performing work under this contract. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Illinois Department of Labor publishes the prevailing wage rates on its website at http://labor.illinois.gov/. The Department revises the prevailing wage rates and the Consultant /Subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, Consultant shall refer to the Illinois Department of Labor's website. Consultant and any subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

Term of Agreement.

The initial term of this Contract shall begin upon award by the Village Board and execution by the Village Manager and be in effect through April 30, 2026, unless otherwise extended by mutual written agreement by Owner and Consultant. Any such extension shall be limited to circumstances in which a delay in the delivery of materials to the Consultant prevents timely completion of the Services, and the revised completion date shall be mutually agreed upon in writing.

FORFEITURE

Notwithstanding any other rights of cancellation contained herein, the Owner reserves the sole right to cancel this Contract, with or without cause, by serving notice to the Consultant, by certified mail, return receipt requested, of such intent to cancel this entire agreement no less than thirty (30) days prior to any such proposed cancellation date. Such cancellation to be without recourse, except for any sums owed to either party at the time of cancellation. The Consultant acknowledges that all work performed under this Contract is contingent upon the Village Board's approval of the funding for the work. The Consultant shall continue to perform all agreed upon work until the date of cancellation of the Contract.

ATTACHMENT B-1

SCOPE OF SERVICES CONT.

CROWNE INDUSTRIES, LTD**:**

CROWNE
Storage Tank, Piping and Pump Construction Specialists

March 23, 2026

Village of Northbrook Public Works
655 Huehl Road
Northbrook, IL. 60062

Re: **Proposal - Fuel System Replacement**

CROWNE INDUSTRIES, LTD. will provide all necessary equipment as required for a complete, current code compliant, environmentally safe and operational system.

UNDERGROUND FUEL SYSTEM REMOVAL PROJECT OUTLINE:

- Secure Performance & Payment Bonds.
- Obtain State Fire Marshal Permits for Fuel System Removal.
- Notify JULIE to locate underground lines.
- Schedule Fire Marshal Inspections.
- Furnish temporary construction fencing for duration of project.
- Record pre-construction elevations.
- Mobilize crew and equipment to site.
- *Note: Removal or bracing/shoring/protection of tree adjacent to tank excavation is not included*.
- Pump and dispose of 300 gallons of diesel fuel from (1) UST. If additional pump-out is required, pumpout will be performed as per pump-out price schedule.
- Disconnect, remove and retain light pole for reinstallation.
- Break out, remove and dispose of concrete over tanks, island, fueling apron and up to 100' of curb.
- Excavate and remove (1) 3,000 & (2) 10,000 gallon underground storage tank (lined tanks).
- Open tanks and clean.
- Remove all associated underground vent and product piping.
- The OSFM enforces the requirement of obtaining and analyzing excavation (tank pit) soil samples following the removal of UST systems. This soil sampling requirement is enforced regardless of a tank's age, use history, or the assignment of an incident number. This soil sample data must be included in the Site Assessment Report, also required by the OSFM.
  In accordance with the IEPA's 20-foot grid sampling protocol, it has been estimated that twenty-seven (27) soil samples will be required from the tank excavation, from beneath the fuel pump, and from the backfill materials, as needed for reporting purposes. Based on the documented product stored, and on the age of the gasoline UST, soil samples will require BTEX, MTBE, Total Lead, and PNA analysis.
- Place all excavated spoils back in the excavation.
- Haul and dispose of tanks.
- Furnish certificate of tank destruction.
- Closure Report: A Site Assessment Report will be compiled and submitted to the OSFM to detail the UST removal effort. This report will include the Site Assessment form, site and removal drawings, laboratory data, and the laboratory table comparing sample results to applicable remedial objectives.

- IEPA Reports: It is anticipated that evidence of contamination will be detected. With this in mind, I have included the preparation and submittal of IEMA Reports: 20/45 day Reports, Corrective Action Completion Report & Reimbursement Application.

UNDERGROUND TANK INSTALLATION PROJECT OUTLINE:

- Obtain State of Illinois Fire Marshal permit for Fuel System Installation. Local Permit, if required, is limited to $500.
- Contact JULIE and mark utilities.
- New tank excavation to be in same excavation as old.
- Excavate and load up to 785 tons of soil onto trucks to be disposed of at Waste Management landfill as contaminated spoils.
- Install shoring for new tank excavation.
- Furnish and take delivery of new tank.

TANKS:

- **(2) 10,000 gallon 8' diameter double wall fiberglass tanks.**
- **Concrete dead men hold downs, straps & turnbuckles.**

- Unload new tanks.
- Perform test/inspection of new tanks aboveground.
- Set concrete deadmen in excavation.
- Install (2) Monitoring wells in tank excavation.
- Set tanks into excavation and backfill with approved backfill up to 745 tons.
- Ballast tanks with water.
- Install tank top equipment.

OVERSPILL/OVERFILL PREVENTION:

- **(2) 5 gallon, double wall below grade overspill containment manhole.**
- **(2) Overfill drop tubes**.

SUMPS:

- **(2) 42" fiberglass water-tight single wall piping sumps at tank tops.**
- **(1) under dispenser sump at islands.**

- Excavate conduit trenches from tank/island to building. Dispose of spoils.
- Set dispenser containment sump.
- Run double wall product piping.
- Run single wall vent piping.

PIPING:

- **2" Double wall UL approved pipe system – UPP Fusion welded pipe.**
- **Ameron single wall fiberglass vent piping system.**

- Install submersible pumps.

SUBMERSIBLE PUMPS:

- **(2) FE Petro 3/4 HP submersible pump with Electronic Line Leak Detectors.**
- **(2) Pump Controllers.**

- Air test and check all lines for leaks.
- Perform hydrostatic (water) test of all sumps and check for leaks.

ELECTRIC:

- Install new PVC conduits from building to tanks and island. All conduits above grade will be rigid with explosion proof fittings as required by State Code.
- Reuse existing power and control panels for fuel system in building.
- Pull power and communication wiring for system.

- Backfill excavations and trenches to subgrade.
- Grade work areas.
- Install/set new manholes.

MANHOLES:

- **(2) 12" Observation well manhole.**
- **(2) 42" Composite manholes.**
- **(4) 18" Tank sensor manholes.**

- Install island forms and bollards.

ISLAND:

- **(1) 3' x 12' x 13" stainless steel island form w/6" radius ends.**
- **(4) 6" steel bollards concrete filled with yellow plastic sleeve covers.**
- **Required Signage.**

- Sawcut asphalt work areas. Clean up edges.
- Form and pour concrete flatwork.

CONCRETE:

- **Form and pour up to 100' of curb to match existing.**
- **Prep and pour island and bollards.**
- **Prep and pour tank pad and fuel apron – 1554 square feet @ 8" thick.**

ASPHALT:

- **Place asphalt @ 5" thick along curb line and trench.**
- **Place asphalt around new concrete fuel pad area based on up to 720 square feet. Patch old fueling area.**

LANDSCAPING:

- **Furnish and place pulverized top soil in grass area.**
- **Seed grass areas and provide seed blanket.**
- **Watering of area to be responsibility of NBPW.**

- Install new Veeder Root leak detection/gauging system complete with level probes and sensors.

LEAK DETECTION:

- **(1) Veeder-Root TLS-450+ monitor console.**
- **(2) 8' Tank level probe and float kits for Gas & Diesel.**
- **(2) Tank interstitial sensor.**
- **(1) Dispenser sump sensor.**
- **(2) Tank sump sensors.**
- **(2) Pressurized line leak detector.**

- Install fuel dispenser and related hardware.

DISPENSER & HANGING HARDWARE:

- **(1) Bennett brand High Hose Dispenser – (2) product, (4) hose.**
- **(2) 1" Diesel hose and nozzle assemblies.**
- **(2) ¾" Unleaded hose and nozzle assemblies.**

- Install Fuel Management System.

FUEL MANAGEMENT SYSTEM:

- **(1) Fuel Master FM Live Fuel Management System.**
- **Web based system.**
- **Start-up & Training included.**
- **First year of subscription included (Wireless Modem and FM Live).**

- Start up systems.
- Purge lines with owner furnished fuel.
- Perform 3rd party testing of tanks and lines.
- Remove our debris.
- Perform start up and training of provided equipment.
- All signage and stickers to be provided by Crowne
- Arrange for Illinois State Fire Marshal Inspection for Green Tag.

PRICE: $ 602,996.00

(Sales Tax Exempt)

LIQUID PUMP-OUT PRICE SCHEDULE (300 gallons of liquid disposal is included in base bid):

- Pump Truck Port to site and disposal facility…….$850.00/load
- Truck Demurrage Time on site…(after 2 hours on site)…….. $245.00/hour
- Disposal of pumpable liquids…(above base bid amount)……..$.80 per gallon

Note:

- The determination as to the existence of a release and soil impact is made by the on-site OSFM inspector, or upon review of the soil sample data, at which time the owner or the owner's representative will be required to contact the IEMA to obtain an incident number. The assignment of a release incident number triggers the involvement of the IEPA LUST Program and their environmental corrective action and reporting work. Pricing for the basic remedial work of excavation and landfill disposal is listed below some of which is included in your base bid.

CONTAMINATED SOIL REMEDIATION PRICE SCHEDULE (*above base bid amounts*):

- Machinery to excavate and load soils and place backfill……$2,700.00/day
- Haul & dispose of soils at landfill……...$ 69.00/ton
- Stone backfill (CA6/crushed concrete)……...$ 38.00/ton

ENVIRONMENTAL REPORTING – (*Included in base bid. If not needed, these items will be reimbursed):*

- IEPA LUST Program 20-Day Certification……$ 380.00
- IEPA LUST Program 45-Day Report…….$3,800.00
- IEPA LUST Program Early Action Completion Report…….$1,140.00
- IEPA LUST Reimbursement Application……..…….$1,140.00
- IEPA LUST Program NFR Letter Recording (Cook County)……$ 675.00

Exclusions:

a) Well Pointing.
b) Tree removal, disposal, bracing or shoring.
c) Contaminated soil disposal above base bid amount.
d) Excavation water pumping or disposal to offsite facility.
e) Frac tanks for water storage.
f) Compaction testing.

Payment Terms:

- Deposit for Fabrication of Materials.
- Progress payments to be billed monthly based on schedule of values (G702/703 forms).

Please call me if you have any questions.

Respectfully,
CROWNE INDUSTRIES, LTD.
Robert Sumoski

ATTACHMENT C
SCHEDULE

To Be Determined With Selected Vendor

Anticipated Schedule:
It is the intent to begin the Project immediately upon execution of a Contract with the chosen consultant. The completion dates for the respective Scope of Services Tasks to be negotiated with the consultant. The anticipated completion dates for the Project appears below.

CONSTRUCTION

- Begin Construction – May 1, 2026 (or as weather allows)
- End Construction – December 23, 2026 (or as extended to a mutually agreed upon date)

TERM OF AGREEMENT

The term of this agreement shall coincide with the successful completion and close out of the Project.

ATTACHMENT D

SPECIAL PROJECT REQUIREMENTS

1. Key Project Personnel Contact Information:

Name/Project Function: Telephone:	E-Mail:
Robert Sumoski/President 630-201-4967	bob@crownetank.com
Yvonne Flores/Project Manager 630-444-7350	yvonne@crownetank.com
Nancy McCreary/Project Administration 847-354-9864	nancy@crownetank.com

BID BOND

KNOW ALL MEN BY THESE PRESENTS: that

_____ ,
(Here insert full name and address of Bidder)
as Principal, hereinafter called Bidder, and

,
(Here insert full name and address of Surety)

as Surety, a corporation organized and existing under the laws of the State of _____, hereinafter called Surety, are held and firmly bound unto Village of Northbrook, 1225 Cedar Lane, Northbrook, Illinois 60062, as Obligee, hereinafter called Owner, in the full and just sum of _____Dollars ($_____), for the payment of which sum of money well and truly to be made, Bidder and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Bidder has submitted a Bidder's Proposal dated _____, to Owner entitled "Contract For REPLACEMENT OF THE VILLAGE FUEL SERVICES" (the "Work"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Bidder shall timely submit all additional information that is required of it and, if the Bid shall be accepted by Owner, Bidder shall (1) timely submit all the Bonds and all the certificates and policies of insurance required of it, (2) timely execute the Contract Agreement and the Contractor's Certification, in the form included in the bound Bid Package, and all other required documentation related to the Contract, and (3) in all other respects, perform the agreement created by Owner's acceptance of the Bid, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that the obligations of Surety under this bond shall be in no way impaired or affected by any extension of the time within which Owner may accept the Proposal, and Surety does hereby waive notice of any such extension. Owner shall have no obligation to actually incur any expense or correct any deficient performance of Bidder in order to be entitled to receive the proceeds of this bond. No right of action shall accrue on this bond to or for the use of any person or corporation other than Owner or the heirs, executors, administrators or successors of Owner.

Signed and sealed this _____ day of _____, 2026.

Attest/Witness:	PRINCIPAL:
By: _____	By: _____
Title: _____	Title: _____
Attest/Witness	SURETY
By: _____	By: _____
Title: _____	Title: _____

LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that ***CROWNE INDESTRIES, LTD, 325 W. HIGHLAND AVENUE, ELGIN , IL 60123*****,** as Principal, hereinafter called Contractor, and ***[FULL NAME AND ADDRESS OF SURETY]*****,** as Surety, a corporation organized and existing under the laws of the State of ***[INCORPORATION]*****,** hereinafter called Surety, are held and firmly bound unto Village of Northbrook, 1225 Cedar Lane as Obligee, hereinafter called Owner, for the use and benefit of itself and of claimants as hereinafter defined, in the full and just sum of ***[CONTRACT PRICE]*** Dollars **($*[CONTRACT PRICE]*),** to be paid to it or the said claimants or its or their assigns, to which payment well and truly to be made Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, said amount to include attorney's fees, court costs and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, Contractor has entered into a written agreement dated ***[DATE OF CONTRACT]***, with Owner entitled "Contract/Proposal Between Village of Northbrook and ***[CONTRACTOR'S NAME]*** for the REPLACEMENT OF THE VILLAGE FUEL SERVICES" (the "Contract"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Contractor shall promptly pay or cause to be paid all sums of money that may be due to any claimant with respect to Contractor's obligations under the Contract: (1) to provide, perform and complete at the Work Site and in the manner specified in the Contract all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the trimming of all genus and species of parkway and other public trees owned by Owner and provision of emergency tree services; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in the Specifications; (3) to procure and furnish all bonds, certificates and policies of insurance specified in the Contract; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by and pursuant to, the Contract; all of which is herein referred to as the "Work," whether or not any of said Work enter into and become component parts of the improvement contemplated, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

For purpose of this bond, a claimant is defined as one having a direct contract with Contractor or with a subcontractor of Contractor to provide, perform or complete any part of the Work.

Contractor and Surety hereby jointly and severally agree that every claimant who has not had all just claims for the furnishing of any part of the Work paid in full, including, without limitation, all claims for amounts due for materials, lubricants, oil, gasoline, rentals of or service or repairs on machinery, equipment, and tools consumed or used in connection with the furnishing of any part of the Work, may sue on this bond for the use of such claimant, may prosecute the suit to final judgment for such sum or sums as may be justly due such claimant, and may have execution therein; provided, however, that Owner shall not be liable for the payment of any costs or expenses of any such suit. The provisions of 30 ILCS 550/1 and 2 [formerly Ill. Rev. Stat. ch. 29, §§ 15 and 16] shall be deemed inserted herein, including the time limits within which notices of claim must be filed and actions brought under this bond.

Contractor and Surety hereby jointly agree that Owner may sue on this bond if Owner is held liable to, or voluntarily agrees to pay, any claimant directly, but nothing in this bond shall create any duty on the part of Owner to pay any claimant.

Surety, for value received, hereby stipulates and agrees that no changes, modifications, alterations, omissions, deletions, additions, extensions of time or forbearance on the part of Owner or Contractor to the other in or to the terms of said Contract; in or to the schedules, plans, drawings or specifications; in or to the method or manner of performance of the Work; in or to Owner-furnished facilities, equipment, material, service or site; or in or to the mode or manner of payment therefor shall in any way release Contractor and Surety or either or any of them, or any of their heirs, executors, administrators, successors or assigns, or affect the obligations of said Surety on this bond, all notice of any and all of the foregoing changes, modifications, alterations, omissions, deletions, additions, extensions of time or forbearance and notice of any and all defaults by Contractor or of Owner's termination of Contractor being hereby waived by Surety.

Signed and sealed this ____ day of _____, 2026.

Attest/Witness:

CONTRACTOR]

PRINCIPAL: **\[NAME OF**

By: _____

CONTRACTOR'S

By: _____

\[NAME OF

EXECUTING OFFICER]

Title: _____

CONTRACTOR'S

Title: _____

\[TITLE OF

EXECUTING OFFICER]

Attest/Witness:

By: _____

Title: _____

Telephone: _____

SURETY: **\NAME OF SURETY**

By: _____

Title: _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that ***[Full Name and Address of Contractor]***, as Principal, hereinafter called Contractor, and ***[Full Name and Address of Surety]***, as Surety, a corporation organized and existing under the laws of the State of ***[Incorporation]***, hereinafter called Surety, are held and firmly bound unto Village of Northbrook, 1225 Cedar Lane, Northbrook, Illinois 60062, as Obligee, hereinafter called Owner, in the full and just sum of ***[Contract Price]*** Dollars ($***[Contract Price]***), for the payment of which sum of money well and truly to be made, Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, said amount to include payment of actual costs and damages and for attorneys' fees, architectural fees, design fees, engineering fees, accounting fees, testing fees, consulting fees, administrative costs, court costs, interest and any other fees and expenses resulting from or incurred by reason of Contractor's failure to promptly and faithfully perform its contract with Owner, said contract being more fully described below, and to include attorneys' fees, court costs and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, Contractor has entered into a written agreement dated ***[date]***, with Owner entitled "Contract Agreement Between Village of Northbrook and ***[Name of Contractor]*** for the REPLACEMENT OF THE VILLAGE FUEL SERVICES" (the "Contract"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Contractor shall well, truly and promptly perform all the undertakings, covenants, terms, conditions and agreements of said Contractor under the Contract, including, but not limited to, Contractor's obligations under the Contract: (1) to provide, perform and complete at the Work Site and in the manner specified in the Contract all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the maintenance of traffic signals; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in the Special Conditions of Contract; (3) to procure and furnish all bonds, certificates and policies of insurance specified in the Contract; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by and pursuant to, the Contract; all of which is herein referred to as the "Work" whether or not any of said Work enter into and become component parts of the improvement contemplated, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no changes, modifications, alterations, omissions, deletions, additions, extensions of time, or forbearances on the part of either Owner or Contractor to the other in or to the terms of said Contract; in or to the schedules, plans, drawings or specifications; in or to the method or manner of performance of the Work; in or to Owner-furnished facilities, equipment, material, service or sites; or in or to the mode or manner of payment therefor, shall in any way release Contractor and Surety or either or any of them, or any of their heirs, executors, administrators, successors or assigns or affect the obligations of Surety on this bond, all notice of any and all of the foregoing changes, modifications, alterations, omissions, deletions, additions, extensions of time or forbearances, and notice of any and all defaults by Contractor or of Owner's termination of Contractor being hereby waived by Surety.

Notwithstanding anything to the contrary in the foregoing paragraph, in no event shall the obligations of Surety under this bond in the event of Contractor's default be greater than the obligations of Contractor under the Contract in the absence of such Contractor default.

In the event of a default or defaults by Contractor, Owner shall have the right to take over and complete the Contract upon 30 calendar days' written notice to Surety, in which event Surety shall pay Owner all costs incurred by Owner in taking over and completing the Contract.

At its option, Owner may instead request that Surety take over and complete the Contract, in which event Surety shall take reasonable steps to proceed promptly with completion no later than 30 calendar days from the date on which Owner notifies Surety that Owner wants Surety to take over and complete the Contract.

Owner shall have no obligation to actually incur any expense or correct any deficient performance of Contractor in order to be entitled to receive the proceeds of this bond.

No right of action shall accrue on this bond to or for the use of any person or corporation other than Owner or the heirs, executors, administrators or successors of Owner.

Signed and sealed this _____ day of _____, 2026.

Attest/Witness:	PRINCIPAL: ***[Name of Contractor]***
By: _____	By: _____ ***[Name of Contractor's Executing Officer]***
Title: _____	Title: _____ ***[Title of Contractor's Executing Officer]***
Attest/Witness:	SURETY: ***[Name of Surety]***
By: _____	By: _____
Title: _____	Title: _____
Telephone: _____	Fax: _____

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Deputy Public Works Director Matt Morrison
Date: 2026-04-14
Subject: A Resolution Authorizing the Grant Funded Purchase of a Polaris Ranger UTV from Nielsen Enterprises of Lake Villa, Illinois; a Rescue Skid for the Polaris Ranger from Kimtek Corporation of Orleans, Vermont; Emergency Vehicle Lighting from Ultra Strobe Communications of Crystal Lake, Illinois; and a Haulmark Cargo Trailer from Trailer Capital USA of Middlebury, Indiana

Overview
The Villages of Northbrook and Wheeling were jointly awarded State grant for the purchase of a public safety equipment that will be shared pursuant to the Intergovernmental Agreement approved by Resolution 2025-160.

Fiscal Impact
The Village of Northbrook has received a grant through the Illinois Department of Commerce and Economic Opportunity for the purchase of a fire response utility task vehicle, LED message boards, and a rapid response traffic barrier system. This grant will reimburse the Village for the cost of these purchases in the amount of $500,000.

The total cost of the fire response utility task vehicle will be $67,995 for a Polaris 1500 Ranger Crew XD Northstar Premium, a slide in rescue skid, lights, and a trailer to transport the vehicle. A summary of the vendors and costs to provide this vehicle is included in Table 1. A contingency of $2,500 is requested for a total not to exceed spending authority of $70,495.

Table 1. Summary of Costs for Fire Response Utility Task Vehicle

Vendor	Component	Cost
Nielsen Enterprises, Lake Villa, Illinois	Polaris Ranger 1500 XD Northstar Premium	$42,412
KimTek Corporation, Orleans, Vermont	Slide-In Rescue Skid	$7,950
American Cargo Group Trailers, Elkhart, Indiana	Haulmark Cargo Trailer	$13,291
Ultra Strobe Communications, Crystal Lake, Illinois	Emergency Lighting	$4,342
Total		$67,995

Funds for the purchase of this equipment will be taken from 11-2100-705-31 along with the other purchases associated with this grant.

Recommendation
Approval.

Background
The Villages of Northbrook and Wheeling were awarded a grant from the State of Illinois for the purchase of shared emergency equipment. The grant agreement with the State of Illinois was approved by Resolution 2025-165 and the Intergovernmental Agreement with Wheeling was approved by Resolution 2025-160 (both included as Supplemental Information).This grant will cover the purchase of a utility task vehicle, LED message boards, and a rapid response traffic barrier system.

When considering the purchase of the utility task vehicle for use by the Fire Department, it was determined that the Village's current vehicle should be used as the template and duplicated as closely as possible. Staff sought pricing for a Polaris Ranger 1500 XD Northstar Premium from local Polaris dealers as well as directly through the Polaris Government Purchasing program. Pricing for the same third party rescue skid was also sought and the trailer to transport the vehicle is available through the Sourcewell government purchasing program. A summary of the purchasing options is included in Table 2.

Table 2. Summary of Vendor Pricing

Component	Nielsen Enterprises	Woodstock Powersports	Polaris Government Purchasing
Polaris Ranger 1500 XD Northstar Premium	$42,412	$43,514	$45,292
Slide-In Rescue Skid	$7,950	$7,950	$12,481
Haulmark Cargo Trailer	$13,291	$13,291	$13,291
Emergency Lighting for Vehicle	$4,342	$4,342	$16,101
Total	$67,995	$69,097	$87,165

Staff recommends Village Board approval of a Resolution authorizing the grant funded purchase of a Polaris Ranger UTV from Nielsen Enterprises of Lake Villa, Illinois; a Rescue Skid for the Polaris Ranger from Kimtek Corporation of Orleans, Vermont; Emergency Vehicle Lighting from Ultra Strobe Communications of Crystal Lake, Illinois; and a Haulmark Cargo Trailer from Trailer Capital USA of Middlebury, Indiana.

A Resolution Authorizing the Grant Funded Purchase of a Fire UTV and Associated Equipment
Exhibit A - Quote for Polaris Ranger UTV
Exhibit B - Quote for Slide In Rescue Skid
Exhibit C - Quotes for Emergency Lighting Materials
Exhibit D - Quote for Haulmark Trailer
Supplemental Information - Resolution 2025-160
Supplemental Information - Resolution 2025-165

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Grant Funded Purchase of a Polaris Ranger UTV from Nielsen Enterprises of Lake Villa, Illinois; a Rescue Skid for the Polaris Ranger from Kimtek Corporation of Orleans, Vermont; Emergency Vehicle Lighting from Ultra Strobe Communications of Crystal Lake, Illinois; and a Haulmark Cargo Trailer from Trailer Capital USA of Middlebury, Indiana

is hereby adopted, as follows:

Section 1. Recitals.

The Village of Northbrook received a grant from the State of Illinois' Department of Commerce and Economic Opportunity in the amount of $500,000 to reimburse the purchase of a Polaris Ranger 1500 fire response utility task vehicle ("***UTV***"), LED message boards, and a rapid response traffic barrier system (collectively, the "***Associated Equipment***"). These assets are intended to be shared with the Village of Wheeling. The grant agreement with the State was approved by Resolution 2025-165. The Village also entered into an Intergovernmental Agreement with the Village of Wheeling outlining the sharing and responsibilities for these assets which was approved by Resolution 2025-160.

Public Works staff worked with the Village of Wheeling and the Northbrook Fire Department to determine the specifications of the Village's current UTV and closely replicate it. Staff obtained pricing for the purchase of the UTV from Nielsen Enterprises of Lake Villa, Illinois ("***UTV Vendor***"). Pricing for the slide in rescue skid from Kimtek Corporation of Orleans, Vermont, emergency vehicle lighting from Ultra Strobe Communications of Crystal Lake, Illinois, and a Haulmark Cargo Trailer from Trailer Capital USA of Middlebury, Indiana were also obtained for the Associated Equipment (collectively, the "***Vendors***").

Sufficient funds are available in the FY 2025/26 Budget in Account 11-2100-705-31. Based on these factors, staff recommends Village Board authorization for the purchase of the UTV and Associated Equipment from the UTV Vendor and the Vendors, as outlined in the quotes included as ***Exhibits A, B, C, and D***, respectively. The purchase of the UTV and Associated Equipment will be reimbursed through the State of Illinois grant.

The President and the Board of Trustees have considered these procurements and determined that they are the best interests of the Village.

Section 2. Authorization of Procurement.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of UTV and Associated Equipment

from the UTV Vendor and the Vendors, as outlined in the quotes included as ***Exhibits A, B, C, and D*** to this Resolution, respectively.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

Deal No:	
Quote Date:	02/16/2026
Salesperson:	MIKE H.

VILLAGE OF NORTHBROOK

Sales Work Sheet

11:14 AM

Purchaser	Home / Cell Phone	Business Phone	Date
	847-664-4111	MA847-509-5365	02/16/2026
Street	**City, State, Zip**		
1401 LANDWEHR RD	NORTHBROOK, IL 60062		
E-Mail:	**County:**		
matt.morrison@northbrook.il.us	LAKE		

DESCRIPTION OF PURCHASE

Unit #1

NEW / USED	YEAR	MAKE	MODEL
XX /	2026	POLARIS	R26X6L1RBB

SERIAL NO.: | COLOR / CC'S: 1500 GREEN OR GRAPHITE

MODEL NAME: RANGER CREW XD 1500 NORTHSTAR PREMIUM northbrook

Unit #2

NEW / USED	YEAR	MAKE	MODEL
/			

SERIAL NO.: | COLOR / CC'S:

MODEL NAME:

Unit #3

NEW / USED	YEAR	MAKE	MODEL
/			

SERIAL NO.: | COLOR / CC'S:

MODEL NAME:

DESCRIPTION OF TRADE-IN

	YEAR	MAKE	MODEL	MILEAGE
Trade #1				
Trade #2				
Trade #3				

SERIAL NO. | COLOR

NOTES

ALL GOV. REBATES APPLIED

2 YR WARRANTY

Settlement		You Save
Retail Price	0.00	
Nielsen Sale Price		41,094.00
Manufacturer Freight / Surcharge		2,495.00
Dealer Prep		295.00
Accessories		0.00
Labor to Install Accessories		0.00
Documentation Fee		248.00
WI Vehicle Service Contract		0.00
WI Tire & Wheel - Term____ / Battery		0.00
CVR Processing Fee		0.00
Subtotal		44,132.00
Trade-In Allowance		0.00
Sales Tax		0.00
Title & License / Transfer Fee		30.00
Snowmobile/Boat/Watercraft Registration		0.00
Vehicle Service Contract - Term ____		0.00
Gap Insurance - Term ____		0.00
Tire & Wheel - Term _____ / Battery		0.00
Total Price		44,162.00
Rebate		1,750.00
Down Payment		0.00
Lien Payoff		0.00
Balance Due on Delivery		42,412.00

KIMTEK CORPORATION

QUOTE

"HOME OF THE AFFORDABLE SKID UNIT!"

326 INDUSTRIAL PARK LANE
ORLEANS, VT 05860
Phone 1-888-546-8358 Fax 1-802-754-2300

DATE: January 26, 2026
QUOTE #: NFD-012626
FOR: *FIRELITE Transport Deluxe FDH-203*

Quote To:
Northbrook FD
Brandon Collazo
740 Dundee Rd
Northbrook IL 60062



DESCRIPTION	AMOUNT
1- FIRELITE Transport Deluxe FDH-203/ Darley-Davey High Pressure Firefighting 6.5 HP Pump/ Hannay Reel 4000 Series manual crank with 50' of 1" **or** 100' of 3/4" Boostlite hose / 55 **or** 70 gallon poly water tank/ rescue area/ hose storage area w. tailgate/ 10- 24" long Velcro D loop straps to secure long board or stokes basket to unit. 4 Quick release tie down turnbuckles to secure unit in cargo bed area supplied.	7,500.00
All to fit - please provide year, make, and model of UTV	
1- Crating & Shipping	450.00
Shipping charges quoted do not include accessorial charges such as but not limited to:	
Liftgate service $65, call prior to delivery $25, etc.	
Please add these charges to your budget as you see fit.	
For any additional services, please call for a quote.	
TOTAL	$ 7,950.00

SALES OFFICE HOURS: MON-THURS 8AM-3PM EST
Make all checks payable to KIMTEK CORPORATION
If you have any questions concerning this quote, contact:
Kimball Johnson, President 1-888-546-8358 or email sales@kimtekresearch.com
A Finance Charge of 1.5% (18 Annum) Will Be Charged To Invoice Past Due 30 Days.
Prices subject to change without notice. All quotes good for up to 30 days.

THANK YOU FOR YOUR BUSINESS!

Price Quote

Date	Estimate #
1/28/2026	7587

Ultra Strobe Communications Inc
748 Tek Drive
Crystal Lake, IL. 60014

Name / Address
Village of Wheeling Public Works 77 W. Hintz Rd Wheeling, IL 60090

P.O. No.	Job Name
	Polaris

Item	Description	Qty	Price	Total
CD3802RBW	Code 3 mega thin red/blue/white MOUNTED IN FRONT GRILL, REAR AND SIDE OF BED(2) **RED ONLY TO FLASH	8	106.25	850.00
WSSMSW3	Whelen 3 position motorcycle switchbox	1	94.95	94.95
WSSPA30	Whelen 30W SIREN/SPEAKER COMB. W/PA	1	337.00	337.00
Misc install equipt	Includes wire, connectors, standard fuses/ fuse holders,fuse block, and one 30 amp relay.	1	325.00	325.00
Installation	Installation of equipment	1	2,400.00	2,400.00
HL15MC-R	Federal Signal Highlighter Elite 15" red LED clear dome permanent mount	1	335.00	335.00

Subtotal	$4,341.95
Sales Tax (8.5%)	$0.00
Total	$4,341.95

Signature _____ Date _____

Our quotes are valid for 30 days

PLEASE NOTE LIGHTBARS / PARTITIONS TAKE 8-12 WEEKS TO ARRIVE FROM ORDER DATE

Phone #	Fax #	E-mail	Web Site
8154791717	815-479-1818	stacey@ultrastrobe.com	www.ultrastrobe.com

MSRP QUOTE

Quote #: HM023025
Quote Title: Village of Northbrook
Quote Date: 01/19/2026
Modified Date: 01/19/2026

DEALER

AMERICAN CARGO GROUP TRAILERS 092922-AGO (HM)
1503 McNAUGHTON AVE
ELKHART, IN 46514

SALESPERSON: Jennifer Cook
PHONE: (314) 917-0391
EMAIL: jennifer.cook@americancargogroup.com
WEB: WWW.HAULMARK.COM

CUSTOMER

NAME: Matt Morrison
COMPANY: Village of Northbrook
ADDRESS: 740 DUNDEE RD
CITY/ST/ZIP: NORTHBROOK, IL 60062

PHONE: 847-664-4111
EMAIL: matt.morrison@northbrook.il.us

TRAILER

BRAND: Haulmark
MODEL: TSV8516T3
COLOR: Red ACP Panel
REAR DOOR: 5000lb Rear Ramp Door (8'H Max) w/Ramp Extn.
INTERIOR HEIGHT: 7' 6"
 # OF AXLES: 2
GVWR: 9,990

STANDARD EQUIPMENT:

- V-Nose
- 2,000lb Top Wind Tongue Jack
- Standard A-Frame Tongue
- 3/4in PlexCore Decking
- Sidewall Flow-Thru Vents
- 12v Surface-Mount Switch
- Tube Roof Bows 16in On Center
- 3/8in PlexCore Sidewall Liner
- 12 Volt LED Dome Light (Requires 12v Wall Switch)
- ArmorTech on A-Frame and Rear End Rail
- 2-5/16in 14,000lb Coupler
- Crossmembers 16in On Center
- Transport V
- Steel Frame
- Sand Pad
- License Plate Holder w/ Separate Light
- 2in x 6in Tube Main Rails
- ST225/75R15 Radial 6B Silver Mod Steel Wheel
- LED Clear Lens Red Clearance Lights
- LED Clear Lens Amber Clearance Lights
- V-Front
- Vertical Posts 16in On Center
- 5000lb Rear Ramp Door (8'H Max) w/Ramp Extn.

OPTIONAL EQUIPMENT:	QTY	UOM	MSRP
UPG - 7'6" Approximate Inside Height	16	FT	$704.00
UPG - 86-3/4in Tube Posts	16	FT	$0.00
UPG - Red ACP Exterior	8	FT	$0.00
Option Notes: Custom Front Color			
UPG - Red ACP Exterior	8	FT	$0.00
Option Notes: Custom Rear Color			
PT Door Bar Lock Assembly	1	EA	$55.00
Recessed Horizontal E-Track	32	FT	$576.00
Black Coin Rubber Floor Covering	16	FT	$1,296.00
Black Coin Rubber Rear Ramp Door Covering	1	EA	$541.00
5000lb Drop-Down Stabilizer Jacks	1	PR	$193.00

Prices, features, and specifications are subject to change without notice.

MSRP QUOTE

Quote #: HM023025
Quote Title: Village of Northbrook
Quote Date: 01/19/2026
Modified Date: 01/19/2026

DEALER

AMERICAN CARGO GROUP TRAILERS 092922-AGO (HM)
1503 McNAUGHTON AVE
ELKHART, IN 46514

SALESPERSON: Jennifer Cook

PHONE: (314) 917-0391
EMAIL: jennifer.cook@americancargogroup.com
WEB: WWW.HAULMARK.COM

CUSTOMER

NAME: Matt Morrison
COMPANY: Village of Northbrook
ADDRESS: 740 DUNDEE RD
CITY/ST/ZIP: NORTHBROOK, IL 60062

PHONE: 847-664-4111
EMAIL: matt.morrison@northbrook.il.us

STANDARD EQUIPMENT:

- Tag
- 16ft Long
- Flat Roof
- 1-Piece Aluminum Roof
- Tandem Axle
- 8-1/2ft Wide
- 36 x 78 Side PT Door - RH Hinge - Recessed Step
- 5/16" x 27" G4 Safety Chains w/ Clevis Safety Hook
- 94in Wide Rear Opening
- Breakaway Kit Assembly w/Charger
- Dust-Resistant Frame Design
- Center Drawbar
- Smooth Aluminum Fenderettes
- 5,000lb Square D-Ring with Welded Plate
- 24in ATP Stoneguard
- Bonded Exterior Sidewalls
- LED Slim Line Clear Lens Tail Lights
- 5.2K Spring Ele Brake Axle, 4in Drop,6b,EZ Lube
- 9,990lb GVWR
- Center Caps on Wheels
- LED Clear Lens Rear Clearance Light ID Bar

Prices, features, and specifications are subject to change without notice.

MSRP QUOTE

Quote #: HM023025
Quote Title: Village of Northbrook
Quote Date: 01/19/2026
Modified Date: 01/19/2026

DEALER

AMERICAN CARGO GROUP TRAILERS 092922-AGO (HM)
1503 McNAUGHTON AVE
ELKHART, IN 46514

SALESPERSON: Jennifer Cook
PHONE: (314) 917-0391
EMAIL: jennifer.cook@americancargogroup.com
WEB: WWW.HAULMARK.COM

CUSTOMER

NAME: Matt Morrison
COMPANY: Village of Northbrook
ADDRESS: 740 DUNDEE RD
CITY/ST/ZIP: NORTHBROOK, IL 60062

PHONE: 847-664-4111
EMAIL: matt.morrison@northbrook.il.us

YOUR TRAILER

MODEL BASE PRICE	$11,000.00
TOTAL PACKAGES	$0.00
TOTAL OPTIONS	$3,365.00
TRAILER TOTAL	**$14,365.00**

DEALER CHARGES

DESTINATION CHARGES	$500.00
DEALER SUPPLIED OPTIONS	$0.00
DOC FEE	$150.00
MSRP SAVINGS	$0.00
SOURCEWELL DISCOUNT	$1,724.00
TAX	$0.00
GRAND TOTAL	**$13,291.00**
DEPOSIT	$0.00
BALANCE DUE	$13,291.00

PO NUMBER:

Trailer Capital USA LLC, the authorized selling dealer, must follow Indiana cargo trailer sales guidelines.
• Sales tax must be collected from residents of Arizona, California, Florida, Hawaii, Indiana, Massachusetts, Michigan, North Carolina, and South Carolina (unless the entity is tax-exempt*). All other states will have sales tax deferred to their home state for collection upon registration.
*If the customer is tax-exempt, all legal documentation (proof) must be provided to Trailer Capital USA LLC before the completion of the sale.
• Doc fee includes the completion of the Manufacturer's Certificate of Origin, tax documentation, temporary license plate, and shipment of paperwork to the customer.
• Preferred payment methods are ACH or check. Cards are accepted and carry a 3% processing fee.

PONUM: N/A

Prices, features, and specifications are subject to change without notice.

Resolution 2025-R-160

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing an Intergovernmental Agreement with the Village of Wheeling for the Purchase and Sharing of Grant Funded Public Safety Equipment

is hereby adopted, as follows:

Section 1. RECITALS

The Village of Northbrook ("***Northbrook***") and the Village of Wheeling ("***Wheeling***") desire to enter into an agreement for the purchase and sharing of public safety equipment. This public safety equipment ("***Public Safety Equipment***") shall include a rapid response barrier system and associated equipment, a fire response utility task vehicle (UTV) and associated equipment, and LED changeable message boards. This Public Safety Equipment will be purchased under State of Illinois Department of Commerce and Economic Opportunity grant No 25-203353 ("***Grant Agreement***"), which was secured with the assistance of Representative Katz Muhl. As the Grantee, the Village of Northbrook must purchase and title all equipment for the duration of the Grant Agreement.

To outline the responsibilities and relationship of the Public Safety Equipment purchased with the grant funds, Northbrook and Wheeling will enter into the Intergovernmental Agreement ("***Agreement***"), included and incorporated into Resolution as ***Exhibit A.*** This Agreement outlines ownership and insurance for the duration of the Grant Agreement, storage and access to the equipment, and process for transferring a portion of the Public Safety Equipment once the Grant Agreement has concluded. Regardless of ownership of the Public Safety Equipment, Northbrook and Wheeling intend to continue to share the equipment as outlined in *Exhibit A*.

Based on these factors, Village staff recommends entering into an Agreement with the Village of Wheeling for the purchase and sharing of Public Safety Equipment as specified in *Exhibit A* to this Resolution.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to enter into the Agreement.

Section 2. APPROVAL OF AGREEMENT

The Agreement is approved in substantially the form attached to this Resolution and in a final form acceptable to the Village Manager and the Village Attorney.

Section 3. AUTHORIZATION TO EXECUTE AGREEMENT

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least three original copies of the Agreement executed by Wheeling; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 30 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Approved: 10/14/25

RESULT:	**APPROVED [5 – 0]**
MOVER:	Robert Israel, Trustee
SECONDER:	Joy Ebhomielen, Trustee
AYES:	Israel, Hebl, Ebhomielen, Kohler, Cassidy
NAYES:	None
ABSTAIN:	Kathryn Ciesla, President
ABSENT:	Heather Ross, Trustee

/s/ Kathryn Ciesla
Village President

ATTEST:

/s/ Derek Gau
Village Clerk

INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WHEELING AND THE VILLAGE OF NORTHBROOK

THIS INTERGOVERNMENTAL AGREEMENT (***"Agreement"***) is made and entered into as of the ___ day of _____, 2025 (***"Effective Date"***), and is by and between the Village of Wheeling, an Illinois home rule municipality (***"Wheeling"***), and the Village of Northbrook, an Illinois home rule municipal corporation (***"Northbrook"***) (collectively, Wheeling and Northbrook are the ***"Parties"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the Wheeling's and Northbrook's statutory and home rule powers, the Parties agree as follows:

SECTION 1. RECITALS.

A. Article VII, Section 10 of the Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.,* authorize and encourage intergovernmental cooperation.

B. The Parties were identified to receive grant funds for the purchase and sharing of public safety equipment, specifically the purchase of rapid response equipment.

C. Northbrook has been identified by the State of Illinois Department of Commerce and Economic Opportunity in Agreement No. 25-203353 ("***Grant Agreement***") as the Grantee. As Grantee, Northbrook will purchase the public safety equipment in an amount up to the grant award of $500,000. This public safety equipment will include rapid response barrier system and associated equipment/trailers, a fire response utility task vehicle and associated equipment/trailer, and trailer mounted solar powered changeable message boards (collectively the "***Public Safety Equipment***").

D. Northbrook will serve as owner of this Public Safety Equipment in accordance with the terms and conditions of the Grant Agreement. Wheeling will be responsible for storing this Public Safety Equipment. As owner, Northbrook will title and insure the Public Safety Equipment.

E. The Parties desire to enter into this Agreement in order to set forth their roles, responsibilities and obligations with respect tot the Public Safety Equipment.

SECTION 2. RESPONSIBILITY OF EACH PARTY.

A. Northbrook shall serve as the lead agency and be responsible for the execution of the Grant Agreement with the State of Illinois and the subsequent purchase of the Public Safety Equipment. Wheeling shall cooperate with Northbrook, as necessary, in order to allow Northbrook to complete the purchase of the Public Safety Equipment.

B. Wheeling shall be responsible for the storage of the Public Safety Equipment within its facilities, buildings or property. Wheeling shall ensure that the Public Safety Equipment is kept in a safe, secure and enclosed facility. Wheeling must provide Northbrook with reasonable access to the equipment and shall not deny Northbrook entry to its facilities to obtain the Public Safety Equipment for use by Northbrook.

C. The use, maintenance and operation of the Public Safety Equipment shall be governed by the requirements set forth in Appendix B to this Agreement.

D. Each Party represents that only capable, experienced and qualified personnel will operate and use the Public Safety Equipment.

E. At the conclusion of the term of the Grant Agreement, Northbrook will transfer ownership of the fire response utility task vehicle and associated equipment/trailers and trailer mounted solar powered changeable message boards to Wheeling. Following the term of the Grant Agreement and transfer of equipment from Northbrook to Wheeling, the Parties agree to continue to cooperate and share the Public Safety Equipment as may be necessary from time to time in accordance with this Agreement.

SECTION 3. ADMINISTRATION.

A. The Parties agree to work cooperatively to produce information as needed to meet the requirements of the Grant Agreement, including audits associated with the Grant Agreement.

B. The Parties agree to share information on maintenance and inspections of the Public Safety Equipment as may become necessary.

SECTION 4. REPAIRS.

A. Minor Repair. Each Party shall return all Public Safety Equipment promptly after use and in the same condition as when it was taken, except for ordinary wear and tear. Except for Significant Repairs as set forth below, each Party agrees to pay for any damage to, or repairs necessary for, the Public Safety Equipment that occurs while that Party is in possession or control of Public Safety Equipment, including all damage caused by a Party's employees, agents, contractors or volunteers. Neither Party may make any modifications or repairs to Public Safety Equipment without the prior written approval of the other Party.

B. Significant Repairs. The Parties agree to share equally in the cost of all significant repairs needed for the Public Safety Equipment to remain operational during the term of this Agreement. Significant repairs are those that are determined to be in excess of $5,000. If a significant repair is the result of an accident, the parties shall share equally in any cost that remains after any insurance reimbursement is deducted. As lead agency and owner of the Public Safety Equipment, Northbrook will make the final decision as to whether a repair is a significant repair. The party completing the significant repair will pay the cost and invoice the other party for 50% of the total cost of the significant repair. The other party must pay all amounts invoiced no later than 45 days after receiving the invoice.

SECTION 5. PUBLIC SAFETY EQUIPMENT PURCHASES.

A. Cooperation Regarding Public Safety Equipment Purchases. The Parties will cooperate regarding planning for, and purchasing of, Public Safety Equipment as well as supplies for the maintenance, use, and benefit of the Public Safety Equipment.

B. Consensus on Purchase of Public Safety Equipment. The Parties will cooperate on the specifications of the Public Safety Equipment to be purchased in order to meet the needs of the Parties while also remaining within the awarded grant amount.

C. Use of Joint Purchasing Contracts. The Parties agree that use of joint purchasing contracts that meet the purchasing requirements of the Grant Agreement are acceptable and in the best interests of the parties in order to meet the timelines established in the Grant Agreement.

D. If the Parties cannot agree on the selection or purchase of the Public Safety Equipment within six months after the effective date of this Agreement, Northbrook, as the lead agency, will make the final determination as to what Public Safety Equipment to purchase.

SECTION 6 COMPLIANCE WITH GRANT.

A. The Act. The Parties will, at all times, operate in compliance with the Grant Agreement, as it may be amended from time to time.

B. Other Laws, Ordinances, and Regulations. It is the responsibility of the Parties to comply with all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time as it applies to the maintenance, operation, and ownership of the public safety equipment in accordance with Grant No. 25-203353.

SECTION 7. INSURANCE; WAIVER OF LIABILITY; INDEMNITY.

A. Insurance. As owners of the Public Safety Agreement for the duration of the period outlined in the Grant Agreement, Northbrook shall title and insure the Public Safety Equipment. Upon transfer of some or all of the Public Safety Equipment the Wheeling shall become responsible for titling and insuring that Public Safety Equipment.

B. Assumption of Liability. The Parties assume any and all liability arising from the use of public safety equipment and supplies used for their respective purposes or operations as allowed under this Agreement.

C. Indemnification. The Parties will indemnify, hold harmless, and defend each other against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with: (i) the use of Public Safety Equipment for their operations; (ii) this Agreement.

D. No Waiver of Tort Immunity Defenses. Nothing contained in this Agreement is or will be deemed to be a waiver of the defenses available to the Parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.,* with respect to claims by third parties.

E. Responsibility for Damage or Loss. The Parties will be responsible and liable for, and must promptly and without charge to the other, repair or replace, damage done to, and any loss or injury (collectively, ***"Loss"***) suffered by, the Public Safety Equipment to the extent the Loss arises out of the acts or omissions of the party using the Public Safety Equipment.

F. Responsibility for Delay. The Parties may not hold each other liable for any delays in the procurement or receipt of Public Safety Equipment purchases, parts, or repairs that may be due to compliance with the terms of this Agreement.

SECTION 8. TERM; TERMINATION.

A. Term. The term of this Agreement is for one year after the date on which the Agreement is fully executed (***"Term"***) and will automatically renew for successive one-year renewal terms unless terminated in accordance with this Agreement.

B. Termination. Either Party may terminate this Agreement with or without cause by

providing 180 days' prior written notice to the other Party. If Wheeling terminates this Agreement prior to the transfer of ownership of the Public Safety Equipment, Northbrook will retain ownership of all Public Safety Equipment and Wheeling shall cooperate to transfer possession of the Public Safety Equipment to Northbrook.

SECTION 9. ENFORCEMENT. The Parties to this Agreement may, in law or in equity, by suit, action, mandamus, or any other proceeding, including without limitation specific performance, enforce or compel the performance of this Agreement; provided, however, that the Parties agree that each will not seek, and do not have the right to seek, to recover a judgment for monetary damages against the Wheeling or Northbrook, or any of its elected or appointed officials, officers, employees, agents, representatives, or attorneys, on account of the negotiation, execution, or breach of this Agreement or on an account of a tort committed by Wheeling or Northbrook except for claims based on gross negligence or willful misconduct on the part of the Wheeling or Northbrook. In the event of a judicial proceeding brought by one Party to this Agreement against the other Party to this agreement, the successful Party shall be entitled to reimbursement from the unsuccessful party of all costs and expenses, including without limitation reasonable attorneys' fees, incurred in connection with the judicial proceeding.

SECTION 10. GENERAL PROVISIONS.

A. Binding Agreement. This Agreement is binding on and will inure to the benefit of the Parties, and their respective successors and assigns.

B. Amendments and Modifications. No amendment or modification to this Agreement will be effective until it is reduced to writing and approved and executed by the Parties to this Agreement.

C. Governing Laws; Venue. This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. Exclusive jurisdiction with regard to the any actions or proceedings arising from, relating to, or in connection with this Agreement will be in Cook County, Illinois.

D. Authority to Execute. The Parties warrant and represent that the persons executing this Agreement on their behalf have been properly authorized to do so.

E. Interpretation. This Agreement will be construed without regard to the identity of the Party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement will be construed as though all Parties participated equally in the drafting of this Agreement. As a result of the foregoing, any rule of construction that a document is to be construed against the drafting Party will not be applicable to this Agreement.

F. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement will be cumulative and will not be exclusive of any other rights, remedies, and benefits allowed by law.

G. No Third-Party Beneficiaries. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation will be made, or be valid, against the Parties.

H. Entire Agreement. It is understood and agreed that all understandings and agreements between the Parties are merged in this Agreement and neither Party is relying upon any statement or representation, not embodied in this Agreement.

I. Assignment. This Agreement cannot be assigned by any Party without the written consent of the other Party and should any assignment be made by one Party without the written consent of the other Party, such assignment will be null and void.

J. Notices. Any notice required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by email. Email notices will be deemed valid and received by the addressee only upon explicit or implicit acknowledgment of receipt by the addressee. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.J, each party will have the right to change the address or the addressee, or both, for all future notices to the other party, but no notice of a change of addressee or address will be effective until actually received.

To Northbrook: Cara Pavlicek, Village Manager
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062
cara.pavlicek@northbrook.il.us

With a copy to:
Kelly Hamill, Director of Public Works
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062
kelly.hamill@northbrook.il.us

With a copy to:
Elrod Friedman LLP
350 N. Clark Street, Second Floor
Chicago, Illinois 60654
Attention: Steven Elrod
E-mail: steve.elrod@elrodfriedman.com

To Northbrook: Jon Sfondilis, Village Manager
Village of Wheeling
2 Community Blvd.
Wheeling, IL 60090
jsfondilis@wheelingil.gov

With a copy to:
Dan Kaup, Deputy Village Manager/Director of Public Works
Village of Wheeling
2 Community Blvd.
Wheeling, IL 60090
dkaup@wheelingil.gov

With a copy to:
Klein, Thorpe and Jenkins

544 Lakeview Parkway, Suite 301
Vernon Hills, Illinois 60061
Attention: James Ferolo
Email: jvferolo@ktjlaw.com

K. Counterpart Signatures. For the convenience of the Parties, this Agreement may be executed in counterparts, each counterpart will be deemed an original instrument, and such counterparts taken together will constitute one and the same Agreement.

L. Severability. The provisions of this Agreement will be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Agreement is held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Agreement will be in any way affected thereby.

The remainder of this page is intentionally left blank.

IN WITNESS WHEREOF, the Parties agree to the terms of this Agreement and set forth their signatures below:

ATTEST:

By: _____

Title: _____

VILLAGE OF WHEELING

By: _____

Its: _____

ATTEST:

By: _____

VILLAGE OF NORTHBROOK

By: _____

IN WITNESS WHEREOF, the Parties agree to the terms of this Agreement and set forth their signatures below:

ATTEST:

VILLAGE OF WHEELING

By:_____

Title:_____

By: _____

Its: _____

ATTEST:

VILLAGE OF NORTHBROOK

By: _____

VILLAGE OF NORTHBROOK CORPORATE SEAL COOK COUNTY, ILL.

By: _____

Appendix A

Village of Northbrook

Bill of Sale

KNOW ALL BY THESE PRESENTS, that the **VILLAGE OF NORTHBROOK** ("***Grantor***"), in consideration of Ten and no/100 Dollars ($10.00) and other consideration, the sufficiency and receipt of which are hereby acknowledged, does hereby sell, assign, transfer and set over to the **VILLAGE OF WHEELING,** an Illinois municipal corporation, with its principal place of business at 2 Community Boulevard, Wheeling, IL 60090 ("***Grantee***"), the following described personal property (collectively "***Personal Property***"):

[INSERT DESCRIPTION]

The Grantor represents and warrants to the Grantee that the Grantor is the absolute owner of the Personal Property, that all of the Personal Property is free and clear of all liens, charges and encumbrances, and that the Grantor has full right, power and authority to sell and transfer the Personal Property and to make this Bill of Sale.

The Grantor acknowledges that, upon this sale and transfer, the Grantee will be the sole and absolute owner of the Personal Property, and will have the right to use the Personal Property in any manner it deems appropriate, including, without limitation, affixing the Personal Property to posts and other fixtures owned by the Grantee and located on public property and public rights-of-way, for public viewing and display.

If this Bill of Sale is signed by more than one Grantor, all persons so signing shall be jointly and severally bound hereby.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Grantor has signed and sealed this bill of sale at _____, this _____ day of _____, 20__.

GRANTOR: Village of Northbrook

By:_____

Print Name:_____

As Its:_____

ACKNOWLEDGEMENT OF RECEIPT

Grantee does hereby acknowledge receipt of the Personal Property transferred by this Bill of Sale.

GRANTEE: Village of Wheeling

By: _____

Date: _____

NOTARIZATION OF GRANTOR'S SIGNATURE

STATE OF ILLINOIS)
) ss:
COUNTY OF COOK)

The foregoing instrument was acknowledged before me on _____, 20__, by _____, _____, who are known to me to be the persons who signed the foregoing instrument as the Grantor, and that they executed and attested to the same as their free and voluntary act and deed, and as the free and voluntary act and deed of the corporation, for the uses and purposes therein mentioned.

_____
Notary Public

SEAL

My Commission expires: _____

#55556466_v2

Appendix B

Equipment Information and Responsibilities

The following sections are intended to outline the use and maintenance of the Public Safety Equipment purchased under the Grant Agreement.

Section 1. Rapid Response Barrier System

Description: The rapid response barrier system shall consist of Archer 1200 Barriers, Archer Rapid Gate Kit, 3 Channel ADA Cable Protector, Archer Arrestor Cable, Archer Field Tow Bar, Archer Manual Hauler 2.0, Archer T-1000 Drop Deck Trailer. The final quantities of these materials shall be determined at the time of award issuance of a purchase order.

Storage of Equipment: Equipment shall be stored at 77 Hintz Road, Wheeling, Illinois, commonly known as the Village of Wheeling Public Works facility. Equipment may be stored inside or outside as deemed necessary.

Access to/Sharing of Units: If not being used by a community, the rapid response barrier system stored at Wheeling will be made available, regardless of time or day. The community requesting access to the units will provide as much notice as practicable, but both communities recognize that in the case of emergency this may not be possible. Communities will make their best efforts to pick-up and return the units during regular working hours, but both communities will respond after hours if necessary. Each community will be responsible for their own labor costs to make the units available.

Requests for access to and communication on use of the rapid response barrier system shall be handled through the Directors of Public Works for each community or their designee. Should a conflict arise between the use of the equipment, the issue will be escalated to the office of the Village Manager for each Community to be resolved.

Inspections: The Parties will conduct inspections of the equipment before and after use. Any repairs or deficiencies shall be notified with the other community and repairs scheduled.

Contacts: The Parties will share and update contacts for access to the units as needed but not less than annually.

Purchasing – Northbrook will procure the barriers and trailers in accordance with the requirements and the Grant Agreement.

Registration and Titling of Units: The trailers associated with the rapid response barrier system shall be titled and registered with the State of Illinois with the Village of Northbrook as owner.

Insurance: As owner, the Village of Northbrook will include and provide the same insurance as comparable trailers in Northbrook's fleet. The barrier system and accessories shall be insured in a manner similar to other Village equipment.

Indemnification: Wheeling agrees to indemnify and hold harmless Northbrook, IRMA, and the agents of both organizations for any acts that may occur while the barriers or associated equipment are used by Wheeling.

Repairs – Routine maintenance of the trailers and barriers will be performed after each use by the community using the trailers and equipment. Repairs totaling more than $5,000 will be shared between the community but only after concurrence between the two communities.

End of Useful Life – At any time if a repair exceeds the current value of the unit, the unit shall be determined to have reached the end of its useful life.

Disposal of Equipment – If/when the unit has reached the end of its useful life, the unit shall be disposed of in accordance with the terms of the Grant Agreement.

Section 2: Fire Response Utility Task Vehicle

Description: The Fire Response Utility Task Vehicle (UTV) shall consist of a Polaris Ranger XD 1500 NorthStar with a Fire and Rescue Skid in the back. In conjunction with the Fire Response UTV, a transport trailer shall also be furnished. The trailer and vehicle may have identification added to them identifying them as Village of Wheeling units. Wheeling will outfit the units with appropriate communications equipment and lights as needed.

Storage of Equipment: The Fire Response UTV and associated trailer shall be stored 499 South Milwaukee Avenue, commonly known as Village of Wheeling Fire Station 44. Equipment may be stored inside or outside as deemed necessary.

Access to/Sharing of Units – The Fire Response UTV shall be in the primary possession of the Village of Wheeling, if the Village of Northbrook requires the assistance of the Village of Wheeling Fire Department and the Fire Response UTV, the Village of Northbrook will activate the appropriate mutual aid systems to obtain assistance.

Contacts: The communities will share and update contacts for access to the units as needed but not less than annually.

Purchasing – The Village of Northbrook will procure the Fire Response UTV and the associated trailer in accordance with the requirements of the grant agreement and in accordance with the needs/specifications of the Village of Wheeling.

Registration and Titling of Units: Northbrook shall title and serve as owner of the Fire Response UTV and associated trailer for the duration of the Grant Agreement. If after the Grant Agreement is completed and Fire Response UTV is transferred to Wheeling in accordance with this agreement, Wheeling shall be the owner of the UTV and trailer. Wheeling agrees to continue to abide by any and all remaining Grant Agreement terms and conditions for the life of the Fire Response UTV.

Transfer of Units: At a time permitted by the Grant Agreement, Northbrook will transfer the Fire Response UTV in accordance with the terms of the Grant Agreement and this Agreement. The Bill of Sale identified in Appendix A of this Agreement shall be used.

If at that time, Wheeling chooses not to accept the unit, Northbrook may relocate the unit to one of their Fire Stations for use and storage. At that time, Northbrook may update communications equipment and identifications on the trailer and Fire Response UTV.

Repairs: Repairs and maintenance of the units shall be the responsibility of Wheeling.

End of Useful Life: At any time if a repair exceeds the current value of the unit, the unit shall be determined to have reached the end of its useful life.

Replacement: at the end of the units lives this portion of the agreement shall become null and void and shall not extend to any future replacements unless mutually agreed to by the Parties.

Insurance: Northbrook shall insure the units in a manner similar to equivalent equipment in its fleet until such time as the vehicle is transferred.

Indemnification: Wheeling agrees to indemnify and hold harmless Northbrook, IRMA, and the agents of both organizations for any acts that may occur while the trailers are used by Wheeling.

Disposal of Equipment: If/when the unit has reached the end of its useful life, the unit shall be disposed of in accordance with the terms of the Grant Agreement.

Section 3: Trailer Mounted Solar Powered Message Boards

Description: These shall consist of trailer mounted solar powered LED message boards ("***Message Boards***"). The final quantities of this equipment shall be determined at the time of award issuance of a purchase order.

Storage of Equipment: Equipment shall be stored at 77 Hintz Road, Wheeling, Illinois, commonly known as the Village of Wheeling Public Works facility. Equipment may be stored inside or outside as deemed necessary.

Access to/Sharing of Units: If not being used by a community, Wheeling will make available some or all of the message boards stored at their facility, regardless of time or day. The community requesting access to the units will provide as much notice as practicable, but both communities recognize that in the case of emergency this may not be possible. Communities will make their best efforts to pick-up and return the units during regular working hours, but both communities will respond after hours if necessary. Each community will be responsible for their own labor costs to make the units available.

Requests for access to and communication on use of the rapid response barrier system shall be handled through the Directors of Public Works for each community or their designee. Should a conflict arise between the use of the equipment, the issue will be escalated to the office of the Village Manager for each Community to be resolved.

Inspections: The Parties will conduct inspections of the Message Boards before and after use. Any repairs or deficiencies shall be notified with the other community and repairs scheduled.

Contacts: The Parties will share and update contacts for access to the units as needed but not less than annually.

Purchasing – Northbrook will procure the Message Boards in accordance with the requirements and the Grant Agreement.

Registration and Titling of Units: The Message Boards shall be titled and registered with the State of Illinois with the Village of Northbrook as owner for the duration of the Grant Agreement. If after the Grant Agreement is completed and Message Boards are transferred to Wheeling in accordance with this agreement, Wheeling shall be the owner of the Message Boards. Wheeling agrees to continue to abide by any and all remaining Grant Agreement terms and conditions for the life of the Message Boards.

Transfer of Units: At a time permitted by the Grant Agreement, Northbrook will transfer the Fire Response

UTV in accordance with the terms of the Grant Agreement and this Agreement. The Bill of Sale identified in Appendix A of this Agreement shall be used.

If at that time, Wheeling chooses not to accept the unit, Northbrook may relocate the unit to its Public Works Center for use and storage. At that time, Northbrook may update identifications on the trailer.

Repairs – Routine maintenance of the trailers and barriers will be performed after each use by the community using the trailers and equipment. Repairs totaling more than $5,000 will be shared between the community but only after concurrence between the two communities.

End of Useful Life – At any time if a repair exceeds the current value of the unit, the unit shall be determined to have reached the end of its useful life.

Replacement: at the end of the Message Boards lives this portion of the agreement shall become null and void and shall not extend to any future replacements unless mutually agreed to by the Parties.

Insurance: Northbrook shall insure the units in a manner similar to equivalent equipment in its fleet until such time as the vehicle is transferred.

Indemnification: Wheeling agrees to indemnify and hold harmless Northbrook, IRMA, and the agents of both organizations for any acts that may occur while the Message Boards are used by Wheeling.

Disposal of Equipment – If/when the Message Boards have reached the end of their useful life, the units shall be disposed of in accordance with the terms of the Grant Agreement.

Section 4: Additional Equipment and Resources

Description: Additional equipment and resources may be added to this Agreement as necessary upon mutual agreement of the Parties.

Resolution 2025-R-165

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Execution of a Grant Agreement with the State of Illinois' Department of Commerce and Economic Opportunity in the Amount of $500,000 for the Purchase of a Rapid Response Traffic Barrier System, a Fire Response Utility Task Vehicle (UTV), and LED Message Boards

is hereby adopted, as follows:

Section 1. RECITALS

The Village of Northbrook has received a grant from the State of Illinois' Department of Commerce and Economic Opportunity in the amount of $500,000. This grant will reimburse the Village for the purchase of public safety resources including a rapid response traffic barrier system, a fire response utility task vehicle (UTV) and LED message boards. While the Village of Northbrook is the grant awardee, these resources will be shared with the Village of Wheeling.

The Village of Northbrook and the Village of Wheeling will enter into an Intergovernmental Agreement outlining the shared nature of these resources and responsibilities for their use and maintenance that will be considered separately by the Board. Additionally, the purchases themselves will be brought to future meetings for the Board's consideration.

To receive the grant funds from the State of Illinois, the Village must enter into a grant agreement ("***Agreement***") with the State of Illinois' Department of Commerce and Economic Opportunity. This Agreement outlines the terms and conditions of the grant and is included as ***Exhibit A*** to this Resolution. The Village of Northbrook has budgeted funds in account 11-2100-705-31 for these public safety purchases.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to enter into the Agreement with the State.

Section 2. APPROVAL OF AGREEMENT

The Agreement with the State is approved in substantially the form attached as ***Exhibit A*** and in a form acceptable to the Village Manager and the Village Attorney.

Section 3. AUTHORIZATION TO EXECUTE AGREEMENT

The Village President and Village Manager shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement and any other documents necessary to complete the Village's obligations under the Agreement.

Approved: 10/14/25

RESULT:	**APPROVED [5 – 0]**
MOVER:	Robert Israel, Trustee
SECONDER:	Joy Ebhomielen, Trustee
AYES:	Israel, Hebl, Ebhomielen, Kohler, Cassidy
NAYES:	None
ABSTAIN:	Kathryn Ciesla, President
ABSENT:	Heather Ross, Trustee

/s/ Kathryn Ciesla
Village President

ATTEST:

/s/ Derek Gau
Village Clerk

GRANT AGREEMENT
BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY
AND
Village of Northbrook

The parties to this Grant Agreement (Agreement) are the State of Illinois (State), acting through the undersigned agency (Grantor) and Village of Northbrook (Grantee) (collectively, the "Parties" and individually, a "Party"). The Agreement, consisting of the signature page, the parts listed below, and any additional exhibits or attachments referenced in this Agreement, constitute the entire agreement between the Parties. No promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, are binding upon either Grantee or Grantor.

PART ONE – The Uniform Terms

Article I	**Definitions**
Article II	**Award Information**
Article III	**Grantee Certifications and Representations**
Article IV	**Payment Requirements**
Article V	**Scope of Award Activities/Purpose of Award**
Article VI	**Budget**
Article VII	**Allowable Costs**
Article VIII	**Lobbying**
Article IX	**Maintenance and Accessibility of Records; Monitoring**
Article X	**Financial Reporting Requirements**
Article XI	**Performance Reporting Requirements**
Article XII	**Audit Requirements**
Article XIII	**Termination; Suspension; Non-compliance**
Article XIV	**Subcontracts/Subawards**
Article XV	**Notice of Change**
Article XVI	**Structural Reorganization and Reconstitution of Board Membership**
Article XVII	**Conflict of Interest**
Article XVIII	**Equipment or Property**
Article XIX	**Promotional Materials; Prior Notification**
Article XX	**Insurance**
Article XXI	**Lawsuits and Indemnification**
Article XXII	**Miscellaneous**
Exhibit A	**Project Description**
Exhibit B	**Deliverables or Milestones**
Exhibit C	**Contact Information**
Exhibit D	**Performance Measures and Standards**
Exhibit E	**Specific Conditions**

PART TWO – Grantor-Specific Terms

PART THREE – Project-Specific Terms

The Parties or their duly authorized representatives hereby execute this Agreement.

ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

By: _____
Signature of Kristin A. Richards, Director

Date: _____

By: _____
Signature of Designee

Date: _____

Printed Name: _____

Printed Title: _____
Designee

By: _____
Signature of Second Grantor Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____
Second Grantor Approver

By: _____
Signature of Third Grantor Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____
Third Grantor Approver

VILLAGE OF NORTHBROOK

By: _____
Signature of Authorized Representative

Date: _____

Printed Name: Kathryn L Ciesla

Printed Title: Village President

Email: Kathryn.Ciesla@northbrook.il.us

By: _____
Signature of Second Grantee Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____
Second Grantee Approver
(optional at Grantee's discretion)

PART ONE – THE UNIFORM TERMS

ARTICLE I
DEFINITIONS

1.1. Definitions. Capitalized words and phrases used in this Agreement have the meanings stated in 2 CFR 200.1 unless otherwise stated below.

"Allowable Costs" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Award" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Budget" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Catalog of State Financial Assistance" or "CSFA" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Close-out Report" means a report from the Grantee allowing Grantor to determine whether all applicable administrative actions and required work have been completed, and therefore closeout actions can commence.

"Conflict of Interest" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Cooperative Research and Development Agreement" has the same meaning as in 15 USC 3710a.

"Direct Costs" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Financial Assistance" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"GATU" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Grant Agreement" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Grantee Compliance Enforcement System" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Grant Funds" means the Financial Assistance made available to Grantee through this Agreement.

"Grantee Portal" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Indirect Costs" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Indirect Cost Rate" means a device for determining in a reasonable manner the proportion of Indirect Costs each Program should bear. It is a ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an Award, Grantor will not reimburse those Indirect Costs unless Grantee has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate.

"Indirect Cost Rate Proposal" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Obligations" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Period of Performance" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Prior Approval" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Profit" means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Profit" is synonymous with the term "net revenue."

"Program" means the services to be provided pursuant to this Agreement. "Program" is used interchangeably with "Project."

"Program Costs" means all Allowable Costs incurred by Grantee and the value of the contributions made by third parties in accomplishing the objectives of the Award during the Term of this Agreement.

"Related Parties" has the meaning set forth in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-20.

"SAM" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"State-issued Award" means the assistance that a grantee receives directly from a State agency. The funding source of the State-issued Award can be federal pass-through, State or a combination thereof. "State-issued Award" does not include the following:

contracts issued pursuant to the Illinois Procurement Code that a State agency uses to buy goods or services from a contractor or a contract to operate State government-owned, contractor-operated facilities;
agreements that meet the definition of "contract" under 2 CFR 200.1 and 2 CFR 200.331, which a State agency uses to procure goods or services but are exempt from the Illinois Procurement Code due to an exemption listed under 30 ILCS 500/1-10, or pursuant to a disaster proclamation, executive order, or any other exemption permitted by law;
amounts received for services rendered to an individual;
Cooperative Research and Development Agreements;
an agreement that provides only direct cash assistance to an individual;
a subsidy;
a loan;
a loan guarantee; or
insurance.

"Illinois Stop Payment List" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unallowable Cost" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unique Entity Identifier" or "UEI" has the same meaning as in 44 Ill. Admin. Code 7000.30.

ARTICLE II
AWARD INFORMATION

2.1. Term. This Agreement is effective on **08/01/2025** and expires on **06/30/2026** (the Term), unless terminated pursuant to this Agreement.

2.2. Amount of Agreement. Grant Funds must not exceed **$500,000.00**, of which **$0.00** are federal funds. Grantee accepts Grantor's payment as specified in this ARTICLE.

2.3. Payment. Payment will be made as follows (see additional payment requirements in ARTICLE IV; additional payment provisions specific to this Award may be included in **PART TWO** or **PART THREE**):

The Award amount listed in Paragraph 2.2 is not a guarantee of payment, and Grantee's receipt of Grant Funds is contingent upon all terms and conditions of this Agreement.

Reimbursement
Payments to the Grantee are subject to the Grantee's submission and certification of eligible costs and any documentation as required by the Grantor. Payment shall be initiated upon the Grantor's approval of eligible costs and cash amount requested for reimbursement of those costs.

2.4. Award Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is **N/A**, the federal awarding agency is **N/A**, and the Federal Award date is **N/A**. If applicable, the Assistance Listing Program Title is **N/A** and Assistance Listing Number is **N/A**. The Catalog of State Financial Assistance (CSFA) Number is 420-00-2725 and the CSFA Name is Provision of Services to the Public from Named Line GRF &/or FIF Source. If applicable, the State Award Identification Number (SAIN) is 2725-60280.

ARTICLE III
GRANTEE CERTIFICATIONS AND REPRESENTATIONS

3.1. Registration Certification. Grantee certifies that: (i) it is registered with SAM and **JY8VA8LVQJG5** is Grantee's correct UEI; (ii) it is in good standing with the Illinois Secretary of State, if applicable; and (iii) Grantee has successfully completed the annual registration and prequalification through the Grantee Portal.

Grantee must remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements changes, or the certifications made in and information provided in the uniform grant application changes, Grantee must notify Grantor in accordance with ARTICLE XV.

3.2. Tax Identification Certification. Grantee certifies that: **366006017** is Grantee's correct federal employer identification number (FEIN) or Social Security Number. Grantee further certifies, if applicable: (a) that Grantee is not subject to backup withholding because (i) Grantee is exempt from backup withholding, or (ii) Grantee has not been notified by the Internal Revenue Service (IRS) that Grantee is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Grantee that Grantee is no longer subject to backup withholding; and (b) Grantee is a U.S. citizen or other U.S. person. Grantee is doing business as a (check one):

_____	Individual	_____	Pharmacy-Non Corporate
_____	Sole Proprietorship	_____	Pharmacy/Funeral Home/Cemetery Corp.
_____	Partnership	_____	Tax Exempt
_____	Corporation (includes Not For Profit)	_____	Limited Liability Company (select applicable tax classification)
_____	Medical Corporation		
X	Governmental Unit	_____	P = partnership
_____	Estate or Trust	_____	C = corporation

If Grantee has not received a payment from the State of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

3.3. Compliance with Uniform Grant Rules. Grantee certifies that it must adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are published in Title 2, Part 200 of the Code of Federal Regulations (2 CFR Part 200) and are incorporated herein by reference. 44 Ill. Admin. Code 7000.40(c)(1)(A). The requirements of 2 CFR Part 200 apply to the Grant Funds awarded through this Agreement, regardless of whether the original source of the funds is State or federal, unless an exception is noted in federal or State statutes or regulations. 30 ILCS 708/5(b).

3.4. Representations and Use of Funds. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement must be used

only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions will be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

3.5. Specific Certifications. Grantee is responsible for compliance with the enumerated certifications in this Paragraph to the extent that the certifications apply to Grantee.

(a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record.

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 2012 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt.

(d) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or will participate in an international boycott in violation of the provision of the Anti-Boycott Act of 2018, Part II of the Export Control Reform Act of 2018 (50 USC 4841 through 4843), and the anti-boycott provisions set forth in Part 760 of the federal Export Administration Regulations (15 CFR Parts 730 through 774).

(e) **Discriminatory Club Dues or Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses employees or agents for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/2).

(f) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18) (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(g) **Drug-Free Workplace.** If Grantee is not an individual, Grantee certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than $5,000, Grantee certifies it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that if it is a recipient of federal pass-through funds, it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8103.

(h) **Motor Voter Law.** Grantee certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 et seq.).

(i) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 USC 1251 et seq.).

(j) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment or permanent inclusion on the Illinois Stop Payment List, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency (2 CFR 200.205(a)), or by the State (30 ILCS 708/25(6)(G)).

(k) **Non-procurement Debarment and Suspension.** Grantee certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.

(l) **Health Insurance Portability and Accountability Act.** Grantee certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7), in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Grantee must maintain, for a minimum of six (6) years, all protected health information.

(m) **Criminal Convictions.** Grantee certifies that:

(i) Neither it nor a managerial agent of Grantee (for non-governmental grantees only, this includes any officer, director or partner of Grantee) has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction; and

(ii) It must disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. Failure to disclose may result in remedial actions as stated in the Grant Accountability and Transparency Act. 30 ILCS 708/40. Additionally, if Grantee receives over $10 million in total federal Financial Assistance, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix XII of 2 CFR Part 200, and 30 ILCS 708/40.

(n) **Federal Funding Accountability and Transparency Act of 2006 (FFATA).** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101 with respect to Federal Awards greater than or equal to $30,000. A FFATA subaward report must be filed by the end of the month following the month in which the award was made.

(o) **Illinois Works Review Panel.** For Awards made for public works projects, as defined in the Illinois Works Jobs Program Act, Grantee certifies that it and any contractor(s) or subcontractor(s) that performs work using funds from this Award, must, upon reasonable notice, appear before and respond to requests for information from the Illinois Works Review Panel. 30 ILCS 559/20-25(d).

(p) **Anti-Discrimination.** Grantee certifies that its employees and subcontractors under subcontract made pursuant to this Agreement, must comply with all applicable provisions of State and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), including, without limitation, 44 Ill. Admin. Code 750- Appendix A, which is incorporated herein; Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.); Civil Rights Act of 1964 (as amended) (42 USC 2000a - 2000h-6); Section 504 of the Rehabilitation Act of 1973 (29 USC 794); Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 et seq.); and the Age Discrimination Act of 1975 (42 USC 6101 et seq.).

(q) Internal Revenue Code and Illinois Income Tax Act. Grantee certifies that it complies with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act (35 ILCS 5),

and all regulations and rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

ARTICLE IV
PAYMENT REQUIREMENTS

4.1. Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor must provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Paragraph will be effective upon the date of the written notice unless otherwise indicated.

4.2. Pre-Award Costs. Pre-award costs are not permitted unless specifically authorized by Grantor in **Exhibit A**, **PART TWO** or **PART THREE** of this Agreement. If they are authorized, pre-award costs must be charged to the initial Budget Period of the Award, unless otherwise specified by Grantor. 2 CFR 200.458.

4.3. Return of Grant Funds. Grantee must liquidate all Obligations incurred under the Award within forty-five (45) days of the end of the Period of Performance, or in the case of capital improvement Awards, within forty-five (45) days of the end of the time period the Grant Funds are available for expenditure or obligation, unless Grantor permits a longer period in **PART TWO** OR **PART THREE**. Grantee must return to Grantor within forty-five (45) days of the end of the applicable time period as set forth in this Paragraph all remaining Grant Funds that are not expended or legally obligated.

4.4. Cash Management Improvement Act of 1990. Unless notified otherwise in **PART TWO** or **PART THREE**, Grantee must manage federal funds received under this Agreement in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 et seq.) and any other applicable federal laws or regulations. 2 CFR 200.305; 44 Ill. Admin. Code 7000.120.

4.5. Payments to Third Parties. Grantor will have no liability to Grantee when Grantor acts in good faith to redirect all or a portion of any Grantee payment to a third party. Grantor will be deemed to have acted in good faith when it is in possession of information that indicates Grantee authorized Grantor to intercept or redirect payments to a third party or when so ordered by a court of competent jurisdiction.

4.6. Modifications to Estimated Amount. If the Agreement amount is established on an estimated basis, then it may be increased by mutual agreement at any time during the Term. Grantor may decrease the estimated amount of this Agreement at any time during the Term if (i) Grantor believes Grantee will not use the funds during the Term, (ii) Grantor believes Grantee has used Grant Funds in a manner that was not authorized by this Agreement, (iii) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (iv) the Governor or Grantor reserves funds, or (v) the Governor or Grantor determines that funds will or may not be available for payment. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under **Exhibit A** may be reduced accordingly. Grantor must pay Grantee for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.7. Interest.

(a) All interest earned on Grant Funds held by a Grantee or a subrecipient will be treated in accordance with 2 CFR 200.305(b)(12), unless otherwise provided in **PART TWO** or **PART THREE**. Grantee

and its subrecipients must remit annually any amount due in accordance with 2 CFR 200.305(b)(12) or to Grantor, as applicable.

(b) Grant Funds must be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR 200.305(b)(10), (b)(11).

4.8. Timely Billing Required. Grantee must submit any payment request to Grantor within fifteen (15) days of the end of the quarter, unless another billing schedule is specified in ARTICLE II, **PART TWO**, or **PART THREE**. Failure to submit such payment request timely will render the amounts billed Unallowable Costs which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

4.9. Certification. Pursuant to 2 CFR 200.415, each invoice and report submitted by Grantee (or subrecipient) must contain the following certification by an official authorized to legally bind Grantee (or subrecipient):

> By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein is considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

ARTICLE V
SCOPE OF AWARD ACTIVITIES/PURPOSE OF AWARD

5.1. Scope of Award Activities/Purpose of Award. Grantee must perform as described in this Agreement, including as described in **Exhibit A** (Project Description), **Exhibit B** (Deliverables or Milestones), and **Exhibit D** (Performance Measures and Standards), as applicable. Grantee must further comply with all terms and conditions set forth in the Notice of State Award (44 Ill. Admin. Code 7000.360) which is incorporated herein by reference. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in **PART TWO** (Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in **PART THREE** (Project-Specific Terms).

5.2. Scope Revisions. Grantee must obtain Prior Approval from Grantor whenever a scope revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b)(2). All requests for scope revisions that require Grantor approval must be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

5.3. Specific Conditions. If applicable, specific conditions required after a risk assessment are included in **Exhibit E**. Grantee must adhere to the specific conditions listed therein. 44 Ill. Admin. Code 7000.340(e).

ARTICLE VI

BUDGET

6.1. Budget. The Budget submitted by Grantee at application, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

6.2. Budget Revisions. Grantee must obtain Prior Approval, whether mandated or discretionary, from Grantor whenever a Budget revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b). All requests for Budget revisions that require Grantor approval must be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval.

6.3. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached. 44 Ill. Admin. Code 7000.370(b)(7).

ARTICLE VII
ALLOWABLE COSTS

7.1. Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation methods for work performed under this Agreement will be determined in accordance with 2 CFR Part 200 Subpart E and Appendices III, IV, V, and VII.

7.2. Indirect Cost Rate Submission.

(a) All grantees, except for Local Education Agencies (as defined in 34 CFR 77.1), must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(e).

(i) Waived and de minimis Indirect Cost Rate elections will remain in effect until Grantee elects a different option.

(b) Grantee must submit an Indirect Cost Rate Proposal in accordance with federal and State regulations, in a format prescribed by Grantor. For grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of Grantee's fiscal year end, as dictated in the applicable appendices, such as:

(i) Appendix VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and Local Governments and Indian Tribes,

(ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,

(iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and

(iv) Appendix V to 2 CFR Part 200 governs state/Local Government-wide Central Service Cost Allocation Plans.

(c) A grantee who has a current, applicable rate negotiated by a cognizant federal agency must provide to Grantor a copy of its Indirect Cost Rate acceptance letter from the federal government and a copy of all documentation regarding the allocation methodology for costs used to negotiate that rate, e.g., without limitation, the cost policy statement or disclosure narrative statement. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

(d) A grantee who does not have a current negotiated rate, may elect to charge a *de minimis* rate up to 15 percent of modified total direct costs, which may be used indefinitely. No documentation is required to justify the *de minimis* Indirect Cost Rate. 2 CFR 200.414(f).

7.3. Transfer of Costs. Cost transfers between Grants, whether as a means to compensate for cost overruns or for other reasons, are unallowable. 2 CFR 200.451.

7.4. Commercial Organization Cost Principles. The federal cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs that apply to commercial organizations are set forth in 48 CFR Part 31.

7.5. Financial Management Standards. The financial management systems of Grantee must meet the following standards:

(a) **Accounting System.** Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to State and federal pass-through awards, authorizations, Obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(9) and 30 ILCS 708/97, Grantee must use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. 2 CFR 200.302.

(b) **Source Documentation.** Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation must be clearly identified with the Award and general ledger accounts which are to be charged or credited.

(i) The documentation standards for salary charges to Grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the Grantee's organization.

(ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO**, **PART THREE** or **Exhibit E** of the requirement to submit personnel activity reports. 2 CFR 200.430(g)(8). Personnel activity reports must account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the Award, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records must be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

(iii) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.

(iv) If third party in-kind (non-cash) contributions are used for Award purposes, the valuation of these contributions must be supported with adequate documentation.

(c) **Internal Control.** Grantee must maintain effective control and accountability for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303.

(d) **Budget Control**. Grantee must maintain records of expenditures for each Award by the cost categories of the approved Budget (including Indirect Costs that are charged to the Award), and actual expenditures are to be compared with budgeted amounts at least quarterly.

(e) **Cash Management.** Requests for advance payment must be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.6. Profits. It is not permitted for any person or entity to earn a Profit from an Award. See, e.g., 2 CFR 200.400(g); see also 30 ILCS 708/60(a)(7).

7.7. Management of Program Income. Grantee is encouraged to earn income to defray Program Costs where appropriate, subject to 2 CFR 200.307.

ARTICLE VIII
LOBBYING

8.1. Improper Influence. Grantee certifies that it will not use and has not used Grant Funds to influence or attempt to influence an officer or employee of any government agency or a member or employee of the State or federal legislature in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

8.2. Federal Form LLL. If any federal funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

8.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs must be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

8.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its subrecipients have complied and will comply with Illinois Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over $25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

8.5. Subawards. Grantee must include the language of this ARTICLE in the award documents for any subawards made pursuant to this Award at all tiers. All subrecipients are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee must forward all disclosures by contractors regarding this certification to Grantor.

8.6. Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications will be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

ARTICLE IX
MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING

9.1. Records Retention. Grantee must maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.334, unless a different retention period is specified in 2 CFR 200.334, 44 Ill. Admin. Code 7000.430(a) and (b) or **PART TWO** or **PART THREE**. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

9.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(f), must make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by Grantor (including auditors), by the State of Illinois or by federal statute. Grantee must cooperate fully in any such audit or inquiry.

9.3. Failure to Maintain Books and Records. Failure to maintain adequate books, records and supporting documentation, as described in this ARTICLE, will result in the disallowance of costs for which there is insufficient supporting documentation and also establishes a presumption in favor of the State for the recovery of any Grant Funds paid by the State under this Agreement for which adequate books, records and supporting documentation are not available to support disbursement.

9.4. Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Grantor will monitor the activities of Grantee to assure compliance with all requirements, including applicable programmatic rules, regulations, and guidelines that the Grantor promulgates or implements, and performance expectations of the Award. Grantee must timely submit all financial and performance reports, and must supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by Program needs. 2 CFR 200.329; 200.332. Additional monitoring requirements may be in **PART TWO** or **PART THREE**.

ARTICLE X
FINANCIAL REPORTING REQUIREMENTS

10.1. Required Periodic Financial Reports. Grantee must submit financial reports as requested and in the format required by Grantor no later than the dues date(s) specified in **PART TWO** or **PART THREE**. Grantee must submit reports to Grantor describing the expenditure(s) of the funds related thereto at the intervals specified by Grantor, which must be no less frequent than annually and no more frequent than quarterly, unless otherwise specified in either PART TWO or PART THREE (approved as an exception by GATU) or on Exhibit E pursuant to specific conditions. 2 CFR 200.328(b). Any report required by 30 ILCS 708/125 may be detailed in **PART TWO** or **PART THREE**.

10.2. Financial Close-out Report.

(a) Grantee must submit a financial Close-out Report, in the format required by Grantor, by the due date specified in **PART TWO** or **PART THREE**, which must be no later than sixty (60) calendar days following the end of the Period of Performance for this Agreement or Agreement termination. The format of this financial Close-out Report must follow a format prescribed by Grantor. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee must submit a new financial Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.345; 44 Ill. Admin. Code 7000.450.

10.3. Effect of Failure to Comply. Failure to comply with the reporting requirements in this Agreement may cause a delay or suspension of funding or require the return of improper payments or Unallowable Costs, and will be considered a material breach of this Agreement. Grantee's failure to comply with ARTICLE X, ARTICLE XI, or ARTICLE XVII will be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State Grantee Compliance Enforcement System for policy and consequences for failure to comply. 44 Ill. Admin. Code 7000.80.

ARTICLE XI
PERFORMANCE REPORTING REQUIREMENTS

11.1. Required Periodic Performance Reports. Grantee must submit performance reports as requested and in the format required by Grantor no later than the due date(s) specified in **PART TWO** or **PART THREE**. 44 Ill. Admin. Code 7000.410. Grantee must report to Grantor on the performance measures listed in **Exhibit D**, **PART TWO** or **PART THREE** at the intervals specified by Grantor, which must be no less frequent than annually and no more frequent than quarterly, unless otherwise specified in either **PART TWO** or **PART THREE** (approved as an exception by GATU), or on **Exhibit E** pursuant to specific conditions. For certain construction-related Awards, such reports may be exempted as identified in **PART TWO** or **PART THREE**. 2 CFR 200.329.

11.2. Performance Close-out Report. Grantee must submit a performance Close-out Report, in the format required by Grantor by the due date specified in **PART TWO** or **PART THREE**, which must be no later than 60 calendar days following the end of the Period of Performance or Agreement termination. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

11.3. Content of Performance Reports. Pursuant to 2 CFR 200.329(b) and (c), all performance reports must relate the financial data and project or program accomplishments to the performance goals and objectives of this Award and also include the following: a comparison of actual accomplishments to the objectives of the Award established for the reporting period (for example, comparing costs to units of accomplishment); computation of the cost and demonstration of cost effective practices (e.g., through unit cost data); performance trend data and analysis if required; the reasons why established goals were not met, if appropriate; and additional information, analysis, and explanation of any cost overruns or higher-than-expected unit costs. Additional content and format guidelines for the performance reports will be determined by Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

ARTICLE XII
AUDIT REQUIREMENTS

12.1. Audits. Grantee is subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor's Office of Management and Budget. 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

12.2. Consolidated Year-End Financial Reports (CYEFR). All grantees must complete and submit a CYEFR through the Grantee Portal, except those exempted by federal or State statute or regulation, as set forth in **PART TWO** or **PART THREE**. The CYEFR is a required schedule in Grantee's audit report if Grantee is required to complete and submit an audit report as set forth herein.

(a) Grantee's CYEFR must cover the same period as the audited financial statements, if required, and must be submitted in accordance with the audit schedule at 44 Ill. Admin. Code 7000.90. If Grantee is not required to complete audited financial statements, the CYEFR must cover Grantee's fiscal year and must be submitted within 6 months of the Grantee's fiscal year-end.

(b) The CYEFR must include an in relation to opinion from the auditor of the financial statements included in the audit.

(c) The CYEFR must follow a format prescribed by Grantor.

12.3. Entities That Are Not "For-Profit".

(a) This Paragraph applies to Grantees that are not "for-profit" entities.

(b) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends at least $1,000,000 in federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters issued by the auditors and their respective corrective action plans if significant deficiencies or material weaknesses are identified, and the CYEFR(s) must be submitted to the Grantee Portal at the same time the audit report packet is submitted to the Federal Audit Clearinghouse. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than $1,000,000 in federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends at least $750,000 in State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements in **PART TWO**, **PART THREE** or **Exhibit E** based on Grantee's risk profile.

(ii) If, during its fiscal year, Grantee expends less than $750,000 in State-issued Awards, but expends at least $500,000 in State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).

(iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee must have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of State-issued Awards.

(iv) If Grantee does not meet the requirements in subsections 12.3(b) and 12.3(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

(v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) six (6) months after the end of Grantee's audit period.

12.4. "For-Profit" Entities.

(a) This Paragraph applies to Grantees that are "for-profit" entities.

(b) Program-Specific Audit. If, during its fiscal year, Grantee expends at least $1,000,000 in federal pass-through funds from State-issued Awards, Grantee must have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit federal pass-through programs with federal pass-through Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total federal pass-through Awards expended. The audit report packet must be completed as described in 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90 and the current GATA audit manual, and must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than $1,000,000 in federal pass-through funds from State-issued Awards, Grantee must follow all of the audit requirements in Paragraphs 12.3(c)(i)-(v), above.

(d) Publicly-Traded Entities. If Grantee is a publicly-traded company, Grantee is not subject to the single audit or program-specific audit requirements, but must submit its annual audit conducted in accordance with its regulatory requirements.

12.5. Performance of Audits. For those organizations required to submit an independent audit report, the audit must be conducted by the Illinois Auditor General (as required for certain governmental entities only), or a Certified Public Accountant or Certified Public Accounting Firm licensed in the State of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to GAGAS or Generally Accepted Auditing Standards, Grantee must request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee must follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

12.6. Delinquent Reports. When audit reports or financial statements required under this ARTICLE are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they must be provided to Grantor within thirty (30) days of becoming available. Grantee should refer to the State Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

ARTICLE XIII
TERMINATION; SUSPENSION; NON-COMPLIANCE

13.1. Termination.

(a) Either Party may terminate this Agreement, in whole or in part, upon thirty (30) calendar days' prior written notice to the other Party.

(b) If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.340(a)(3).

(c) This Agreement may be terminated, in whole or in part, by Grantor:

(i) Pursuant to a funding failure under Paragraph 4.1;

(ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Award; or

(iii) If the Award no longer effectuates the Program goals or agency priorities and if this termination is permitted in the terms and conditions of the Award, which must be detailed in **Exhibit A, PART TWO** or PART THREE.

13.2. Suspension. Grantor may suspend this Agreement, in whole or in part, pursuant to a funding failure under Paragraph 4.1 or if the Grantee fails to comply with terms and conditions of this or any Award. If suspension is due to Grantee's failure to comply, Grantor may withhold further payment and prohibit Grantee from incurring additional Obligations pending corrective action by Grantee or a decision to terminate this Agreement by Grantor. Grantor may allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

13.3. Non-compliance. If Grantee fails to comply with the U.S. Constitution, applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.208. If Grantor determines that non-compliance cannot be remedied by imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.339. The Parties must follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 44 Ill. Admin. Code 7000.80 and 7000.260.

13.4. Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 2 CFR 200.342; 44 Ill. Admin. Code 7000.80 and 7000.260.

13.5. Effects of Suspension and Termination.

(a) Grantor may credit Grantee for allowable expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.

(b) Except as set forth in subparagraph (c), below, Grantee must not incur any costs or Obligations that require the use of Grant Funds after the effective date of a suspension or termination, and must cancel as many outstanding Obligations as possible.

(c) Costs to Grantee resulting from Obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless Grantor expressly authorizes them in the notice of suspension or termination or subsequently. However, Grantor may allow costs during a suspension or after termination if:

(i) The costs result from Obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated prematurely. 2 CFR 200.343.

13.6. Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties must comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.340(d).

ARTICLE XIV
SUBCONTRACTS/SUBAWARDS

14.1. Subcontracting/Subrecipients/Delegation. Grantee must not subcontract nor issue a subaward for any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or subrecipient has been identified in the uniform grant application, such as, without limitation, a Project description, and Grantor has approved. Grantee must follow all applicable requirements set forth in 2 CFR 200.332.

14.2. Application of Terms. If Grantee enters into a subaward agreement with a subrecipient, Grantee must notify the subrecipient of the applicable laws and regulations and terms and conditions of this Award by attaching this Agreement to the subaward agreement. The terms of this Agreement apply to all subawards authorized in accordance with Paragraph 14.1. 2 CFR 200.101(b).

14.3. Liability as Guaranty. Grantee will be liable as guarantor for any Grant Funds it obligates to a subrecipient or subcontractor pursuant to this ARTICLE in the event Grantor determines the funds were either misspent or are being improperly held and the subrecipient or subcontractor is insolvent or otherwise fails to return the funds. 2 CFR 200.345; 30 ILCS 705/6; 44 Ill. Admin. Code 7000.450(a).

ARTICLE XV
NOTICE OF CHANGE

15.1. Notice of Change. Grantee must notify Grantor if there is a change in Grantee's legal status, FEIN, UEI, SAM registration status, Related Parties, senior management (for non-governmental grantees only) or address. If the change is anticipated, Grantee must give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee must give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

15.2. Failure to Provide Notification. To the extent permitted by Illinois law (see Paragraph 21.2), Grantee must hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor as required by Paragraph 15.1.

15.3. Notice of Impact. Grantee must notify Grantor in writing of any event, including, by not limited to, becoming a party to litigation, an investigation, or transaction that may have a material impact on Grantee's ability to perform under this Agreement. Grantee must provide notice to Grantor as soon as possible, but no later than five (5) days after Grantee becomes aware that the event may have a material impact.

15.4. Effect of Failure to Provide Notice. Failure to provide the notice described in this ARTICLE is grounds for termination of this Agreement and any costs incurred after the date notice should have been given may be disallowed.

ARTICLE XVI
STRUCTURAL REORGANIZATION AND RECONSTITUTION OF BOARD MEMBERSHIP

16.1. Effect of Reorganization. This Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. Grantor does not agree to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee must give Grantor prior notice of any such action or changes significantly affecting its overall structure or, for non-governmental grantees only, management makeup (for example, a merger or a corporate restructuring), and must provide all reasonable documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. Grantor reserves the right to terminate the Agreement based on whether the newly organized entity is able to carry out the requirements of the Award. This ARTICLE does not require Grantee to report on minor changes in the makeup of its board membership or

governance structure, as applicable. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE constitutes a material breach of this Agreement.

ARTICLE XVII
CONFLICT OF INTEREST

17.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to Grantor. 2 CFR 200.112; 30 ILCS 708/35.

17.2. Prohibited Payments. Payments made by Grantor under this Agreement must not be used by Grantee to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee must request permission from Grantor to compensate, directly or indirectly, any officer or any person employed by an office or agency of the State of Illinois. An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, units of Local Government and related entities.

17.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 17.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may grant any such exemption subject to additional terms and conditions as Grantor may require.

ARTICLE XVIII
EQUIPMENT OR PROPERTY

18.1. Purchase of Equipment. For any equipment purchased in whole or in part with Grant Funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439, the costs for such equipment will be disallowed. Grantor must notify Grantee in writing that the purchase of equipment is disallowed.

18.2. Prohibition against Disposition/Encumbrance. Any equipment, material, or real property that Grantee purchases or improves with Grant Funds must not be sold, transferred, encumbered (other than original financing) or otherwise disposed of during the Award Term without Prior Approval of Grantor unless a longer period is required in **PART TWO** or **PART THREE** and permitted by 2 CFR Part 200 Subpart D. Use or disposition of real property acquired or improved using Grant Funds must comply with the requirements of 2 CFR 200.311. Real property, equipment, and intangible property that are acquired or improved in whole or in part using Grant Funds are subject to the provisions of 2 CFR 200.316. Grantor may require the Grantee to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with this Award and that use and disposition conditions apply to the property.

18.3. Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property, the cost of which was supported by Grant Funds. Any waiver from such compliance must be granted by either the President's Office of Management and Budget, the Governor's Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317-200.327 to establish procedures to use Grant Funds for the procurement of supplies and other expendable property, equipment, real property and other services.

18.4. Equipment Instructions. Grantee must obtain disposition instructions from Grantor when equipment, purchased in whole or in part with Grant Funds, is no longer needed for their original purpose. Notwithstanding anything to the contrary contained in this Agreement, Grantor may require transfer of any equipment to Grantor or a third party for any reason, including, without limitation, if Grantor terminates the

Award or Grantee no longer conducts Award activities. Grantee must properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer's guidelines, federal and state laws or rules, and Grantor requirements stated herein.

18.5. Domestic Preferences for Procurements. In accordance with 2 CFR 200.322, to the greatest extent practicable and consistent with law, Grantee must, under this Award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this Paragraph must be included in all subawards and in all contracts and purchase orders under this Award.

ARTICLE XIX
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION

19.1. Promotional and Written Materials. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). To use Grant Funds in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, these uses must be allowable under 2 CFR 200.421 and 200.467 and Grantee must include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase "Funding provided in whole or in part by the [Grantor]." 2 CFR 200.467. Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

19.2. Prior Notification/Release of Information. Grantee must notify Grantor ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement, or funded in whole or in part by this Agreement, and must cooperate with Grantor in joint or coordinated releases of information.

ARTICLE XX
INSURANCE

20.1. Maintenance of Insurance. Grantee must maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property (including equipment), or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement. 2 CFR 200.310. Additional insurance requirements may be detailed in **PART TWO** or PART THREE.

20.2. Claims. If a claim is submitted for real or personal property, or both, purchased in whole with funds from this Agreement and such claim results in the recovery of money, such money recovered must be surrendered to Grantor.

ARTICLE XXI
LAWSUITS AND INDEMNIFICATION

21.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee must provide the agreed services and achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee must provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement is strictly limited to official Grantor or State of Illinois business and not for any other purpose, including any personal benefit or gain.

21.2. Indemnification and Liability.

(a) Non-governmental entities. This subparagraph applies only if Grantee is a non-governmental entity. Grantee must hold harmless Grantor against any and all liability, loss, damage, cost or expenses, including attorneys' fees, arising from the intentional torts, negligence or breach of contract of Grantee, with the exception of acts performed in conformance with an explicit, written directive of Grantor. Indemnification by Grantor is governed by the State Employee Indemnification Act (5 ILCS 350/.01 et seq.) as interpreted by the Illinois Attorney General. Grantor makes no representation that Grantee, an independent contractor, will qualify or be eligible for indemnification under said Act.

(b) Governmental entities. This subparagraph applies only if Grantee is a governmental unit as designated in Paragraph 3.2. Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of the other Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement is not construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

ARTICLE XXII
MISCELLANEOUS

22.1. Gift Ban. Grantee is prohibited from giving gifts to State employees pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/10-10) and Illinois Executive Order 15-09.

22.2. Assignment Prohibited. This Agreement must not be sold, assigned, or transferred in any manner by Grantee, to include an assignment of Grantee's rights to receive payment hereunder, and any actual or attempted sale, assignment, or transfer by Grantee without the Prior Approval of Grantor in writing renders this Agreement null, void and of no further effect.

22.3. Copies of Agreements upon Request. Grantee must, upon request by Grantor, provide Grantor with copies of contracts or other agreements to which Grantee is a party with any other State agency.

22.4. Amendments. This Agreement may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

22.5. Severability. If any provision of this Agreement is declared invalid, its other provisions will remain in effect.

22.6. No Waiver. The failure of either Party to assert any right or remedy pursuant to this Agreement will not be construed as a waiver of either Party's right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

22.7. Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, are governed and construed in accordance with the laws of the State of Illinois. Any claim against Grantor arising out of this Agreement must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1 *et seq.* Grantor does not waive sovereign immunity by entering into this Agreement.

22.8. Compliance with Law. Grantee is responsible for ensuring that Grantee's Obligations and services hereunder are performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including but not limited to 44 Ill. Admin. Code Part 7000, laws and rules which govern disclosure of confidential records or other information obtained by Grantee concerning persons served under this Agreement, and any license requirements or professional certification provisions.

22.9. Compliance with Freedom of Information Act. Upon request, Grantee must make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. 5 ILCS 140/7(2).

22.10 Compliance with Whistleblower Protections. Grantee must comply with the Whistleblower Act (740 ILCS 174/1 *et seq.*) and the whistleblower protections set forth in 2 CFR 200.217, including but not limited to, the requirement that Grantee and its subrecipients inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

22.11. Precedence.

(a) Except as set forth in subparagraph (b), below, the following rules of precedence are controlling for this Agreement: In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement controls. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** controls. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** controls. In the event there is a conflict between this Agreement and relevant statute(s) or rule(s), the relevant statute(s) or rule(s) controls.

(b) Notwithstanding the provisions in subparagraph (a), above, if a relevant federal or state statute(s) or rule(s) requires an exception to this Agreement's provisions, or an exception to a requirement in this Agreement is granted by GATU, such exceptions must be noted in **PART TWO** or **PART THREE**, and in such cases, those requirements control.

22.12. Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act control. 30 ILCS 708/80.

22.13. Headings. Articles and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.

22.14. Counterparts. This Agreement may be executed in one or more counterparts, each of which are considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document are deemed original for all purposes.

22.15. Attorney Fees and Costs. Unless prohibited by law, if Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.

22.16. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final Indirect Cost Rate adjustments and those funds obligated pursuant to ARTICLE XIV; (c) the CYEFR(s); (d) audit requirements established in 44 Ill. Admin. Code 7000.90 and ARTICLE XII ; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XVIII; or (f) records related requirements pursuant to ARTICLE IX. 44 Ill. Admin. Code 7000.440.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

EXHIBIT A

PROJECT DESCRIPTION

Grantee must complete the Award Activities described on this **Exhibit A**, the Deliverables and Milestones listed on **Exhibit B** and the Performance Measures listed on **Exhibit D** within the term of this Agreement, as provided in Paragraph 2.1, herein.

AUTHORITY: The Grantor is authorized to make this Award pursuant to 20 ILCS 605/605-55 and/or 20 ILCS 605/605-30.

The purpose of this authority is as follows:

To make and enter into contracts, including grants, as authorized pursuant to appropriations by the General Assembly. and/or to use the State and federal programs, grants, and subsidies that are available to assist in the discharge of the provisions of the Civil Administrative Code of Illinois.

PROJECT DESCRIPTION:

The Grantee is a governmental entity which provides essential public services to the citizens of the Village of Northbrook in Cook County.

Grant funds will be utilized for a portion of the costs, including any that are prior incurred, associated with public safety and equipment expenses at the Grantee owned Village Hall located at 1225 Cedar Lane in the Village of Northbrook, Illinois. The project is necessary as the equipment will help support the emergency response of the Grantee by providing rapid response traffic barrier system, which the Grantee currently does not have, increase the number of message boards that can be used for traffic control and informational purposes, and provide a Fire Response Utility Task Vehicle, which will assist response in hard-to-reach areas. Funds from this Grant will be used to purchase a Utility Task Vehicle, multiple LED message boards, and a rapid-deployment barrier system for traffic control. All other costs associated with the completion of the project will be paid via the use of other funding sources.

Specifically, Grant funds will include a portion of the "Equipment" costs associated with the purchase of a rapid-deployment barrier system and trailer, LED message boards, and Utility Task Vehicle.

The completion of this project will benefit the public by providing the Grantee with much better capacity to more efficiently respond to emergencies and provide better traffic control and messaging.

EXHIBIT B

DELIVERABLES OR MILESTONES

To be stated on the initial submitted Periodic Performance Report (PPR), as directed by the Report Deliverable Schedule, the Grantee will provide a detailed task list of projected deliverables, which must be approved by Grantor. These tasks and associated due dates, and any subsequent revisions, shall be incorporated by reference into this Agreement. These tasks will be used to measure performance throughout the life of the Award and can be updated and reported on each PPR reporting due date.

EXHIBIT C

CONTACT INFORMATION

CONTACTS FOR NOTIFICATION AND GRANT ADMINISTRATION:

Unless specified elsewhere, all notices required or desired to be sent by either Party must be sent to the persons listed below. Grantee must notify Grantor of any changes in its contact information listed below within five (5) business days from the effective date of the change, and Grantor must notify Grantee of any changes to its contact information as soon as practicable. The Party making a change must send any changes in writing to the contact for the other Party. No amendment to this Agreement is required if information in this Exhibit is changed.

FOR OFFICIAL GRANT NOTIFICATIONS

GRANTOR CONTACT

Name: Kristin A. Richards

Title: Director

Address: 1011 S. 2nd St.
Springfield, IL 62704

GRANTEE CONTACT

Name: Kathryn L Ciesla

Title: Village President

Address: 1225 Cedar Lane
Northbrook, IL 60062-4513

GRANTEE PAYMENT ADDRESS
(If different than the address above)

Address: N/A

FOR GRANT ADMINISTRATION

GRANTOR CONTACT

Name: Alex Fuller
Title: Grant Manager
Address: 1011 S. 2nd St.
Springfield, IL 62704
Phone: 217-782-9988
TTY#: (800) 785-6055
Email Address: Alex.Fuller@Illinois.gov

GRANTEE CONTACT

Name: Kelly Hamill
Title: Director, Public Works

Address: 1225 Cedar Lane
Northbrook, IL 60062-4513
Phone: 847-272-4711
TTY#: N/A
Email Address: kelly.hamill@northbrook.il.us

GRANTEE DESIGNEES

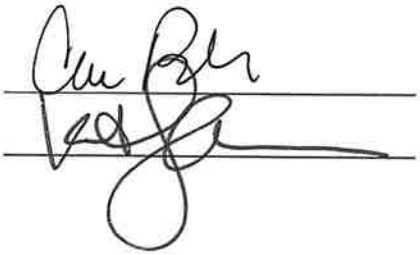
The following are designated as Authorized Designee(s) for the Grantee (*See* **PART TWO**, ARTICLE XXIII):

Authorized Designee: Kelly Hamill
Authorized Designee Title: Director, Public Works
Authorized Designee Phone: 847-272-4711 x4110
Authorized Designee Email: kelly.hamill@northbrook.il.us

Authorized Designee Signature: 

Authorized Signatory Approval:

Authorized Designee: Cara Pavlicek
Authorized Designee Title: Village Manager
Authorized Designee Phone: 847-664-4011
Authorized Designee Email: cara.pavlicek@northbrook.il.us

Authorized Designee Signature: 

Authorized Signatory Approval:

Authorized Designee: _____
Authorized Designee Title: _____
Authorized Designee Phone: _____
Authorized Designee Email: _____

Authorized Designee Signature: _____

Authorized Signatory Approval: _____

Authorized Designee: _____
Authorized Designee Title: _____
Authorized Designee Phone: _____
Authorized Designee Email: _____

Authorized Designee Signature: _____

Authorized Signatory Approval: _____

GRANTOR CONTACT FOR AUDIT OR CONSOLIDATED YEAR-END FINANCIAL REPORTS QUESTIONS—AUDIT UNIT

Email: CEO.GrantHelp@Illinois.gov

GRANTOR CONTACT FOR FINANCIAL CLOSEOUT AND REFUNDS—PROGRAM ACCOUNTANT

Name:	Sam Huston
Email:	samuel.huston@illinois.gov
Phone:	000-000-0000
Fax#:	N/A
Address:	IDCEO-ACCOUNTING OFFICE 1011 S 2ND ST SPRINGFIELD IL 62704-3004

EXHIBIT D

PERFORMANCE MEASURES AND STANDARDS

To be stated on the initial submitted Periodic Performance Report (PPR), as directed by the Report Deliverable Schedule, the Grantee will incorporate project specific performance measures within the corresponding section of the PPR. The project specific performance measures will encompass the following standardized performance measures listed below.

- Did the deliverables specified in the task list submitted pursuant to Exhibit B lead to the completion of the project described in Exhibit A?
- Given the total amount of Grant Funds available, does the percent currently drawn and expended directly correlate to the percent of the completion of the project to date?
- At the time of Award closeout, has the Grantee fulfilled the public purpose of the project stated in Exhibit A?

The Grantor reserves the right to deny any voucher request(s) at its discretion, based on lack of progress toward meeting completion goals. If the Grantee fails to meet any of the performance measures/goals, and if deemed appropriate at the discretion of the Grantor, the Grant Funds may be decreased by an amount proportionate to the size of the shortfall, and/or the Grantee may be responsible for the return of the Grant Funds in the amount specified by the Grantor. Grantor may initiate a grant modification(s) to de-obligate Grant Funds based on non-performance. The Grantee will submit grant modification requests as necessary in a timely manner, including a request to de-obligate Grant Funds in an amount that the Grantee determines will be unspent by the end of the Grant Agreement Term.

EXHIBIT E

SPECIFIC CONDITIONS

Grantor may remove (or reduce) a Specific Condition included in this Exhibit by providing written notice to the Grantee, in accordance with established procedures for removing a Specific Condition.

There were no conditions resulting from the Internal Control Questionnaire (ICQ).

There were no conditions resulting from the Programmatic Risk Assessment.

PART TWO – GRANTOR-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE**, Grantor has the following additional requirements for its Grantee:

ARTICLE XXIII
AUTHORIZED SIGNATORY

23.1. Authorized Signatory. In processing this Award and related documentation, Grantor will only accept materials signed by the Authorized Signatory or Designee of this Agreement, as designated or prescribed in the Grantee's signature block or on **Exhibit C**. If the Authorized Signatory chooses to assign a designee to sign or submit materials required by this Agreement to Grantor, the Authorized Signatory must either send written notice to Grantor indicating the name of the designee, or provide notice as set forth in **Exhibit C**. Without this notice, Grantor will reject any materials signed or submitted on the Grantee's behalf by anyone other than the Authorized Signatory. The Authorized Signatory must approve each Authorized Designee separately by signing as indicated on **Exhibit C** or on the appropriate form provided by Grantor. If an Authorized Designee(s) appears on **Exhibit C**, the Grantee should verify the information and indicate any changes as necessary. Signatures of both the Authorized Signatory and the Authorized Designee are required in order for the Authorized Designee to have signature authority under this Agreement.

ARTICLE XXIV
ADDITIONAL AUDIT PROVISIONS

24.1. Discretionary Audit. The Grantor may, at any time and in its sole discretion, require a program-specific audit, or other audit, SAS 115/AU-C265 letters (Auditor's Communication of Internal Control Related Matters) and SAS 114/AU-C260 letters (Auditor's Communication With Those Charged With Governance).

ARTICLE XXV
ADDITIONAL MONTORING PROVISIONS

25.1. Cooperation with Audits and Inquiries, Confidentiality. Pursuant to ARTICLE IX, above, the Grantee is obligated to cooperate with the Grantor and other legal authorities in any audit or inquiry related to the Award. The Grantor or any other governmental authority conducting an audit or inquiry may require the Grantee to keep confidential any audit or inquiry and to limit internal disclosure of the audit or inquiry to those Grantee personnel who are necessary to support the Grantee's response to the audit or inquiry. This confidentiality requirement does not limit Grantee's right to discuss an audit or inquiry with its legal counsel. If a third party seeks to require the Grantee, pursuant to any law, regulation, or legal process, to disclose an audit or inquiry that has been deemed confidential by the Grantor or other governmental authority, the Grantee must promptly notify the entity that is conducting the audit or inquiry of such effort so that the entity that is conducting the audit or inquiry may seek a protective order, take other appropriate action, or waive compliance by the Grantee with the confidentiality requirement.

ARTICLE XXVI
ADDITIONAL INTEREST PROVISIONS

26.1. Interest Earned on Grant Funds. Interest earned on Grant Funds in an amount up to $500 per year may be retained by the Grantee for administrative expenses unless otherwise provided in **PART THREE**. Any additional interest earned on Grant Funds above $500 per year must be returned to the Grantor pursuant to Paragraphs 4.3 and 29.2 herein, or as otherwise instructed by the Grant Manager or as set forth in **PART THREE**. All interest earned must be expended prior to Grant Funds. Any unspent Grant Funds or earned interest unspent must be returned as Grant Funds to the Grantor as described in Paragraphs 4.3 and 29.2 herein. All interest earned on Grant Funds must be accounted for and reported to the Grantor as provided in ARTICLE X herein. If applicable, the Grantor will remit interest earned and returned by Grantee to the U.S. Department of Health and Human Services

Payment Management System through the process set forth at 2 CFR 200.305(b)(12), or as otherwise directed by the federal awarding agency. The provisions of this Paragraph are inapplicable to the extent any statute, rule or program requirement provides for different treatment of interest income. Any provision that deviates from this paragraph is set forth in **PART THREE**.

ARTICLE XXVII
ADDITIONAL BUDGET PROVISIONS

27.1. Restrictions on Line Item Transfers. Unless set forth otherwise in **PART THREE** herein, Budget line item transfers within the guidelines set forth in paragraph 6.2 herein, which would not ordinarily require approval from Grantor, but result in an increase of ten percent (10%) or more to any expenditure category of the current approved Budget, are considered changes in the project scope and require Prior Approval from Grantor pursuant to 44 Ill. Admin. Code 7000.370(b).

ARTICLE XXVIII
ADDITIONAL REPRESENTATIONS AND WARRANTIES

28.1. Grantee Representations and Warranties. In connection with the execution and delivery of this Agreement, the Grantee makes the following representations and warranties to Grantor:

(a) That it has no public or private interest, direct or indirect, and will not acquire, directly or indirectly any such interest which does or may conflict in any manner with the performance of the Grantee's services and obligations under this Agreement;

(b) That no member of any governing body or any officer, agent or employee of the State, has a personal financial or economic interest directly in this Agreement, or any compensation to be paid hereunder except as may be permitted by applicable statute, regulation or ordinance;

(c) That there is no action, suit or proceeding at law or in equity pending, nor to the best of Grantee's knowledge, threatened, against or affecting the Grantee, before any court or before any governmental or administrative agency, which will have a material adverse effect on the performance required by this Agreement;

(d) That to the best of the Grantee's knowledge and belief, the Grantee, its principals and key project personnel:

(i) Are not presently declared ineligible or voluntarily excluded from contracting with any federal or State department or agency;

(ii) Have not, within a three (3)-year period preceding this Agreement, been convicted of any felony; been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; had a civil judgment rendered against them for commission of fraud; been found in violation of federal or state antitrust statutes; or been convicted of embezzlement, theft, larceny, forgery, bribery, falsification or destruction of records, making a false statement, or receiving stolen property;

(iii) Are not presently indicted for, or otherwise criminally or civilly charged, by a government entity (federal, state or local) with commission of any of the offenses enumerated in subparagraph (ii) of this certification; and

(iv) Have not had, within a three (3)-year period preceding this Agreement, any judgment rendered in an administrative, civil or criminal matter against the Grantee, or any entity

associated with its principals or key personnel, related to a grant issued by any federal or state agency or a local government.

Any request for an exception to the provisions of this subparagraph (d) must be made in writing, listing the name of the individual, home address, type of conviction and date of conviction; and

(e) Grantee certifies that it is not currently operating under, or subject to, any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of Grantee's knowledge, that it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority. Should it become the subject of an investigation by any state or federal regulatory, law enforcement or legal authority, Grantee shall promptly notify Grantor of any such investigation. Grantee acknowledges that should it later be subject to a cease and desist order, Memorandum of Understanding, or found in violation pursuant to any regulatory action or any court action or proceeding before any administrative agency, that Grantor is authorized to declare Grantee out of compliance with this Agreement and suspend or terminate the Agreement pursuant to ARTICLE XIII herein and any applicable rules.

ARTICLE XXIX
ADDITIONAL TERMINATION, SUSPENSION, BILLING SCHEDULE AND NON-COMPLIANCE PROVISIONS

29.1. Remedies for Non-Compliance. If Grantor suspends or terminates this Agreement pursuant to ARTICLE XIII herein, Grantor may also elect any additional remedy allowed by law, including, but not limited to, one or more of the following remedies:

(a) Direct the Grantee to refund some or all of the Grant Funds disbursed to it under this Agreement; and

(b) Direct the Grantee to remit an amount equivalent to the "Net Salvage Value" of all equipment or materials purchased with Grant Funds provided under this Agreement. For purposes of this Agreement, "Net Salvage Value" is defined as the amount realized, or that the Parties agree is likely to be realized from, the sale of equipment or materials purchased with Grant Funds provided under this Agreement at its current fair market value, less selling expenses.

29.2. Grant Refunds. In accordance with the Illinois Grant Funds Recovery Act, 30 ILCS 705/1 *et seq.*, the Grantee must, within forty five (45) days of the effective date of a termination of this Agreement, refund to Grantor, any balance of Grant Funds not spent or not obligated as of that date.

29.3. Grant Funds Recovery Procedures. In the event that Grantor seeks to recover from Grantee Grant Funds received pursuant to this Award that: (i) Grantee cannot demonstrate were properly spent, or (ii) have not been expended or legally obligated by the time of expiration or termination of this Award, the Parties agree to follow the procedures set forth in the Illinois Grant Funds Recovery Act, 30 ILCS 705/1 *et seq.* (GFRA), for the recovery of Grant Funds, including the informal and formal hearing requirements. All remedies available in Section 6 of the GFRA will apply to these proceedings. The Parties agree that Grantor's Administrative Hearing Rules (56 Ill. Admin. Code Part 2605) and/or any other applicable hearing rules shall govern these proceedings.

29.4. Grantee Responsibility. Grantee will be held responsible for the expenditure of all Grant Funds received through this Award, whether expended by Grantee or a subrecipient or contractor of Grantee. Grantor may seek any remedies against Grantee permitted pursuant to this Agreement and 2 CFR 200.339 for the action of a subrecipient or contractor of Grantee that is not in compliance with the applicable statutes, regulations or the terms and conditions of this Award.

29.5. Billing Schedule. In accordance with paragraph 4.8, herein Grantee must submit all payment requests to Grantor within thirty (30) days of the end of the quarter, unless another billing schedule is specified in **PART THREE** or Paragraph 2.3. Failure to submit such payment request timely will render the amounts billed an

unallowable cost which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee must timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension cannot be unreasonably withheld. The payment requirements of this Paragraph supersede those set forth in Paragraph 4.8.

ARTICLE XXX
ADDITIONAL MODIFICATION PROVISIONS

30.1. Modifications by Operation of Law. This Agreement is subject to such modifications as the Grantor determines, in its sole discretion, may be required by changes in federal or State law or regulations applicable to this Agreement. Grantor will initiate such modifications, and Grantee will be required to agree to the modification in writing as a condition of continuing the Award. Any such required modification will be incorporated into and become part of this Agreement as if fully set forth herein. The Grantor will timely notify the Grantee of any pending implementation of or proposed amendment to any laws or regulations of which it has notice.

30.2. Discretionary Modifications. If either the Grantor or the Grantee wishes to modify the terms of this Agreement other than as set forth in ARTICLES V and VI and Paragraphs 30.1 and 30.3, written notice of the proposed modification must be given to the other Party. Modifications will only take effect when agreed to in writing by both the Grantor and the Grantee. However, if the Grantor notifies the Grantee in writing of a proposed modification, and the Grantee fails to respond to that notification, in writing, within thirty (30) days, the Grantor may commence a process to suspend or terminate this Award. In making an objection to the proposed modification, the Grantee must specify the reasons for the objection and the Grantor will consider those objections when evaluating whether to follow through with the proposed modification. The Grantor's notice to the Grantee must contain the Grantee name, Agreement number, Amendment number and purpose of the revision. If the Grantee seeks any modification to the Agreement, the Grantee must submit a detailed narrative explaining why the Project cannot be completed in accordance with the terms of the Agreement and how the requested modification will ensure completion of the Grant Activities, Deliverables, Milestones and/or Performance Measures (**Exhibits A**, B and D).

30.3. Unilateral Modifications. The Parties agree that Grantor may, in its sole discretion, unilaterally modify this Agreement without prior approval of the Grantee when the modification is initiated by Grantor for the sole purpose of increasing the Grantee's funding allocation as additional funds become available for the Award during the program year covered by the Term of this Agreement.

30.4. Management Waiver. The Parties agree that the Grantor may issue a waiver of specific requirements of this Agreement after the term of the Agreement has expired. These waivers are limited to non-material changes to specific provisions that the Grantor determines are necessary to place the Grantee in administrative compliance with the requirements of this Agreement. A management waiver issued after the Term of the Agreement has expired will supersede the original requirements of this Agreement that would normally require a modification of this Agreement to be executed. The Grantor will make no modifications of this Agreement not agreed to prior to the expiration of the Agreement beyond what is specifically set forth in this Paragraph.

30.5. Term Extensions. The Grantee acknowledges that all Grant Funds must be expended or legally obligated, and all Grant Activities, Deliverables, Milestones and Performance Measures (**Exhibits A**, B and D) must be completed during the Term of the Agreement. Extensions of the Term will be granted only for good cause, subject to the Grantor's discretion. Pursuant to the Grant Funds Recovery Act (30 ILCS 705/1 *et seq.*), no Award may be extended in total beyond a two (2)-year period unless the Grant Funds are expended or legally obligated during that initial two-year period, or unless Grant Funds are disbursed for reimbursement of costs previously incurred by the Grantee. If Grantee requires an extension of the Award Term, Grantee should submit a written request to the Grant Manager at least sixty (60) days prior to the end of the Award Term or extended Award Term, as applicable, stating the reason for the extension. If Grantee provides reasonable extenuating circumstances, Grantee may request an extension of the Award Term with less than sixty (60) days remaining.

ARTICLE XXXI
ADDITIONAL CONFLICT OF INTEREST PROVISIONS

31.1. Bonus or Commission Prohibited. The Grantee shall not pay any bonus or commission for the purpose of obtaining the Grant Funds awarded under this Agreement.

ARTICLE XXXII
ADDITIONAL EQUIPMENT OR PROPERTY PROVISIONS

32.1. Equipment Management. The Grantee is responsible for replacing or repairing equipment and materials purchased with Grant Funds that are lost, stolen, damaged, or destroyed. Any loss, damage or theft of equipment and materials must be investigated and fully documented, and immediately reported to the Grantor and, where appropriate, the appropriate law enforcement authorities.

32.2. Purchase of Real Property. If permitted by the Award Budget and scope of activities provided in this Agreement, a Grantee may use the Grant Funds during the Award Term for the costs associated with the purchase of real property (as defined by 2 CFR 200.1) either through the use of reimbursement or advanced funds as permitted in Paragraph 2.3 of this Agreement for the following purposes and consistent with the Grantor's bondability guidelines and 2 CFR 200:

(a) Cash payment of the entirety or a portion of the real property acquisition;

(b) Cash Payment of a down payment for the acquisition;

(c) Standard and commercially reasonable costs required to be paid at the acquisition closing (*i.e.*, closing costs); or

(d) Payments to reduce the debt incurred by Grantee to purchase the real property.

32.3. Bonding Requirements. If Grant Funds through this Award are used for construction or facility improvement projects that exceed the Simplified Acquisition Threshold, the Grantee must comply with the minimum bonding requirements listed in 2 CFR 200.326(a) – (c). Grantor will not accept the Grantee's own bonding policy and requirements.

32.4. Lien Requirements. Grantor may direct Grantee in writing to record a lien or notice of State or federal interest on the property purchased or improved with Grant Funds. 2 CFR 200.316. If Grantor makes this direction and the Grantee does not comply, the Grantor may: (a) record the lien or notice of State or federal interest and reduce the amount of the Grant Funds by the cost of recording the lien or notice of State or federal interest, or (b) suspend this Award until Grantee complies with Grantor's direction.

ARTICLE XXXIII
APPLICABLE STATUTES

To the extent applicable, Grantor and Grantee shall comply with the following:

33.1. Land Trust Beneficial Interest Disclosure Act (765 ILCS 405/2.1). No Grant Funds will be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land, which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with the Grantor identifying each beneficiary of the land trust by name and address and defining such interest therein. This affidavit must be filed with the Illinois Office of the Comptroller as an attachment to this Agreement.

33.2. Historic Preservation Act (20 ILCS 3420/1 *et seq.*). The Grantee will not expend Grant Funds under this Agreement which result in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property, except as approved by the Illinois Department of Natural Resources, Historic Preservation Division. The Grantee must not expend Grant Funds under this Agreement for any project, activity, or program that can result in changes in the character or use of historic property, if any historic property is located in the area of potential effects without the approval of the Illinois Department of Natural Resources, Historic Preservation Division. 20 ILCS 3420/3(f).

33.3. Victims' Economic Security and Safety Act (820 ILCS 180 *et seq.*). If the Grantee has one (1) or more employees, it may not discharge or discriminate against an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, for taking up to the allowable amount of leave from work to address the domestic violence, pursuant to the Victims' Economic Security and Safety Act. 820 ILCS 180/20(a)(2). The Grantee is not required to provide paid leave under the Victims' Economic Security and Safety Act, but may not suspend group health plan benefits during the leave period. Any failure on behalf of the Grantee to comply with all applicable provisions of the Victims' Economic Security and Safety Act, or applicable rules and regulations promulgated thereunder, may result in a determination that the Grantee is ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked, as provided by statute or regulation.

33.4. Equal Pay Act of 2003 (820 ILCS 112 *et seq.*). If the Grantee has one (1) or more employees, it is prohibited by the Equal Pay Act of 2003 from: (a) discriminating between employees by paying unequal wages on the basis of sex for doing the same or substantially similar work; (b) discriminating between employees by paying wages to an African-American employee at a rate less than the rate at which the Grantee pays wages to another employee who is not African-American for the same or substantially similar work; (c) remedying violations of the Equal Pay Act of 2003 by reducing the wages of other employees or discriminating against any employee exercising their rights under the Equal Pay Act of 2003; and (d) screening job applicants based on their current or prior wages or salary histories, or requesting or requiring a wage or salary history from an individual as a condition of employment or consideration for employment. Any failure on behalf of the Grantee to comply with all applicable provisions of the Equal Pay Act of 2003, or applicable rules and regulations promulgated thereunder, may result in a determination that the Grantee is ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked, as provided by statute or regulation.

33.5. Steel Products Procurement Act (30 ILCS 565/1 *et seq.*). The Grantee, if applicable, hereby certifies that any steel products used or supplied in accordance with this Award for a public works project shall be manufactured or produced in the United States per the requirements of the Steel Products Procurement Act (30 ILCS 565/1 *et seq.*).

33.6. Business Enterprise for Minorities, Women, and Persons with Disabilities Act and Illinois Human Rights Act (30 ILCS 575/0.01; 775 ILCS 5/2-105). The Grantee acknowledges and hereby certifies compliance with the provisions of the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, and the equal employment practices of Section 2-105 of the Illinois Human Rights Act for the provision of services which are directly related to the Award activities to be performed under this Agreement.

33.7. Identity Protection Act (5 ILCS 179/1 *et seq.*) and Personal Information Protection Act (815 ILCS 530/1 *et seq.*). The Grantor is committed to protecting the privacy of its vendors, grantees and beneficiaries of programs and services. At times, the Grantor will request social security numbers or other personal identifying information. Federal and state laws, rules and regulations require the collection of this information for certain purposes relating to employment and/or payments for goods and services, including, but not limited to, Awards. The Grantor also collects confidential information for oversight and monitoring purposes.

Furnishing personal identity information, such as a social security number, is voluntary; however, failure to provide required personal identity information may prevent an individual or organization from using the services/benefits provided by the Grantor as a result of state or federal laws, rules and regulations.

To the extent the Grantee collects or maintains protected personal information as part of carrying out the Award activities, the Grantee must maintain the confidentiality of the protected personal information in accordance with applicable law and as set forth below.

(a) Personal Information Defined. As used herein, "Personal Information" shall have the definition set forth in the Personal Information Protection Act, 815 ILCS 530/5 ("PIPA").

(b) Protection of Personal Information. The Grantee must use at least reasonable care to protect the confidentiality of Personal Information that is collected or maintained as part of the Award activities and (i) not use any Personal Information for any purpose outside the scope of the Award activities and (ii) except as otherwise authorized by the Grantor in writing, limit access to Personal Information to those of its employees, contractors, and agents who need such access for purposes consistent with the Award Activities. If Grantee provides any contractor or agent with access to Personal Information, it must require the contractor or agent to comply with the provisions of this Paragraph.

(c) Security Assurances. Grantee represents and warrants that it has established and will maintain safeguards against the loss and unauthorized access, acquisition, destruction, use, modification, or disclosure of Personal Information and shall otherwise maintain the integrity of Personal Information in its possession in accordance with any federal or state law privacy requirements, including PIPA. These safeguards must be reasonably designed to (i) ensure the security and confidentiality of the Personal Information, (ii) protect against any anticipated threats or hazards to the security or integrity of Personal Information, and (iii) protect against unauthorized access to or use of Personal Information. Additionally, Grantee will have in place policies, which provide for the secure disposal of documents and information which contain Personal Information, including but not limited to shredding documents and establishing internal controls over the authorized access to such information. 815 ILCS 530/40.

(d) Breach Response. In the event of any unauthorized access to, unauthorized disclosure of, loss of, damage to or inability to account for any Personal Information (a "Breach"), Grantee agrees that it will promptly, at its own expense: (i) report such Breach to the Grantor by telephone with immediate written confirmation sent by e-mail, describing in detail any accessed materials and identifying any individual(s) who may have been involved in such Breach; (ii) take all actions necessary or reasonably requested by the Grantor to stop, limit or minimize the Breach; (iii) restore and/or retrieve, as applicable, and return all Personal Information that was lost, damaged, accessed, copied or removed; (iv) cooperate in all reasonable respects to minimize the damage resulting from such Breach; (v) provide any notice to Illinois residents as required by 815 ILCS 530/10, 815 ILCS 530/12 or applicable federal law, in consultation with the Grantor; and (vi) cooperate in the preparation of any report related to the Breach that the Grantor may need to present to any governmental body.

(e) Injunctive Relief. Grantee acknowledges that, in the event of a breach of this Paragraph, Grantor will likely suffer irreparable damage that cannot be fully remedied by monetary damages. Accordingly, in addition to any remedy which the Grantor may possess pursuant to applicable law, the Grantor retains the right to seek and obtain injunctive relief against any such breach in any Illinois court of competent jurisdiction.

(f) Compelled Access or Disclosure. The Grantee may disclose Personal Information if it is compelled by law, regulation, or legal process to do so, provided the Grantee gives the Grantor at least ten (10) days' prior notice of such compelled access or disclosure (to the extent legally permitted) and reasonable assistance if the Grantor wishes to contest the access or disclosure.

ARTICLE XXXIV
ADDITIONAL MISCELLANEOUS PROVISIONS

34.1. Workers' Compensation Insurance, Social Security, Retirement and Health Insurance Benefits, and Taxes. The Grantee must provide Workers' Compensation insurance where the same is required and accepts full responsibility for the payment of unemployment insurance, premiums for Workers' Compensation, Social Security and retirement and health insurance benefits, as well as all income tax deduction and any other taxes or payroll deductions required by law for its employees who are performing services specified by this Agreement.

34.2. Required Notice. Grantee agrees to give prompt notice to the Grantor of any event that may materially affect the performance required under this Agreement. Any notice or final decision by Grantor relating to (a) a Termination or Suspension (ARTICLE XIII), (b) Modifications, Management Waivers or Term Extensions (ARTICLE XXX) or (c) Assignments (Paragraph 22.2) must be executed by the Director of the Grantor or her or his authorized designee.

ARTICLE XXXV
ADDITIONAL REQUIRED CERTIFICATIONS

The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee's execution of this Agreement shall serve as its attestation that the certifications made herein are true and correct.

35.1. Sexual Harassment. The Grantee certifies that it has written sexual harassment policies that must include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and the Human Rights Commission; and (vii) protection against retaliation as provided by Sections 6-101 and 6-101.5 of the Illinois Human Rights Act. 775 ILCS 5/2-105(A)(4). A copy of the policies must be provided to the Grantor upon request.

35.2. Federal, State and Local Laws; Tax Liabilities; State Agency Delinquencies. The Grantee is required to comply with all federal, state and local laws, including but not limited to the filing of any and all applicable tax returns. If Grantee is delinquent in filing and/or paying any federal, state and/or local taxes, the Grantor will disburse Grant Funds only if the Grantee enters into an installment payment agreement with the applicable tax authority and remains in good standing with that authority. Grantee is required to tender a copy of all relevant installment payment agreements to the Grantor. In no event may Grantee utilize Grant Funds to discharge outstanding tax liabilities or other debts owed to any governmental unit. **The execution of this Agreement by the Grantee is its certification that: (i) it is current as to the filing and payment of any federal, state and/or local taxes applicable to Grantee; and (ii) it is not delinquent in its payment of moneys owed to any federal, state, or local unit of government.**

35.3. Lien Waivers. If applicable, the Grantee must monitor construction to assure that necessary contractors' affidavits and waivers of mechanics liens are obtained prior to release of Grant Funds to contractors and subcontractors.

35.4. Grant for the Construction of Fixed Works. Grantee certifies that all Projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement will be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the

construction of the Projects, Grantee must comply with the requirements of the Prevailing Wage Act including, but not limited to: (a) paying the prevailing rate of wages required by the Illinois Department of Labor, or a court on review, to all laborers, workers and mechanics performing work with Grant Funds provided through this Agreement, (b) inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Project must be paid to all laborers, workers, and mechanics performing work under this Award; and (c) requiring all bonds of contractors to include a provision as will guarantee the faithful performance of the prevailing wage clause as provided by contract.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

PART THREE – PROJECT-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE** and Grantor-Specific Terms in **PART TWO**, Grantor has the following additional requirements for this Project:

ARTICLE XXXVI
REPORT DELIVERABLE SCHEDULE

36.1. External Audit Reports. External Audit Reports may be required. Refer to ARTICLE XII of this Agreement to determine whether you are required to submit an External Audit Report and the applicable due date.

36.2. Annual Financial Reports. Annual Financial Reports may be required. Refer to Paragraph 12.2 of this Agreement to determine whether you are required to submit Annual Financial Reports.

36.3. Required Periodic Reports. Below is the required periodic reporting schedule for this Award.

October 2025

- Quarterly Periodic Financial Report (10/30/2025) - Covering Period of 08/01/2025 - 09/30/2025; Send To: Grant Manager
- Quarterly Periodic Performance Report (10/30/2025) - Covering Period of 08/01/2025 - 09/30/2025; Send To: Grant Manager

January 2026

- Quarterly Periodic Financial Report (01/30/2026) - Covering Period of 10/01/2025 - 12/31/2025; Send To: Grant Manager
- Quarterly Periodic Performance Report (01/30/2026) - Covering Period of 10/01/2025 - 12/31/2025; Send To: Grant Manager

April 2026

- Quarterly Periodic Financial Report (04/30/2026) - Covering Period of 01/01/2026 - 03/31/2026; Send To: Grant Manager
- Quarterly Periodic Performance Report (04/30/2026) - Covering Period of 01/01/2026 - 03/31/2026; Send To: Grant Manager

July 2026

- Quarterly Periodic Financial Report (07/30/2026) - Covering Period of 04/01/2026 - 06/30/2026; Send To: Grant Manager
- Quarterly Periodic Performance Report (07/30/2026) - Covering Period of 04/01/2026 - 06/30/2026; Send To: Grant Manager

August 2026

- End of grant Closeout Financial Report (08/14/2026) - Covering Period of 08/01/2025 - 06/30/2026; Send To: Grant Manager
- End of grant Closeout Performance Report (08/14/2026) - Covering Period of 08/01/2025 06/30/2026; Send To: Grant Manager

36.4. Changes to Reporting Schedule. Changes to the schedules for periodic reporting, the external audit reports and the annual financial reports do not require a formal modification to this Agreement pursuant to

Paragraph 22.4 and ARTICLE XXX, and may be changed unilaterally by the Grantor if necessitated by a change in the project schedule or at the discretion of the Grantor. The Grantee may not modify the reporting deliverable schedules in ARTICLES X, XI, XII and XXXVI unilaterally, and must obtain prior written approval from Grantor or the Grant Accountability and Transparency Unit of the Governor's Office of Management and Budget, if applicable, to change any reporting deadlines.

ARTICLE XXXVII
GRANT-SPECIFIC TERMS/CONDITIONS

37.1. Compensation To The Grantee.

(a) Method of Compensation. The method of compensation shall be in accordance with the applicable State laws relative to such compensation by which the Grantor is governed. Grantee shall comply with direction issued by the Grantor as to procedures to be followed when requesting disbursement of Grant Funds. All payment requests submitted by the Grantee shall be reviewed by the Grantor to ensure that such requests are:

(i) in accordance with the approved Award Budget;
(ii) in accordance with the provisions of this Agreement and any special terms and conditions of approved funding requests. Any expenditure of Grant Funds which does not comply with these provisions will be subject to the enforcement remedies at 2 CFR 200.339.

(b) Grantor Review of Expenditures. When making a request for funding, the Grantee shall provide Grantor support documentation evidencing that the costs are allowable, necessary and reasonable in accordance with this Agreement and all applicable laws and regulations. Grantor will review such documentation prior to approving Grantee's requests for funds. However, the Grantee acknowledges that, because the Grantor's initial determination will be based solely on the Grantee's documentation and self-declarations and/or attestations, the Grantor's initial determination shall not be considered a final acceptance or approval of the Award costs. Permissibility of all Award costs are subject to subsequent on-site monitoring reviews and/or audits of the Grantee's books and records as well as corresponding source documentation, including, but not limited to, detailed invoices received from and checks paid to external vendors for services provided during the course of the Award Term.

37.2. Funding Terms and Restrictions.

(a) Reimbursement Limitation. The Grantee cannot be reimbursed for costs incurred in excess of the total approved Grant Budget. The Grantee may be reimbursed for costs exceeding amounts budgeted by specific cost categories only in accordance with provisions of Articles VI, XXVII and XXX.

(b) Budget Modifications. The Grantee should obtain approval prior to incurring expenditures which necessitate a change in the approved Grant Budget, unless permitted as a discretionary line item transfer pursuant to paragraphs 6.2 and 27.1 herein. The Grantor reserves the right to withhold funds for such expenditures until a revised Budget has been submitted by the Grantee and approved by the Grantor.

(c) Overpayment. In addition to the return of unspent Grant Funds at the end of the expiration of this Agreement pursuant to paragraph 4.3 herein, the Grantee agrees to repay the Grantor for any funds that are determined by the Grantor to have been spent improperly in accordance with

applicable regulations or rules.

(d) Supportive Services & Participant Support Costs. If Grantor approves of Supportive Services as part of Grantee's Budget, costs must meet the basic considerations at 2 CFR 200.402 – 200.411.

37.3. Travel Regulations. Costs in accordance with 2 CFR 200.475 and the latest State of Illinois Travel Regulations or such reasonable travel policies approved and adopted by the Grantee are allowable for expenses for transportation, lodging, subsistence, and related items incurred by Grantee's employees who are in travel status on official business necessary to the grant program. If State of Illinois Travel Regulations are not followed by the Grantee, the Grantee must have on file its approved travel policy for reference by the Grantor, the Comptroller of the State of Illinois, Comptroller General of the United States, or any of their duly authorized representatives. Provided, however, that travel expenses which exceed limitations established by federal statute or regulation (including OMB circulars, etc.) applicable to this Agreement are not allowable costs under this Agreement. For domestic travel to be an allowable cost, it must be necessary, reasonable, allocable and conform to the Grantee's written policies and procedures. *See also* 30 ILCS 708/130.

37.4. Reports Required. The Grantee shall submit programmatic and expenditure reports as required pursuant to written direction issued by the Grantor to the Grantee.

37.5. Monitoring And Evaluation. Grantor will periodically monitor and evaluate programmatic activities and the financial records pursuant to this Agreement. The Grantee will be monitored for compliance with all applicable federal and State laws, regulations, and rules, and Grantor policies applicable to this Agreement. The Grantee's performance will be assessed to gauge its impact upon the target population and for the effective and efficient utilization of the funds.

37.6. Equipment and Property Management. The Grantee may not purchase nonexpendable equipment exceeding the amount specified in 2 CFR 200.1 (equipment definition) without the Grantor's prior written approval. 2 CFR 200.439.

37.7. Managing Subawards and Subrecipients.

(a) Monitoring. The Grantee is responsible for the monitoring of any approved subrecipient, ensuring that the terms and conditions of this Agreement are in all subaward packages and that the subrecipient is in compliance with all applicable regulations and the terms and conditions of this Award. 2 CFR 200.101(b); 2 CFR 200.332. *See also* ARTICLE XIV, herein.

(b) Agreements. Pursuant to paragraph 14.1 herein, Prior Approval by Grantor is required for all subcontracts and subawards entered into by Grantee related to this Award. The Grantee shall provide the Grantor with copies of all subaward and contractual agreements between the Grantee and all subrecipients and contractors related to the performance of this Award. Grantee shall provide these agreements to the Grantor prior to receiving its first funding disbursement. If Grantee enters into any subaward or contractual agreement(s) related to this Award during the Award Term, Grantee shall provide to Grantor such agreements within five (5) calendar days of full execution of the agreement(s).

37.8. Procurement. The Grantee shall follow the procurement standards as established in 2 CFR §§ 200.317 – 200.327 when purchasing goods and services using Grant Funds. Grantee shall ensure compliance with 2 CFR 200.323, if applicable, and must ensure that every purchase order or other contract includes any clauses required by 2 CFR 200.327. In addition, Grantee must follow the procurement requirements at 2 CFR 200.319, which calls for free and open competition. Effective October 1, 2018, pursuant to Office of Management and Budget Memorandum M-18-18, dated June 20, 2018, the federal financial assistance awards threshold for micro-purchases increased to $10,000 and the threshold for simplified acquisitions increased to $250,000.

37.9. Assurances. The Grantee hereby assures and certifies that no part of the payments to be made by the Grantor to the Grantee under this Agreement are available to the Grantee under the terms of any other federal, State or local government grant or subsidy existing as of the date of this Agreement.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Deputy Public Works Director Matt Morrison
Date: 2026-04-14
Subject: A Resolution Authorizing Construction on State Highways and in State Rights-Of-Way

Overview
The Village is required by the State to take this action every two calendar to formally hold the State of Illinois harmless and allow permitted Village work on its infrastructure located in state rights-of-way such as Dundee Road.

Fiscal Impact
N/A.

Recommendation
Approval.

Background
The Illinois Department of Transportation (IDOT) requires all entities to obtain a permit before conducting work on a state highway (i.e. Dundee Road) or in a state right-of-way. Unlike firms that must submit a surety bond to insure that all work is completed in accordance with state specifications and that the right-of-way is properly restored, municipalities may submit a Resolution holding the State of Illinois harmless in lieu of a surety bond.

The Resolution states that the Village will obtain a permit prior to conducting work, the work will be done in accordance with the conditions of the permit and the Village shall hold the State harmless during any work. The Resolution covers work for a period of two years. The attached Resolution is intended to cover all Village work in state rights-of-way for calendar years 2026 and 2027.

Staff recommends Village Board approval of a Resolution holding the State of Illinois harmless for any construction conducted on its highways. Staff will be present at the Village Board meeting to address any questions if they arise.

A Resolution Authorizing Construction on State Highways and in State Rights-Of-Ways

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing Construction on State Highways and in State Rights-Of-Ways

is hereby adopted, as follows:

Section 1. Recitals.

The Village of Northbrook ("***Village***"), located in the County of Cook, State of Illinois, desires to undertake, in the years 2026 and 2027, the location, construction, operation and maintenance of driveways and street returns, water mains, sanitary and storm sewers, street lighting, traffic signals, sidewalk, landscaping, etc., on State highways within the Village ("***Work***"), which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois ("***Department***").

An individual working permit must be obtained from the Department prior to any of the aforesaid installations being constructed either by the Village or by a private person or firm under contract and supervision of the Village.

Section 2. Guaranty; Hold Harmless and Assumption of Liability.

The Village hereby pledges its good faith and guarantees that all Work done shall be performed in accordance with conditions of the permit to be granted by the Department, and to hold the State of Illinois harmless during the prosecution of such Work, and assume all liability for damages to person or property due to accidents or otherwise by reason of the Work which it to be performed under the provision of said permit.

Section 3. Authorization.

All authorized officials of the Village are hereby instructed and authorized to sign any and all working permits during the effective period of this Resolution on behalf of the Village of Northbrook.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:
AWAY:

ATTEST:

Village President

Village Clerk

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Deputy Public Works Director Matt Morrison
Date: 2026-04-14
Subject: A Resolution Authorizing an Amendment to the Northbrook Standards and Specifications for Public and Private Improvements

Overview
The Village of Northbrook established a standard set of materials and finishes for streetscape and public improvements within the Central Business District. To formalize these standards and ensure a consistent appearance with improvements in the Central Business District, it is recommended to incorporate these materials and finishes into the Village of Northbrook's Standards and Specifications for Public and Private Improvements.

Fiscal Impact
There is no fiscal impact to this amendment to the Village of Northbrook's Standards and Specifications for Public and Private Improvements.

Recommendation
Approval.

Background
The Village of Northbrook undertook planning for improvements to the Central Business District in FY2025 and on January 28, 2025, the Village Board provided their preferences on the materials and finishes to be used in the Central Business District. That direction was incorporated into the plans and design of the infrastructure and streetscape enhancements on Shermer Road (between the railroad tracks and Meadow Road) and Meadow Road (1300 Block) project which was completed in Summer 2025. The materials and finishes include, but are not limited to, security bollards, lighted pedestrian bollards, stamped colored concrete colors and patterns, landscape pots, and others.

To formalize the selection of these materials and finishes, it is recommended that they be incorporated into the Standards and Specification for Public and Private Improvements as Appendix A05. The draft Appendix A05 is included as Exhibit A. The materials and finishes included in Appendix A05 would apply to all Village improvements located within the public rights-of-way for properties located within the Village Green Overlay District.

Aside from identifying the materials used when the Village is making improvements to the

public rights-of-way, Appendix A05 identifies when others must use the the materials. Examples of when others must use the specified materials includes utilities, developers, or property owners disturbing a right-of-way that has been improved with these design elements. Another example would be when a developer or property owner has a site work permit (except for maintenance activities such as resurfacing a parking lot, etc.) affecting more than 50% of the lot area, that developer or property owner would be required to improve the adjacent public right-of-way. Lastly, when a developer or property owner is improving a property, they are encouraged and may be required through a development agreement to utilize a majority of the design elements included in Appendix A05.

With that, it is important to note that Appendix A05 included as Exhibit A is intended to be a living document that is amended from time to time to incorporate additional design elements or standards such as parking designs (i.e. parallel, angled, 90 degree, etc.) or other components and amenities as discussions are had with respect to the Village Green Overlay District.

Staff recommends Village Board approval of a Resolution amending the Standards and Specification for Public and Private Improvements to incorporate Appendix A05.

A Resolution Authorizing an Amendment to the Northbrook Standards and Specifications for Public and Private Improvements
Exhibit A - Appendix A05 - Materials and Finishes for Public Improvements in Village Green Overlay District

Resolution 2026-_____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing an Amendment to the Northbrook Standards and Specifications for Public and Private Improvements

is hereby adopted, as follows:

Section 1. Recitals.

The Northbrook Standards and Specifications for Public and Private Improvements ("***Standards and Specifications Manual***") is the reference manual used by Village staff, civil engineering consultants, general contractors, and property owners to understand the minimum design and construction requirements applicable to civil engineering within the community. The current Standards and Specifications Manual was approved with Resolution 2023-156.

The Village desires to amend the Standards and Specifications Manual to incorporate "Appendix A05 – Village Green Overlay District Materials and Finishes." Following the discussion the Village Board had on January 28, 2025, the Village Board provided their preferences on the materials and finishes to be used in the Central Business District. That direction was incorporated into the plans and design of the project which was completed in Summer 2025. The materials and finishes include, but are not limited to, security bollards, lighted pedestrian bollards, stamped colored concrete colors and patterns, landscape pots, and others.

This amendment to the Standards and Specifications Manual identifies where, when, and who will be responsible for making improvements to the public rights-of-way using the design elements identified in "Appendix A05 – Village Green Overlay District Materials and Finishes."

The President and the Board of Trustees have considered Appendix A05 to the Standards and Specifications Manual and determined that it is in the best interests of the Village and the public to amend the Standards and Specifications Manual as such.

Section 2. Adoption of the Amendment to the Standards and Specifications for Public and Private Improvements.

The Village of Northbrook Standards and Specifications Manual, adopted on September 12, 2023, is hereby amended to incorporate "Appendix A05 – Village Green Overlay District Materials and Finishes," a copy of which is attached to, and by this reference made a part of this Resolution, as ***Exhibit A***.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

northbrook

APPENDIX A05
VILLAGE GREEN OVERLAY DISTRICT
MATERIALS AND FINISHES

The Village of Northbrook utilizes specific materials and finishes within the Village Green Overlay (VGO) District "VGO District", the boundaries of which are depicted on Exhibit A. The Village requires the same materials and finishes as identified in Table 1 known as "VGO District Public Design Elements" for the construction of public infrastructure in the District when replaced by a public or private entity.

Additionally, Planned Developments in the VGO require the VGO Public Design Elements as part of any installation or replacement of the public infrastructure which is adjacent/contiguous to the private development. The materials and finishes identified as VGO District Public Design Elements are specific to the Northbrook Downtown area as they support the associated uses including outdoor dining, area special events, transit-oriented development and the associated support for complete streets.

Property owners that have obtained a site work permit from the Village of Northbrook that affects 50% or more of the lot with work adjacent to the public rights-of-way will be required to improve the entire public rights-of-way with these design elements. Property owners shall be responsible for designing improvements with the Village's review and approval of any such designs. Property owners shall be responsible for utilizing a majority of the design elements included in Table 1. The Village may at its sole discretion choose to defer the requirement for improvements depending on its own capital improvement schedule. Should funding through sources as Federal or State Grants or through mechanisms under the Village's control such as TIFs become available, the Village in its sole discretion may contribute toward the costs of these public improvements in the rights-of-way.

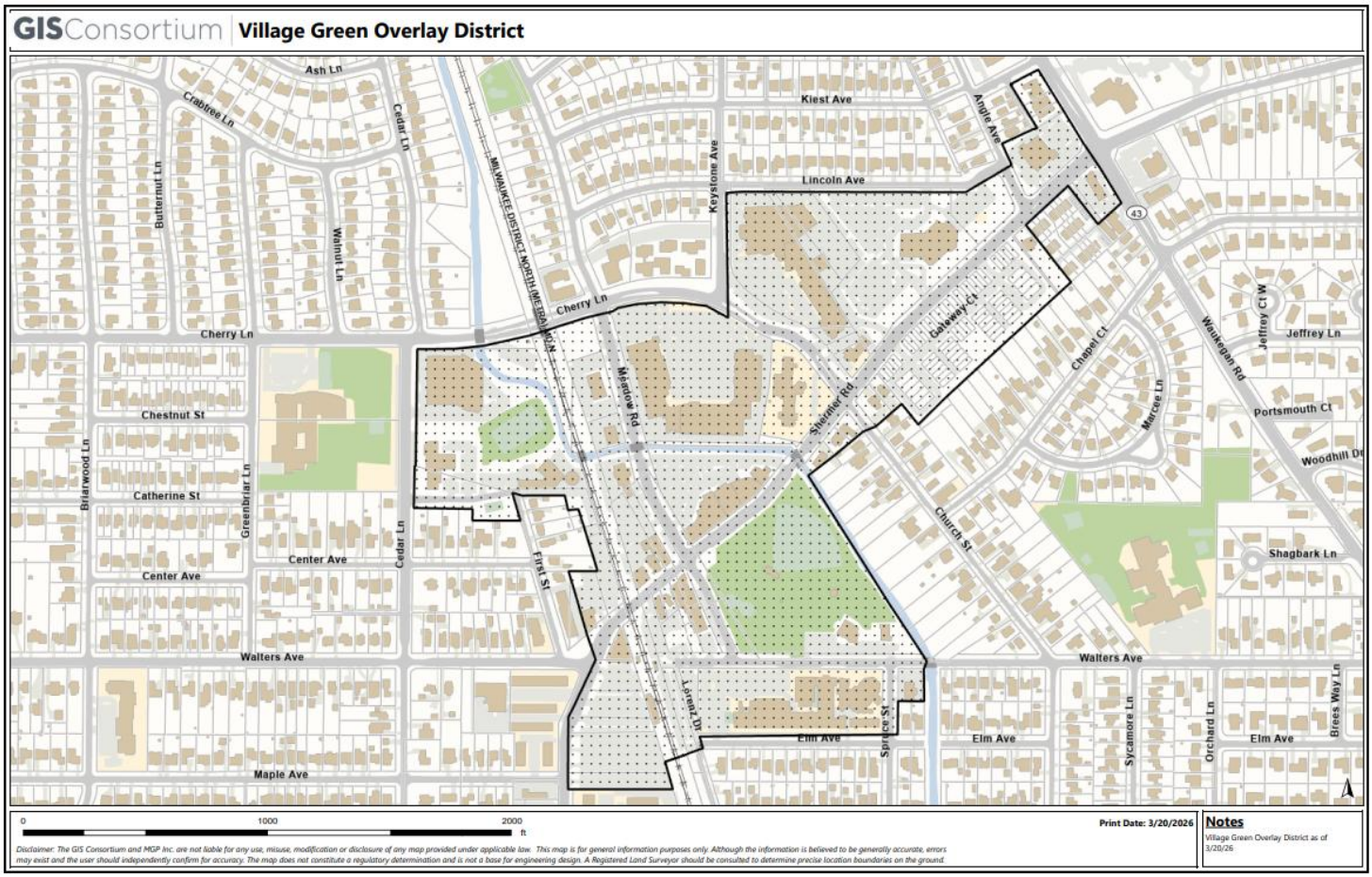
In order to create a harmonious but not monotonous development on private property, developers are encouraged to utilize a majority of these design elements and finishes. The Village may require a majority or more of these design elements in Development Agreements.

The established series of materials and finishes for improvements within the public rights-of-way within the VGO District included in Table 1 of this Appendix are those materials and finishes for inclusion on all as-built plans which must be signed and sealed by the engineer of record as being correct and complete. These standards shall apply to any improvements in the public rights-of-way located in the VGO District as defined in the current Northbrook Zoning Code. Property owners that disturb existing improvements that include the design elements in Table 1 shall be required to restore those improvements in kind.

Improvements to individual store fronts or subdivided units located wholly within the private property shall not require improvements to public rights-of-way. Maintenance work requiring a site work permit such as repaving of parking lots or work on individual utilities shall not require improvements to the public rights-of-way.

Table 1. VGO District Public Design Element Specifications			
Design Element	**Manufacturer**	**Model**	**Material/Finish**
Rectangular Moveable Planters	Longshadow	LS 9756	Natural Dry Cast Limestone LS 0009
Column Mounted Planter Pot	Longshadow	LS 9093	Natural Dry Cast Limestone LS 0009
Circular Movable Planter Pot	Longshadow	LS 9308	Natural Dry Cast Limestone LS 0009
Benches	Du Mor Site Furnishings	Bench 119	Black Powder Coat
Security Bollards	1-800-Bollards	FSMC59090 – 8” M30 High Security Shallow Mount	Black Powder Coat
Illuminated Bollards	Sternberg	6201LED Oxford	Black Powder Coat
Pedestrian Light Pole	Sternberg	Oxford with round tapered fluted shaft (16 flat flutes)	Black Powder Coat
Pedestrian Light Head	Sternberg	PT—G79LED-5P-4L4OT3-MDLO2-G-PEC	Black Powder Coat
Tactile ADA Warning Plate	Neenah Foundary	TBD based on size.	Cast Gray Iron, No Paint
Stamped/Colored Concrete	Butterfield Color	Uni-Mix Integral Colored Concrete with Surface Sealant Per Manufacturer	Color: U26 Lannonstone with Perma-Cast Antiquing Release Color R29 Wheat Finish: Granite Herringbone BST5600 Stamp Pattern
Tree Grate	Iron Age Designs	OX48-48199TGHP, OX24-24I99HP	Raw Cast Iron, No Finish
Brick Landscape Walls	Kansas Brick and Tile Co.	730 Dark Modular	Smooth Texture
Bike Rack	Belson Outdoors	OAS2SF-P	Lexington Green
Crosswalk Materials	Streetbond	Design: Village Specified Design	White: SR White; Green: CL Emerald Green

Exhibit A: Map of Village Green Overlay District



MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Procurement of Water Sample Testing Services from Pace Analytical Services, LLC. of Peoria, Illinois

Overview

The Village of Northbrook uses contractual services to test its water to ensure it is of the highest quality and safe for residents in accordance with state and federal requirements.

Fiscal Impact

The Fiscal Year 2026-2027 Draft Budget provides sufficient funds in Water Fund Account Nos. 21-4170-554-00 (Other Professional Services), 21-4170-556-81 (IEPA Sampling), 21-4170-556-83 (Distribution Sampling), 21-4170-556-84 (Lead/Copper Analysis), and 21-4170-556-85 (Special Distribution Samples) for water sample testing services. Since the Village may be required to collect additional or more frequent water sample testing as regulations change, staff is requesting authorization of up to the budgeted amount, for a total spending authority of $36,155. Funds will be drawn from these accounts as needed at rates outlined in Exhibit A.

Recommendation

Approval.

Background

The Village of Northbrook contracts for IEPA certified laboratory services to test its water samples to ensure compliance with state and federal regulatory requirements, and to maintain the highest standards of water quality and safety for residents.

In February 2026, staff prepared a Request for Quotations (“RFQ”) that included specifications and estimated quantities for the selected vendor to analyze all samples collected by the Village in accordance with applicable compliance standards and certify that all testing is performed in conformance with required protocols, methods, and other regulations (“Services”). The Services are to be provided for Fiscal Year 2026-2027. The RFQ was posted to the Village's website and sent to three (3) IEPA certified laboratories. On March 6, 2026, the Village received two (2) responses. A summary of the quotes are shown in Table 1 below.

Table 1. Summary of Water Sample Testing Services RFQs	
Firm	**Fiscal Year 2026-27 Base Cost**
Pace Analytical Services, LLC.	$23,144
Eurofins Drinking Water and Wastewater Central, LLC.	$26,896

After review, staff determined that Pace Analytical Services, LLC of Peoria, Illinois (“Vendor”) submitted the lowest, most responsive bid. The Vendor has provided the Village with the water distribution sample testing services in the past and staff have been satisfied with their services.

Since the Village may be required to perform water sample testing in addition to those tests identified in the RFQ, staff is requesting authorization of up to the budgeted amount, for a total spending authority of $36,155. The term for this agreement is from May 1, 2026 through April 30, 2027. Unit prices for the Services are outlined in Exhibit A.

Staff will be present at the Village Board meeting should there be any questions.

A Resolution Authorizing the Procurement of Water Sample Testing Services from Pace Analytical Services, LLC of Peoria, Illinois
Exhibit A - Water Sampling Testing Pricing

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Procurement of Water Sample Testing Services from Pace Analytical Services, LLC of Peoria, Illinois

is hereby adopted, as follows:

Section 1. Recitals

The Village of Northbrook contracts for Illinois Environmental Protection Agency ("***IEPA***") certified laboratory services to test its water to ensure compliance with state and federal regulatory requirements, as well as to maintain the highest standards of water quality and safety for customers.

In February 2026, staff prepared a Request for Quotations ("***RFQ***") that included specifications and estimated quantities for the selected vendor to analyze all samples collected by the Village in accordance with applicable compliance standards and to certify that all testing is performed in conformance with required protocols, methods, and other regulations ("***Services***"). The Services are to be provided for Fiscal Year 2026-2027. The RFQ was posted to the Village's website and sent to three vendors. On March 6, 2026, the Village received two responses.

After review, staff determined that Pace Analytical Services, LLC of Peoria, Illinois ("***Vendor***") submitted the lowest, most responsive bid. The Vendor has provided the Village with water sample testing services in the past and staff have been satisfied with their services.

The Fiscal Year 2026-2027 Draft Budget provides sufficient funds in Water Fund Account Nos. 21-4170-554-00 (Other Professional Services), 21-4170-556-81 (IEPA Sampling), 21-4170-556-83 (Distribution Sampling), 21-4170-556-84 (Lead/Copper Analysis), and 21-4170-556-85 (Special Distribution Samples). Since the Village may be required to perform water sample testing in addition to those tests identified in the RFQ, staff is requesting authorization of up to the budgeted amount, for a total spending authority of $36,155. Funds will be drawn from these accounts as needed at rates outlined in ***Exhibit A***.

Based on these factors, staff recommends that the Village Board authorize the procurement of the Services from the Vendor at the unit prices outlined in ***Exhibit A***.

The President and the Board of Trustees have considered this procurement and determined that it is in the best interests of the Village and the public to approve procurement of the Services from the Vendor.

Section 2. Authorization of Expenditure

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services from the Vendor in accordance with the terms and the unit prices outlined in ***Exhibit A*** for Fiscal Year 2026-27.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:
AWAY:

_____
Village President

ATTEST:

_____
Deputy Village Clerk

February 27, 2026

REQUEST FOR QUOTATION (*"REQUEST"*)- DUE DATE March 6, 2026

The Village of Northbrook (***"Village"***) is accepting bids for "**Water Sample Testing Services**" in accordance with the EPA's Safe Drinking Water Act.

Responses Due: 10:00 A.M. on March 6, 2026 (bid opening to occur immediately afterward)

Duration: April 15, 2026, through April 30, 2027.

Scope: The preferred vendor (***"Vendor"***) shall provide the testing services identified below and complete the Schedule of Service and Prices in Attachment A:

All costs are based upon the IEPA monitoring periods of July 1, 2023 - December 31, 2023, and January 1, 2024 - December 31, 2026.

- All proposers are expected to fully understand all U.S. and IEPA rules applicable to the Village's compliance, such as but not limited to: reporting, TCR/RTCR, DBPR, LCR, UCMR.
- Quality Control and Quality Assurance: The qualified firm must demonstrate Quality Control (QC) and Quality Assurance (QA) of all laboratory analyses. The lab shall remain solely responsible for the quality of its Laboratory Testing Services and shall render such services in accordance with generally accepted analytical and environmental laboratory practice, EPA guidance documents, and professionally recognized standards.
- Sample Transport: The qualified firm must be able to provide sample transport service and chain of custody documentation for all samples, including travel blanks and spike samples. The firm must be able to transport and preserve samples according to EPA methods specified in 40 CFR 136 during the workweek and emergencies. Samples must be cooled per EPA requirements.
- The Vendor shall provide all pre-cleaned sample containers complete with preservatives, ice, chain of custody forms, and coolers for pickup. A sufficient number of sample containers shall be delivered by the laboratory to the Village as requested.
- Per the Revised Total Coliform Rule (RTCR), the Village is required to collect for coliform analysis a minimum of twenty (40) samples per month for a total of two hundred and forty (480) samples per year. Please provide quote per sample as additional coliform sampling may occur.

- The Village is on reduced monitoring for Stage 2 Disinfection By-Products Rule (DBPR) sampling. The Village is required to collect samples from one (1) site on a quarterly basis. Please provide quote for DBPR samples.
- The Village will need to participate in Lead and Copper Rule Compliance Monitoring for 2026 and 2027. The Village is required to collect a minimum of Sixty (60) samples every six (6) months.
- The laboratory shall analyze all samples collected by the Village using appropriate compliance standards and certify that the tests were performed in conformance with testing protocols, analytical methods, and other required technical standards or methodologies.
- The qualified firm must have the capability to submit results to the Village in an electronic format acceptable to the Village. Results must be submitted promptly (i.e., within ten business days) following sample collection for daily and monthly analyses.
- Lab to automatically email shipping notices, sample acknowledgment, excursion alerts, invoices, and final results. All compliance sample data must be electronically uploaded to ensure the IEPA receives results the same day they are reported to the Village.
- The Vendor is required to provide copies of all reports of lab tests and results in electronic format.
- Responders are responsible for reviewing the Schedule of Services and Prices to ensure that all IEPA-required testing and notification is included in the Proposal. Responders should explicitly note and include any such sampling that is not listed in the Schedule.
- Refer to the attached list of chemicals. Responders should review and indicate any additions or deletions required to meet IEPA requirements. Additional unanticipated monitoring would be billed at the unit cost rates listed above if required.
- The Vendor shall be responsible for all lost samples beginning at the time the Village relinquishes them at pickup. If the Vendor loses a sample, the Vendor must replace it at their own expense, including all costs associated with obtaining and analyzing replacement samples.

All quotes shall include the pickup or shipping of bottles and coolers at NO additional charge.

Note to Bidders: All quantities are tentative. The Village reserves the right to increase or decrease quantities of Unit Price Items, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item in full compliance with this Request, and that all claims or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released by bidder.

Questions: Aaron Foley, Assistant Water Production Supervisor at (847) 664-4135.

Please remit quotation no later than 10:00 A.M. local time, **March 6, 2026,** to 655 Huehl Road, Northbrook, Illinois 60062, Attention: Jean Paul Soens, Management Analyst, (847) 664-4128. Clearly mark remitting quotation **"SEALED QUOTE – Water Sample Testing Services "** and be sure quotation is signed by authorized representative. ***NO FAXED OR EMAILED BIDS WILL BE ACCEPTED***. Bids shall be publicly read **March 6, 2026,** at 10:00 A.M. at 655 Huehl Road, Northbrook, IL.

Bids submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Vendor. The final award of a contract is in the sole discretion of the Village Board of Trustees. Issuance of this Request does not obligate the Village to pay any costs incurred by a Vendor in its submission of a bid or making any necessary studies or designs for the preparation of that bid, or for procuring or contracting for the services to be furnished under this Request.

The Village reserves the right to accept the bid that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price bid; to accept any item of any bid; to reject any and all bids; and to waive irregularities and informalities in any bid submitted or in the request for quotation process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Vendors should not rely upon, or anticipate, such waivers in submitting their bid.

Upon acceptance of the successful Vendor's bid by the Village, the successful Vendor's bid, together with Village's notification of acceptance, shall become the contract for the Materials. Final acceptance and approval of the contract will be at the discretion of the Village Board of Trustees.

Pace Analytical Services, LLC	3/3/26
VENDOR NAME	DATE
2231 W Altorfer Dr, Peoria, IL 61615	
ADDRESS	
John Williams	
CONTACT PERSON	SIGNATURE
913-579-7356	
PHONE	FAX
John.Williams@pacelabs.com	
E-MAIL	

CONFLICT OF INTEREST

It shall be a breach of ethical standards for any Village employee to participate directly or indirectly in procurement when the employee knows that:

- The Village employee or any employee's family member* has financial interest pertaining to the procurement
- A business or organization in which the Village employee, or any employee's family member, has a financial interest pertaining to the procurement
- Any other person, business, or organization with which the Village employee or any employee's family member is negotiating or has an arrangement concerning prospective employment is involved in the procurement
- Village Employees who violate this standard will be subject to disciple in accordance with applicable State, County and Village codes.
- Upon discovery of an actual or potential conflict of interest, a Village employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.

*Family member means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, brothers and sisters and their spouse Village of Northbrook.

INSURANCE

Vendors ***delivering*** materials to a facility of the Village of Northbrook or its worksites shall meet the following requirements:

A. Insurance. If this Request is accepted, Vendor proposes and agrees that Vendor shall provide certificates of insurance evidencing the minimum insurance coverages and limits set forth below within 10 days following the Village's acceptance of this Request. Such policies shall be in a form, and from companies, acceptable to the Village and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. The insurance coverages and limits set forth below shall be deemed to be minimum coverages and limits and shall not be construed in any way as a limitation on Vendor's duty to carry adequate insurance or on Vendor's liability for losses or damages under this Request. The minimum insurance coverages and limits that shall be maintained at all times while providing, performing, or completing the and work or services on behalf of the Village are as follows:

1. Workers' Compensation and Employer's Liability with limits not be less than:

   a.) Workers' Compensation: Statutory

   b) Employer's Liability:
   $500,000 ea. accident-injury

$500,000 ea. employee-disease
$500,000 disease-policy

Such insurance shall evidence that coverage applies to the State of Illinois.

2. Business Automobile Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented. All employees shall be included as insureds.

3. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than:

   $1,000,000 Bodily Injury and Property Damage Combined Single Limit.

   Coverage is to be written on an "occurrence basis":

   Coverages shall include:
   - Broad Form Property Damage Endorsement.
   - Independent Vendors.
   - Personal Injury (with Employment Exclusion deleted).
   - "X," "C," and "U" exclusions shall be limited.
   - Contractual Liability.
   - All employees shall be included as insureds.
   - Contractual Liability shall specifically include the indemnification set forth below.

4. Umbrella Liability.

   Limits shall not be less than:

   $2,000,000 Bodily Injury and Property Damage Combined Single Limit.

   This Policy shall apply in excess of the limits stated in 1, 2 and 3 above.

5. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for Worker's Compensation, Professional Liability and Business Automobile Liability.

   Each such additional Insured endorsement shall identify Owner as follows: Village of Northbrook, including its Board Members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives. Additional insured coverage shall be provided on endorsements at least as broad as ISO form CG2010 or CG2026 (pre 2004 editions.)

6. Other Parties as Additional Insureds. In addition to the Owner, the following parties shall be named as additional insureds on the following policies

Additional Insured	Policy or Policies

INDEMNIFICATION. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Vendor's performance.

PENALTIES. If this Request is accepted, Vendor proposes, and agrees, that Vendor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Vendor's performance of, or failure to perform, the work or services contemplated in this Request or any part thereof.

NON-EXCLUSIVE BID: This bid may be awarded to multiple bidders and is non-exclusive.

INSPECTION/TESTING/REJECTION The Village shall have the right to inspect all or any part of the Materials and to reject all or any part of the Material that is, in the Village's judgment, defective or damaged or that in any way fails to confirm strictly to the requirements of this Request for Quotation and the Village, without limiting its other rights or remedies, may require correction or replacement at Vendor's cost, replace or cause to be replaced all Material necessary to complete or correct all or any part of the Material that is defective, damaged, or nonconforming and charge vendor with any excess cost incurred thereby, or cancel all or any part of any order or this Request for Quotations. Material so rejected may be returned or held at Bidder's expense and risk.

COMPLIANCE WITH LAWS Vendor agrees to be bound by all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time.

Schedule of Prices

Analyte/Service Name	Analyte/Analyte Group Name	Analyte Code	April 15, 2026 - April 30, 2027		
			Estimated Quantity	Unit Price	Total Cost
Aluminium	ALUMINIUM	1002	1	$ 16	$ 16
Atrazine (included in SOC)	ATRAZINE	2050	1	$ 0	$ 0
Carbon (Total)	CARBON, TOTAL	2920	12	$ 37	$ 444
Coliform (Total)	COLIFORM, TOTAL	9000	0	$ 15	$ 0
Coliform Testiing weekends & holidays			5	$ 15	$ 75
Coliform	COLIFORM (TCR)	3100	492	$ 15	$ 7,380
Corroaion Control Group	CORROSION CONTRL GRP	CCG	1	$ 112	$ 112
Disinfecton By-Products - Stage 2 - Subpart V	STAGE2 DBPR SUPART V	V	16	$ 115	$ 1,840
Endrin (included in SOC)	ENDRIN	2005	1	$ 0	$ 0
Fluoride (from distribution system)	FLUORIDE, FIELD MEASUREMENT	9996	0	$ 12	$ 0
Gross Alpha Particle Activity	GROSS ALPHA PARTICLE ACTIVITY	4109	0	$ 65	$ 0
Inorganic Compounds	IOC	IOC	1	$ 225	$ 225
Lead and Copper (Compliance)	LEAD_COPPER	LCR	145	$ 32	$ 4,640
Lead only (Non-Compliance)			50	$ 16	$ 800
Nitrate	NITRATE	1040	1	$ 16	$ 16
Nitrite	NITRITE	1041	1	$ 16	$ 16
PFAS (PFOA and PFOS only)			2	$ 250	$ 250
Radium 226 & 228 (Combined)	COMBINED RADIUM (-226 & -228)	4010	0	$ 250	$ 0
Synthrtic Organic Compounds	SOC	SOC	1	$ 825	$ 825
UCMR5 (includes 29 PFAS and Lithium)	UCMR5	NOT INCL BLANKS	2	$ 520	$ 1040
Total Organic Carbon & Alkalinity	TOC AND ALKALINITY	TOCA	12	$ 37	$ 444
Volatile Organci compounds (includes Vinyl Chloride)	VOC	VOC	1	$ 95	$ 95
Courier/Pick-up Service from Northbrook Illinois	(included at no charge)		37	$ 0	$ 0
Notification of all IEPA compliance sampling					$ 0
Pre-notifications of all test results					$ 0
Automatic sample scheduling and bottle shipping					$ 0
Liaison services with IEPA					$ 0
	Other IEPA Scheduled Testing:				$ ---------
Other Fees etc - please describe --->	12 Fluorides $20 each/66 Water Quality (pH, Alk, OrthoP) $71 each				$ 4,926
Total					$ 23,144

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Approving an Agreement for National Bridge Inspection Standards (NBIS) Program Manager Engineering Services with Atlas Engineering Group, Ltd. of Deerfield, Illinois

Overview

The Village of Northbrook has sought the services of an engineering firm to serve as the Village's National Bridge Inspection Standards (NBIS) Program Manager, conducting inspections of the Village's seven bridges in conformance with the Federal Highway Administration (FHWA) and Illinois Department of Transportation's (IDOT) requirements. A three-year (3-year) agreement for this work in the not to exceed amount of $40,110 is recommended.

Fiscal Impact

The three year cost for NBIS Program Manager Engineering Services from Atlas Engineering Group, Ltd. is $40,110 (Year 1 - $18,656, Year 2 - $10,000, Year 3 - $11,454).

For the portion of work that will take place in Fiscal Year 2026/27, the Draft Budget allocates funds in Account No. 11-4100-554-00 in the General Fund for NBIS Program Manager Engineering Services. Remaining costs will be included in future Budgets for FY 2027/28 and 2028/29. Funds will be taken from this account as needed to pay for the services which will be completed per the Contract included as Exhibit A.

Acct. Name	Acct. #	Budget	Available	Requested	Remaining	Within Budget?
General Fund -Other Professional Services	11-4100-554-00	$395,995	$395,995	$18,656	$377,339	Yes

Recommendation

Approval

Background

As part of its on-going responsibilities, the Public Works Department must complete periodic inspections of each of the seven bridges that the Village owns and maintains. These inspections are done to ensure that each individual bridge meets the safety standards set forth in the Federal Highway Administration's (FHWA's) National Bridge Inspection Standards (NBIS) and to correct any deficiencies prior to a structure failure. The Illinois Department of Transportation (IDOT) is responsible for oversight of the NBIS within the State and requires each bridge owner to submit these inspections for input into the Illinois Structure Information System. Under the current NBIS, three of the Village's bridges require inspection every 24 months, while the four most recently reconstructed bridges require inspection every 48 months. A summary of the upcoming bridge inspections the Village is required to complete is included below in Table 1.

Table 1 – Required Bridges Inspections

Roadway	Location	2026 Inspection	2028 Inspection
Shermer Road	Between Church Street and Meadow Road	None	Routine
Walters Avenue	Between Spruce Street and Meadow Road	Routine	None
Techny Road	Between Anets Drive and Founders Drive	Routine	In-Depth
Grant Road	Between Wildwood Lane and Lee Road	Routine	None
Voltz Road	Between Woodview Lane and Woodlark Drive	Routine	None
Cherry Lane	Between Cedar Lane and Meadow Road	Routine	In-Depth
Meadow Road	Between Cherry Lane and Shermer Road	Routine	In-Depth

As part of the NBIS, the Village must designate a Program Manager (PM). The PM's primary role is to ensure the timely completion of each inspection and submit all required documentation. Under IDOT's regulations, a PM must be able to demonstrate that they can meet the criteria outlined by IDOT for the role and be subsequently certified.

Historically, due to the specialized nature of this work, the Village has utilized contractual services to fill the PM role and to complete these inspections and any necessary documentation following the inspections. In December 2025, staff developed and issued a Request for Proposals document for NBIS Program Manager services to numerous qualified firms in the area and posted it on the Village's website. On Wednesday, January 14, 2026, the Village received four proposals.

After review, staff determined that Atlas Engineering Group, Ltd. of Deerfield, Illinois (the “Consultant”) submitted the most responsive and responsible proposal and best demonstrated their ability to complete the work. The Consultant has served the Village during previous construction projects, and staff has been pleased with their past work. Staff is confident that the Consultant can successfully complete the work as specified.

In 2027, the Village requires on call bridge inspection services to help staff address unforeseen issues with the Village owned bridges. The Grant Road and Voltz Road bridges span the Union Pacific Railroad and are in need of routine inspections. In order for the Consultant to complete those inspections, they will need to secure right of entry permits from Union Pacific, which will require some additional lead time. For that reason, staff is requesting authorization of this contract now to allow the Consultant time to secure those permits and be ready to complete the work next fiscal year. The Consultant's total proposal cost is $40,110, with a proposed cost of $18,656 for FY 2026/27 (Year 1), $10,000 for FY 2027/28 (Year 2), and $11,454 for FY 2028/29 (Year 3).

Staff recommends approval of a resolution approving an agreement with Atlas Engineering Group, Ltd. of Deerfield, Illinois for NBIS Program Manager Services in the amount of $40,110. Staff will be in attendance at the Village Board meeting to answer any questions that may arise.

A Resolution Approving an Agreement for National Bridge Inspection Standards (NBIS) Program Manager Engineering Services with Atlas Engineering Group, Ltd. of Deerfield, Illinois
Exhibit A - Atlas Engineering Contract

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving an Agreement for National Bridge Inspection Standards (NBIS) Program Manager Engineering Services with Atlas Engineering Group, Ltd. of Deerfield, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Federal Highway Administration (FHWA) has established the National Bridge Inspection Standards (NBIS), which requires each bridge owner to periodically inspect its bridges to ensure compliance with the NBIS. In Illinois, the Illinois Department of Transportation (IDOT) is tasked with ensuring compliance with the NBIS. As part of the NBIS and IDOT regulations, each owner must designate a qualified Program Manager to manage the owner's bridge inventory and perform inspections when required ("***Services***"). The Village of Northbrook owns and maintains seven bridges that qualify for inspection under the NBIS and utilizes contractual assistance to oversee this program.

In December 2025, staff prepared a Request for Proposals (RFP) document for the Services and issued it to multiple qualified area firms. On Wednesday, January 14, 2026, the Village received four proposals. Atlas Engineering Group, Ltd. of Deerfield, Illinois ("***Consultant***") submitted the most responsive and responsible proposal and best demonstrated their ability to perform the Services for the Village. Village staff recommends entering into an agreement between the Village and the Consultant for the completion of the Services in the amount of $18,656 for Fiscal Year 2026/27 (Year 1), $10,000.00 for Fiscal Year 2027/28 (Year 2), and $11,454 for Fiscal Year 2028/29 (Year 3), for a three-year total of $40,110 ("***Agreement***"). The term of this Agreement shall be from the date of execution to April 30, 2029.

The Fiscal Year 2026/27 Draft Budget provides funds in Account No. 11-4100-554-00 for the Services. The President and the Board of Trustees intend to retain funding in future Fiscal Years 2027/28 and 2028/29 Budgets, as approved, for the term of the Agreement. Funding for the Services will be taken from this account as needed.

Based on these factors, staff recommends that the Village Board approve the Agreement for the Services from the Consultant, attached to this Resolution as ***Exhibit A***, in a not-to-exceed amount of $40,110 for the three-year term.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to enter into the Agreement.

Section 2. Approval of Agreement.

The Agreement with the Consultant is approved in a form acceptable to the Village

Manager and the Village Attorney.

Section 3. Authorization to Execute Agreement.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least three original copies of the Agreement executed by the Consultant; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:
AWAY:

ATTEST:

Village President

Village Clerk

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

ATLAS ENGINEERING GROUP, LTD.

Professional Engineering Services

National Bridge Inspection Standards Program Manager services for FY 26/27 to 28/29

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

ATLAS ENGINEERING GROUP, LTD.

Professional Engineering Services

National Bridge Inspection Standards Program Manager services for FY 26/27 to 28/29

TABLE OF CONTENTS

		Page
ARTICLE 1	THE SERVICES	1
1.1	Performance of the Services	1
1.2	Commencement and Completion Dates	1
1.3	Required Submittals	2
1.4	Review and Incorporation of Contract Provisions	2
1.5	Financial and Technical Ability to Perform	2
1.6	Time	2
1.7	Consultant's Personnel and Subcontractors	2
1.8	Owner's Responsibilities	3
1.9	Owner's Right to Terminate or Suspend Services for Convenience	4
ARTICLE II	CHANGES AND DELAYS	4
2.1	Changes	4
2.2	Delays	4
2.3	No Constructive Change Orders	4
ARTICLE III	CONSULTANT'S RESPONSIBILITY FOR DEFECTIVE SERVICES	5
3.1	Standard of Care	5
3.2	Corrections	5
3.3	Risk of Loss	5
ARTICLE IV	FINANCIAL ASSURANCES	6
4.1	Insurance	6
4.2	Indemnification	6

ARTICLE V PAYMENT 6

5.1 Contract Price 6
5.2 Taxes, Benefits and Royalties 7
5.3 Progress Payments 7
5.4 Final Acceptance and Final Payment 7
5.5 Deductions 8
5.6 Accounting 8

ARTICLE VI REMEDIES 8

6.1 Owner's Remedies 8
6.2 Terminations and Suspensions Deemed for Convenience 9

ARTICLE VII LEGAL RELATIONSHIPS AND REQUIREMENTS 9

7.1 Binding Effect 9
7.2 Relationship of the Parties 9
7.3 No Collusion 9
7.4 Assignment 10
7.5 Confidential Information 10
7.6 No Waiver 10
7.7 No Third Party Beneficiaries 10
7.8 Notices 10
7.9 Governing Laws 11
7.10 Changes in Laws 11
7.11 Compliance with Laws and Grants 11
7.12 Documents 11
7.13 Time 12
7.14 Severability 12
7.15 Entire Agreement 12
7.16 Amendments 12

ATTACHMENT A - Supplemental Schedule of Contract Terms

ATTACHMENT B - Scope of Services

ATTACHMENT C – Schedule

ATTACHMENT D - Special Project Requirements

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

ATLAS ENGINEERING GROUP, LTD.

Professional Engineering Services

National Bridge Inspection Standards Program Manager services for FY 26/27 to 28/29

In consideration of the mutual promises set forth below, the Village of Northbrook, 1225 Cedar Lane, Northbrook, Illinois 60062, a unit of local government created and existing under the laws of the State of Illinois ("Owner"), and Atlas Engineering Group, Ltd, a corporation ("Consultant"), make this Contract as of the 14 day of April, 2026, and hereby agree as follows:

ARTICLE I
THE SERVICES

1.1 Performance of the Services

Consultant shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Services":

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner described and specified in this Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, information, data, and other items necessary to accomplish the Project, as defined in Attachment A, in accordance with the Scope of Services attached hereto as Attachment B, the Submittal Requirements attached hereto as Attachment C, and the Special Project Requirements attached hereto as Attachment D.

2. Approvals. Procure and furnish all approvals and authorizations specified in Attachment A.

3. Insurance. Procure and furnish all certificates and policies of insurance specified in this Contract.

4. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with the highest standards of professional practice and in full compliance with, and as required by or pursuant to, this Contract.

1.2 Commencement and Completion Dates

Consultant shall commence the Services not later than the "Commencement Date" set forth on Attachment A and shall diligently and continuously prosecute the Services at such a rate as will allow the Services to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date" or, if the Services are to be performed in separate tasks with separate completion dates, the

"Completion Dates" set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the "Contract Time."

1.3 Required Submittals

A. Submittals Required. Consultant shall submit to Owner all reports, documents, data, and information specifically set forth in Attachment C or otherwise required to be submitted by Consultant under this Contract and shall, in addition, submit to Owner all such reports, documents, data, and information as may be requested by Owner to fully document the Services ("Required Submittals").

B. Time of Submission and Owner's Review. All Required Submittals shall be provided to Owner no later than the time, if any, specified in Attachment C or otherwise in this Contract. If no time for submission is specified for any Required Submittal, such Submittal shall be submitted within a reasonable time in light of its purpose and, in all events, in sufficient time, in Owner's sole opinion, to permit Owner to review the same prior to the commencement of any part of the Services to which such Required Submittal may relate. Owner shall have the right to require such corrections as may be necessary to make any Required Submittal conform to this Contract. No Services related to any Required Submittal shall be performed by Consultant until Owner has completed review of such Required Submittal with no exception noted. Owner's review and stamping of any Required Submittal shall not relieve Consultant of the entire responsibility for the performance of the Services in full compliance with, and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by Owner.

C. Responsibility for Delay. Consultant shall be responsible for any delay in the Services due to delay in providing Required Submittals conforming to this Contract.

1.4 Review and Incorporation of Contract Provisions

Consultant represents and warrants that it has carefully reviewed, and fully understood, this Contract, including all of its Attachments, all of which are by this reference incorporated into and made a part of this Contract.

1.5 Financial and Technical Ability to Perform

Consultant represents and warrants that it is financially solvent, and has the financial resources necessary, and that it is sufficiently experienced and competent, and has the necessary capital, facilities, plant, organization, and staff necessary, to provide, perform, and complete the Services in full compliance with, and as required by or pursuant to, this Contract.

1.6 Time

Consultant represents and warrants that it is ready, willing, able, and prepared to begin the Services on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Services in full compliance with, and as required by or pursuant to, this Contract for the Contract Price.

1.7 Consultant's Personnel and Subcontractors

A. Consultant's Personnel. Consultant shall provide all personnel necessary to complete the Services, including without limitation the "Key Project Personnel" identified in Attachment D. Consultant shall provide to Owner telephone numbers at which the Key Project Personnel can be reached

on a 24 hour basis. Consultant and Owner may by mutual written agreement make changes and additions to the designations of Key Project Personnel. Prior to terminating the employment of any Key Project Personnel, or reassigning any of the Key Project Personnel to other positions, or upon receiving notification of the resignation of any of the Key Project Personnel, Consultant shall notify Owner as soon as practicable in advance of such proposed termination, reassignment, or resignation. Consultant shall submit justification, including a description of proposed substitute personnel, in sufficient detail to permit evaluation by Owner of the impact of the proposed action on the Services. No such termination or reassignment shall be made by Consultant without prior written approval of Owner. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination, reassignment, resignation, or substitution.

B. Approval and Use of Subcontractors. Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by Owner in writing. All subcontractors and subcontracts used by Consultant shall be acceptable to, and approved in advance by, Owner. Owner's approval of any subcontractor or subcontract shall not relieve Consultant of full responsibility and liability for the provision, performance, and completion of the Services in full compliance with, and as required by or pursuant to, this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Consultant. Every reference in this Contract to "Consultant" shall be deemed also to refer to all subcontractors of Consultant. Every subcontract shall include a provision binding the subcontractor to all provisions of this Contract.

C. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the part of the Services undertaken by it in a manner satisfactory to Owner, Consultant shall immediately upon notice from Owner remove and replace such personnel or subcontractor. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such removal or replacement.

1.8 Owner's Responsibilities

Owner shall, at its sole cost and expense and except as otherwise provided in Attachment D: (a) designate in writing a person with authority to act as Owner's representative and on Owner's behalf with respect to the Services except those matters that may require Board approval of Owner; (b) provide to Consultant all criteria and full information as to Owner's requirements for the Project or work to which the Services relate, including Owner's objectives and constraints, schedule, space, capacity and performance requirements, and budgetary limitations relevant to the Project; (c) provide to Consultant all existing studies, reports, and other available data relevant to the Project; (d) arrange for access to and make all provisions for Consultant to enter upon public and private property as reasonably required for Consultant to perform the Services; (e) provide surveys describing physical characteristics, legal limitations, and utility locations for the Project and the services of geotechnical engineers or other consultants when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (f) provide structural, mechanical, chemical, air and water pollution tests, test for hazardous materials, and other laboratory and environmental tests, inspections, and reports required by law to be provided by Owner in connection with the Project; (g) review and comment on all Required Submittals and other reports, documents, data, and information presented by Consultant; (h) except as otherwise provided in Attachment A, provide approvals from all governmental authorities having jurisdiction over the Project when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (i) except as provided in Article IV of this Contract provide, all accounting, insurance, and legal counseling services as may be necessary from time to time in the sole judgment of Owner to protect Owner's interests with respect to the Project; (j) attend Project related meetings; and (k) give prompt written notice to Consultant whenever Owner

observes or otherwise becomes aware of any development that affects the scope or timing of the Services, provided, however, that failure to give such notice shall not relieve Consultant of any of its responsibilities under this Contract.

1.9 Owner's Right to Terminate or Suspend Services for Convenience

A. Termination or Suspension for Convenience. Owner shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time by written notice to Consultant. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Consultant shall, as and to the extent directed, stop Services under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Services under existing orders and subcontracts, and cancel any outstanding orders or subcontracts that may be canceled.

B. Payment for Completed Services. In the event of any termination pursuant to Subsection 1.9A above, Owner shall pay Consultant (1) such direct costs, including overhead, as Consultant shall have paid or incurred for all Services done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination; and (2) such other costs pertaining to the Services, exclusive of overhead and profit, as Consultant may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to Owner's rights to withhold and deduct as provided in this Contract.

ARTICLE II
CHANGES AND DELAYS

2.1 Changes

Owner shall have the right, by written order executed by Owner, to make changes in the Contract, the Project, the Services and the Contract Time ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Services, an equitable adjustment in the Contract Price or Contract Time may be made. No decrease in the amount of the Services caused by any Change Order shall entitle Consultant to make any claim for damages, anticipated profits, or other compensation.

2.2 Delays

For any delay that may result from causes that could not be avoided or controlled by Consultant, Consultant shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Services.

2.3 No Constructive Change Orders

No claims for equitable adjustments in the Contract Price or Contract Time shall be made or allowed unless embodied in a Change Order. If Owner fails to issue a Change Order including, or fully including, an equitable adjustment in the Contract Price or Contract Time to which Consultant claims it is entitled, or, if Consultant believes that any requirement, direction, instruction, interpretation, determination, or decision of Owner entitles Consultant to an equitable adjustment in the Contract Price or Contract Time that has not been included, or fully included, in a Change Order, then Consultant shall submit to Owner a written request for the issuance of, or revision of, a Change Order, including the equitable adjustment, or the additional equitable adjustment, in the Contract Price or Contract Time that Consultant claims has not been included, or fully included, in a Change Order. Such request shall be submitted before Consultant proceeds with any Services for which Consultant claims an equitable

adjustment is due and shall, in all events, be submitted no later than two business days after receipt of such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision. Notwithstanding the submission of any such request, Consultant shall, unless otherwise directed by Owner within two business days after receipt by Owner of such request, proceed without delay to perform the Services in compliance with the Change Order or as required, directed, instructed, interpreted, or decided by Owner and shall, pending a final resolution of the issue, keep a daily record of such Services. Unless Consultant submits such a request within two business days after receipt of such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision, Consultant shall be conclusively deemed (1) to have agreed that such Change Order, requirement, direction, instruction, interpretation, determination, or decision does not entitle Consultant to an equitable adjustment in the Contract Price or Contract Time and (2) to have waived all claims based on such Change Order, requirement, direction, instruction, interpretation, determination, or decision.

ARTICLE III

CONSULTANT'S RESPONSIBILITY FOR DEFECTIVE SERVICES

3.1 Consultant's Responsibilities.

A. Standard of Care. Consultant agrees that the Services and all components thereof shall conform to the requirements of this Contract; shall be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract; shall be performed in accordance with the standards of professional practice, care and diligence practiced by recognized consulting firms performing services of a similar nature in existence at the time of performance of the Services; and the Services shall free from defects and flaws in design consistent with such standards of professional practice, care and diligence. The standards and obligations contained herein shall be in addition to any other requirements expressed in this Contract, or expressed or implied by law, which are hereby reserved unto Owner.

B. Opinions of Cost. It is recognized that neither Consultant nor Owner has control over the costs of labor, material, equipment or services furnished by others or over competitive bidding, market or negotiating conditions, or construction contractors' methods of determining their prices. Accordingly, any opinions of probable Project costs or construction costs provided for herein are estimates only, made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as an experienced and qualified professional, familiar with the industry. Consultant does not guaranty that proposals, bids or actual Project costs or construction costs will not vary from opinions of probable cost prepared by Consultant.

3.2 Corrections

Consultant shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, documents, data, information and other items and services under this Contract. Consultant shall, promptly and without charge, provide, to the satisfaction of Owner, all corrective Services necessary as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care.

3.3 Risk of Loss

The Services and everything pertaining thereto shall be provided, performed, and completed at the sole risk and cost of Consultant. Consultant shall be responsible for any and all damages to property or persons as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care and for any losses or costs to repair or remedy any work undertaken by Owner based upon the Services as a result of any such errors, omissions, negligent acts or failure to meet the standard of care.

Notwithstanding any other provision of this Contract, Consultant's obligations under this Section 3.3 shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Consultant, to indemnify, hold harmless or reimburse Consultant for such damages, losses or costs.

ARTICLE IV
FINANCIAL ASSURANCES

4.1 Insurance

Contemporaneous with Consultant's execution of this Contract, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverages and limits set forth in Attachment A. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion. **Such policies shall be in a form acceptable to Owner and from companies with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide and otherwise acceptable to Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner.** Consultant shall, at all times while providing, performing, or completing the Services, including, without limitation, at all times while correcting any failure to meet the standard of care pursuant to Section 3.2 of this Contract, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverages and limits set forth in Attachment A.

4.2 Indemnification

Consultant shall, without regard to the availability or unavailability of any insurance, either of Owner or Consultant; (A) as to Consultant's professional activities, indemnify, and save harmless Owner against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, (collectively "Claims") that may arise out of or in connection with Consultant's negligent performance of, or failure to perform, the Services or any part thereof; and (B) as to all other activities of Consultant, indemnify, save harmless and defend Owner against any and all Claims that may arise, or be alleged to have arisen, out of or in connection with Consultant's performance of, or failure to perform, the Services or any part thereof, provided that Consultant shall not be required to indemnify Owner under provisions A or B of this Section for injury or damage to the extent caused by the negligence of Owner.

ARTICLE V
PAYMENT

5.1 Contract Price

Owner shall pay to Consultant, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Consultant shall accept in full satisfaction for providing, performing, and completing the Services, the amount or amounts set forth in Attachment A (the "Contract Price"), subject to any additions, deductions, or withholdings provided for in this Contract.

5.2 Taxes, Benefits and Royalties

The Contract Price includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

5.3 Progress Payments

A. Payment in Installments. The Contract Price shall be paid in the manner set forth in Attachment A ("Progress Payments").

B. Pay Requests. Consultant shall, as a condition precedent to its right to receive each Progress Payment, submit to Owner an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish Consultant's prior payment for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Contract. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate tasks, for each task; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate tasks, for each task; (c) the estimated percent completion, and, if the Services are to be performed in separate tasks, for each task; and (d) Consultant's certification that all prior Progress Payments have been properly applied to the Services with respect to which they were paid. Owner may, by written notice to Consultant, designate a specific day of each month on or before which pay requests must be submitted.

5.4 Final Acceptance and Final Payment

The Services, or, if the Services are to be performed in separate tasks, each task of the Services, shall be considered complete on the date of final written acceptance by Owner of the Services or each task of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed. The Services or each task of the Services, as the case may be, shall be deemed accepted by Owner if not objected to in writing within 60 days after submission by Consultant of the Services or such task of Services for final acceptance and payment plus, if applicable, such additional time as may be considered reasonable for obtaining approval of governmental authorities having jurisdiction to approve the Services, or task of Services, as the case may be. As soon as practicable after final acceptance, Owner shall pay to Consultant the balance of the Contract Price or, if the Services are to be performed in separate tasks, the balance of that portion of the Contract Price with respect to such task of the Services, after deducting therefrom all charges against Consultant as provided for in this Contract ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services or a particular task of Services, as the case may be, shall operate as a full and complete release of Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services or a particular task of Services, as the case may be, or for or on account of any act or neglect of Owner arising out of, relating to, or in connection with the Services or a particular task of Services, as the case may be.

5.5 Deductions

A. Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of Owner's other rights or remedies, Owner shall have the right at any time or times, whether before or after approval of any pay request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate Owner for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable under this Contract; (3) liens or claims of lien regardless of merit; (4) claims of subcontractors, suppliers, or other persons regardless of merit; (5) delay in the progress or completion of the Services; (6) inability of Consultant to complete the Services; (7) failure of Consultant to properly complete or document any pay request; (8) any other failure of Consultant to perform any of its obligations under this Contract; or (9) the cost to Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of Owner's remedies set forth in Section 6.1 of this Contract.

B. Use of Withheld Funds. Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.5A above until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to Owner. Owner shall be entitled to apply any money withheld or any other money due Consultant under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by Owner and chargeable to Consultant under this Contract.

5.6 Accounting

Consultant shall keep accounts, books, and other records of all its billable charges and costs incurred in performing the Services in accordance with generally accepted accounting practices, consistently applied, and in such manner as to permit verification of all entries. Consultant shall make all such material available for inspection by Owner, at all reasonable times during this Contract and for a period of three years following termination of this Contract. Copies of such material shall be furnished, at Owner's expense, upon request.

ARTICLE VI
REMEDIES

6.1 Owner's Remedies

If it should appear at any time prior to Final Payment for all work that Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract, or has attempted to assign this Contract or Consultant's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five business days after Consultant's receipt of written notice of such Event of Default, then Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Owner may require Consultant, within such reasonable time as may be fixed by Owner, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to accelerate all or

any part of the Services; and to take any or all other action necessary to bring Consultant and the Services into strict compliance with this Contract.

2. Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price.

3. Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.

4. Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by Owner as the result of any Event of Default or as a result of actions taken by Owner in response to any Event of Default.

5. Owner may recover any damages suffered by Owner.

6.2 Terminations and Suspensions Deemed for Convenience

Any termination or suspension of Consultant's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of Owner under Section 1.9 of this Contract.

ARTICLE VII
LEGAL RELATIONSHIPS AND REQUIREMENTS

7.1 Binding Effect

This Contract shall be binding upon Owner and Consultant and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

7.2 Relationship of the Parties

Consultant shall act as an independent contractor in providing and performing the Services. Nothing in or done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint ventures between Owner and Consultant or (2) to create any relationship between Owner and any subcontractor of Consultant.

7.3 No Collusion

Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Consultant hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to Owner prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has, in procuring this Contract, colluded with

any other person, firm, or corporation, then Consultant shall be liable to Owner for all loss or damage that Owner may suffer thereby, and this Contract shall, at Owner's option, be null and void.

7.4 Assignment

Consultant shall not (1) assign this Contract in whole or in part, (2) assign any of Consultant's rights or obligations under this Contract, or (3) assign any payment due or to become due under this Contract without the prior express written approval of Owner, which approval may be withheld in the sole and unfettered discretion of Owner; provided, however, that Owner's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Consultant.

7.5 Confidential Information

All information supplied by Owner to Consultant for or in connection with this Contract or the Services shall be held confidential by Consultant and shall not, without the prior express written consent of Owner, be used for any purpose other than performance of the Services.

7.6 No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, nor any order by Owner for the payment of money, nor any payment for, or use, occupancy, possession, or acceptance of, the whole or any part of the Services by Owner, nor any extension of time granted by Owner, nor any delay by Owner in exercising any right under this Contract, nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming, or incomplete Services, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Consultant; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

7.7 No Third Party Beneficiaries

No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than Consultant shall be made or be valid against Owner.

7.8 Notices

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested. Notices and communications to Owner shall be addressed to, and delivered at, the following address:

Village of Northbrook
Public Works Center
655 Huehl Road
Northbrook, Illinois 60062
Attention: Aram Beladi, Village Engineer

Notices and communications to Consultant shall be addressed to, and delivered at, the following address:

Atlas Engineering Group, Ltd.
710 Estate Drive
Deerfield, Ilinois 60015
Attention: Natalia Homedi

The foregoing shall not be deemed to preclude the use of other non-oral means of notification or to invalidate any notice properly given by any such other non-oral means.

By notice complying with the requirements of this Section 7.8, Owner and Consultant each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address or addressee shall be effective until actually received.

7.9 Governing Laws

This Contract and the rights of Owner and Consultant under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

7.10 Changes in Laws

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

7.11 Compliance with Laws and Grants

Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

7.12 Documents

Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by Consultant in connection with any or all of the Services (the "Documents") shall be and remain the property of Owner. At Owner's request, or upon termination of this Contract, the Documents shall be delivered promptly to Owner. Consultant shall have the right to retain copies of the Documents for its files. Consultant shall maintain files of all Documents unless Owner shall consent in writing to the destruction of the Documents. Consultant shall make, and shall cause all of its subcontractors to make,

the Documents available for Owner's review, inspection and audit during the entire term of this Contract and for three years after termination of this Contract; provided, however, that prior to the disposal or destruction of the Documents by Consultant or any of its subcontractors following said three year period, Consultant shall give notice to Owner of any Documents to be disposed of or destroyed and the intended date, which shall be at least 90 days after the effective date of such notice of disposal or destruction. Owner shall have 90 days after receipt of any such notice to give notice to Consultant or any of its subcontractors not to dispose of or destroy said Documents and to require Consultant or any of its subcontractors to deliver same to Owner, at Owner's expense.

7.13 Time

The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

7.14 Severability

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

7.15 Entire Agreement

This Contract sets forth the entire agreement of Owner and Consultant with respect to the accomplishment of the Services and the payment of the Contract Price therefor, and there are no other understandings or agreements, oral or written, between Owner and Consultant with respect to the Services and the compensation therefor.

7.16 Amendments

No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Consultant.

IN WITNESS WHEREOF, Owner and Consultant have caused this Contract to be executed in two original counterparts as of the day and year first written above.

(SEAL)

Attest/Witness:

VILLAGE OF NORTHBROOK:

By: _____
Derek Gau
Title: Village Clerk

By: _____
Cara Pavlicek
Title: Village Manager

Attest/Witness:

Atlas Engineering Group, Ltd:

By: _____

Title: Secretary

By: _____

Title: President

ATTACHMENT A

SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS

1. Project Description:

For Tasks 1 and 3, consultant to perform all required NBIS services for the Village. Currently, the Illinois Department of Transportation's (IDOT) Structures Information Management System (SIMS) indicates the Village owns, maintains, and is responsible for inspecting seven (7) bridges.

Structure Number	Facility Carried	Feature Crossed	2026 Inspection Type	2028 Inspection Type	Location
016-0812*	Shermer Road	WFNB Chicago River	None	Routine (Element Level Inspection)	0.3 mi SW of IL 43
016-3024	Walters Avenue	WFNB Chicago River	Routine	None	0.5 mi W of IL 43
016-3234	Techny Road	WFNB Chicago River	Routine	In-Depth	0.4 mi E of IL 43
016-3264**	Grant Road	UP RR	Routine	None	0.4 mi N of Voltz Road
016-3265**	Voltz Road	UP RR	Routine	None	0.2 mi E of IL 43
016-8261	Cherry Lane	WFNB Chicago River	Routine	In-Depth	0.3 mi W of Shermer Road
016-8262	Meadow Road	WFNB Chicago River	Routine	In-Depth	0.1 mi N of Shermer Road

Table 1

*Superstructure was replaced in 2019. Structure also has an experimental feature that has additional reporting requirements. See appendix Exhibit A for additional documentation. A printout of the master structure report S-107 for each structure is also included in Exhibit A.

**Structures are over Union Pacific Railroad and will require UPRR Right of Entry Permits, UPRR Insurance, and UPRR Flagger for In-Depth inspections.

Consultant to perform all required NBIS services for the Village.

For Task 2, the consultant shall provide on call inspections of bridges as needed, due to unforeseen impacts to bridges. Task 2 shall have a not-to-exceed price of $10,000.00.

2. Approvals and Authorizations:

Consultant shall obtain any required approvals and authorizations listed in the Scope of Services in Attachment B.

3. Commencement Date:

- Task 1 FY 26-27 NBIS program manager services to begin the date of execution of the Contract by Owner.
- Task 2 FY 27-28 on call bridge inspection services to begin May 1, 2027.
- Task 3 FY 28-29 NBIS program manager services to begin May 1, 2028.

4. Completion Date:

- Task 1 FY 26-27 NBIS program manager services to end April 30, 2027, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract.
    - Bridge inspections are to be inspected prior to their inspection due date
- Task 2 FY 27-28 on call bridge inspection services to end April 30, 2028, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract.
- Task 3 FY 28-29 NBIS program manager services to end April 30, 2029, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract.
    - Bridge inspections are to be inspected prior to their inspection due date

Note: Written authorization from the Village is required before proceeding with each task.

5. Insurance Coverages:

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:
$1,000,000 injury-per occurrence

$500,000 disease-per employee

$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

General Aggregate: $2,000,000 Bodily Injury and Property Damage Combined Single Limit for this Project.

Coverages shall include:

- Broad Form Property Damage Endorsement

- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. Owner as Additional Insured. Owner shall be named as an Additional Insured and a Cancellation Notice recipient on all policies except for:

Worker's Compensation
Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: The Village of Northbrook, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

N/A

All additional public or private property owners as needed on all policies with the exception of Worker's Compensation and Professional Liability.

6. Contract Price:

SCHEDULE OF PRICES

For providing, performing, and completing each task of Services, an amount equal to Consultant's Direct Labor Costs, plus an amount equal to the actual costs of all Reimbursable Expenses, but not to exceed, in each task of Services, the following not to exceed amount set forth opposite each such task except as adjusted by Change Order issued pursuant to Section 2.1 of the Contract:

TOTAL NOT TO EXCEED CONTRACT PRICE:

forty thousand one hundred nine Dollars and sixty Cents
(in writing) (in writing)

40,109 Dollars and 60 Cents
(in figures) (in figures)

7. Payments:

For purposes of payments to Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean salaries and wages paid to all Consultant personnel as set forth on the list supplied by Consultant attached hereto and referenced as Attachment A1, including all professionals whether owners or employees, engaged directly on the Project, but shall not include indirect payroll related costs or fringe benefits.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

ATTACHMENT B

SCOPE OF SERVICES

Consultant shall cooperate and work closely with representatives of Owner and other parties involved in the Project. Consultant shall meet with Owner and such other parties, and shall provide such consultation, advice, and reports, as required to adequately perform its responsibilities under the Contract. Consultant shall produce and deliver to Owner the results of its Services, plus any reports, documents, data, information, observations, or opinions set forth below or requested by Owner, in form or format as set forth below or, if none, in form or format of Owner's choosing. **In the event of any conflict or contradiction between or among the various provisions from the Village of Northbrook RFP and the consultant's Proposal, which is attached hereto and referenced as Attachment B-1 in this Scope of Services, the inclusive description shall control.**

Task 1: All required NBIS Program Manager Services & bridge inspections for Fiscal Year 2026-2027, starting upon contract execution (estimated March 2026) and ending April 30, 2027.

Program Manager Services: The selected consultant will perform all NBIS Program Manager duties on behalf of the Village. NBIS Program Manager duties are those defined by the NBIS, IDOT, and FHWA. The consultant shall provide to the Village an individual who has NBIS Program Manager certification from FHWA/IDOT and this individual shall be formally designated the Village's program manager subject to Village/IDOT approval. The consultant must have staff certified by IDOT to perform Element level inspections.

Perform NBIS/IDOT required bridge inspections: The selected consultant shall perform NBIS bridge inspections for the Village as needed and as required by IDOT/NBIS as soon as possible. The consultant shall request notice to proceed prior to performing the inspections. The notice to proceed shall include a not to exceed man hour estimate and cost for each inspection to be performed. Routine and In-Depth inspections are required. Consultant shall follow IDOT/NBIS specifications for the two types of inspections requested, inspection type is specified in Table 1.

Bridge Inspection Report Requirements: The selected consultant shall prepare and submit to IDOT all required inspection report forms no later than 45 calendar days from the date of the inspection. Program Manager will be required to update the IDOT Bridge Inspection Date Database.

Bridge Inspection Report Submittal to Village: The proposal shall detail what documents will be submitted to the Village for each completed bridge inspection. At a minimum a cover letter and copies of the IDOT inspection forms will be required. Please identify any other documents that you would typically provide as a part of your firm's bridge inspection reports so that it may be considered during the review of proposals.

Task 2: On call bridge inspection services for Fiscal Year 2027-2028, starting May 1, 2027 and ending April 30, 2028.

On Call Bridge Inspection Services: The selected consultant shall provide on call inspections of bridges as needed, due to unforeseen impacts to bridges. Task 2 shall have a not-to-exceed price of $10,000.00.

Task 3: All required NBIS Program Manager Services & bridge inspections for Fiscal Year 2028-2029, starting May 1, 2028 and ending April 30, 2029.

Program Manager Services: The selected consultant will perform all NBIS Program Manager duties on behalf of the Village. NBIS Program Manager duties are those defined by the NBIS, IDOT, and FHWA. The consultant shall provide to the Village an individual who has NBIS Program Manager certification from FHWA/IDOT and this individual shall be formally designated the Village's program manager subject to Village/IDOT approval. The consultant must have staff certified by IDOT to perform Element level inspections. The consultant will be required to perform an element level inspection on the Shermer Road Bridge 016-0812.

Perform NBIS/IDOT required bridge inspections: The selected consultant shall perform NBIS bridge inspections for the Village as needed and as required by IDOT/NBIS as soon as possible. The consultant shall request notice to proceed prior to performing the inspections. The notice to proceed shall include a not to exceed man hour estimate and cost for each inspection to be performed. Routine and In-Depth inspections are required. Consultant shall follow IDOT/NBIS specifications for the two types of inspections requested, inspection type is specified in Table 1.

Bridge Inspection Report Requirements: The selected consultant shall prepare and submit to IDOT all required inspection report forms no later than 45 calendar days from the date of the inspection. Program Manager will be required to update the IDOT Bridge Inspection Date Database.

Bridge Inspection Report Submittal to Village: The proposal shall detail what documents will be submitted to the Village for each completed bridge inspection. At a minimum a cover letter and copies of the IDOT inspection forms will be required. Please identify any other documents that you would typically provide as a part of your firm's bridge inspection reports so that it may be considered during the review of proposals.

ATTACHMENT B-1

SCOPE OF SERVICES CONT.

ATLAS ENGINEERING

GROUP, LTD.:



WALTERS AVENUE OVER WFNB CHICAGO RIVER (SN 016-3024)
LOOKING EAST

northbrook

REQUEST FOR PROPOSALS (RFP):

PROFESSIONAL ENGINEERING SERVICES: NATIONAL BRIDGE INSPECTION STANDARDS PROGRAM MANAGER SERVICES FOR FY 26/27 TO 28/29

JANUARY 14, 2026

AEG ATLAS ENGINEERING GROUP, LTD.

710 Estate Drive, Deerfield, IL 60015
211 W. Wacker Drive, Suite 730, Chicago, IL 60606
847.753.8020
AEGroupLtd.com

ATLAS ENGINEERING GROUP, LTD.
710 Estate Drive, Deerfield, IL 60015
211 W. Wacker Drive, Suite 730, Chicago, IL 60606
847.753.8020
AEGroupLtd.com

January 14, 2026

Village of Northbrook
Attention: Aram Beladi
Village Engineer
655 Huehl Road
Northbrook, Illinois 60062

RE: **Proposal for Professional Engineering Services: National Bridge Inspection Standards Program Manager services for FY 26/27 to 28/29**

Dear Mr. Beladi and the Village of Northbrook,

Thank you for the opportunity to submit our qualifications to provide Professional Engineering Services for National Bridge Inspection Standards Program Manager services for the upcoming Fiscal Years 2026-27 and 2028-29, and on call bridge inspection services for Fiscal Year 2027-2028. We acknowledge the modified bid posting.

We offer a team with the required expertise, certifications, strategic planning, and proven QA/QC process, to successfully deliver this critical project for the Village. We have the proven, past experience required to serve as NBIS Program Manager, and certification from FHWA/IDOT for local agencies such as Cook and DuPage Counties, IDOT Bureau of Local Roads, and CDOT.

Our designated **NBIS certified Program Manager and Team Leader, Basar Civilek, PhD, PE, SE** (#00965, Certification in Section VIII, including certification to perform Element Level Inspections), has the full depth of similar, relevant experience and is local. Atlas headquarters is located in Deerfield, minutes from the bridge sites in Northbrook. Basar has completed similar, local agency projects as a Program Manager on the Cook County Department of Transportation and Highways Bridge Maintenance Program for Sunset Ridge Road Bridge over North Branch of Chicago (SN 016-3032), Wheeling Road Bridge over McDonald Creek (SN 016-3108), Edens Frontage Road over Skokie River (SN 016-3255), and Winnetka Road over Skokie River (SN 016-1162). Basar also led multiple biennial, element level, special, and fracture critical bridge inspections and preparation of bridge inspection forms and reports for various bridges located throughout the City of Chicago. The project included monitoring critical structures and load rating analyses for multiple bridges.

We have reviewed the Master Structure Reports & Experimental Feature information in Exhibit A of the RFP and have performed a field reconnaissance of the identified bridges to ensure our team provides proactive foresight and identifies and potential issues which may be encountered.

The Atlas Team brings the unique **Railroad Structures and Railroad Engineering IDOT prequalifications** to the Village and provides the added value of railroad coordination and right of entry permit expertise, having worked on the Cook County GS23a Phase I Study, Metra MED Van Buren 4th Track NICTD connection construction management, and IDOT Bridges over the UPRR, and Structural Improvement and Raising of Illinois Prairie Path and Raising of Illinois Prairie Path Bridge over UPRR, DuPage DOT (SN 022-3005).

We appreciate this opportunity to present our professional services to the Village.

Sincerely,

Natalia Homedi, PE
President & CEO
Atlas Engineering Group, Ltd.
NHomedi@AEGroupLtd.com

TABLE OF CONTENTS

ATLAS ENGINEERING GROUP, LTD.

I. EXPERIENCE ON SIMILAR PROJECTS	PAGE 3
II. FIRM INFORMATION	PAGE 6
III. QUALIFICATIONS OF PERSONNEL	PAGE 8
IV. ABILITY TO MEET PROJECT DEADLINES	PAGE 10
V. PROJECT APPROACH	PAGE 12
VI. RECOMMENDED ADDITIONAL SCOPE	PAGE 16
VII. PRIOR NORTHBROOK EXPERIENCE	PAGE 17
VIII. DOCUMENTATION OF CERTIFICATIONS	PAGE 19
IX. OVERALL NOT-TO-EXCEED COST	PAGE 22

MEDIUM FIRM OF THE YEAR 2023 ACEC American Council of Engineering Companies

I. EXPERIENCE ON SIMILAR PROJECTS

FAI 90 AT OGDEN AVENUE (NORTHBOUND & SOUTHBOUND) AND GRAND AVENUE

IDOT PTB 213-17 Job No. V-91-020-24 (as Prime)



KEY PROJECT STAFF
Robert Smetters, PE
Basar Civelek, PhD, PE, SE
Eamon Homedi, PE, SE

REFERENCE
IDOT
Bob Stricker
bob.stricker@illinois.gov
847-705-4523

The Atlas Team led as Prime and performed in-depth structural inspection for bridge repair drawings. The structural inspection includes sounding concrete elements including the pile cap, columns, pier cap, and abutments for determining the area of delamination.

Structural inspection of the bridge superstructure and measuring of section loss, along with inspection of beam bearings. Atlas has updated the inspection reports and **NBIS** forms for submittal to IDOT for Ogden Avenue and Grand Avenue bridges.

SOUTHBOUND I-55 FROM EAST OF ILLINOIS ROUTE 50 (CICERO AVENUE) TO THE CHINATOWN FEEDER (I-55 AT FRANKLIN STREET)

IDOT PTB 210-11 Job No. D-91-119-24 (as subconsultant)



KEY PROJECT STAFF
Robert Smetters, PE
Basar Civelek, PhD, PE, SE
Eamon Homedi, PE, SE

REFERENCE
HDR, Inc.
Brad Sayers
Brad.sayers@hdrinc.com
773-380-7903

Atlas led and performed routine and element level inspection for the bridge ramp to I-55 from Franklin St. Atlas provided to IDOT the **NBIS routine and element level inspection forms for IDOT** use. Bridge deck was inspected using a deck scan performed by a team firm. The data from the deck scan was incorporated into theelement level inspection report. Inspection included sounding ofthe concrete elements, hand measurement of superstructure section loss, and measurement of structure deficiencies. The bridge structure has curved girders elements along with being super elevated for roadway design. This makes the structure unique in the loading and considerations for repairs and inspected elements. All aspects for the **NBIS** condition rating were reviewed,including the roadway geometry, guard rails, etc. to provide a comprehensive review of the structure for the **NBIS** rating system.

US 20 FROM 0.2 MI. W. OF PECATONICA RD TO 0.2 MI. W. OF FALCONER RD

IDOT PTB 207, Item 20 Job No. P-92-087-23 (as Prime)



KEY PROJECT STAFF ALSO PROPOSED ON
Robert Smetters, PE
Eamon Homedi, PE, SE

REFERENCE
IDOT (R2/D2)
Roger E. Romero, MECE
roger.romero@illinois.gov
815-284-5951 (Direct)

Atlas led as Prime, performing structural inspection of three culverts for Abbreviated Bridge Condition Reports (ABCR). This included performing inspection of in-depth concrete elements for the culverts. The Atlas Team performed soundings, measurements of crack lengths and widths for major cracks along the culvert structure along with the headwalls and wing walls at the culvert ends.

As part of the ABCR, the IDOT ABCR form and routine inspection forms for **NBIS** were developed. All aspects for the **NBIS** condition rating were reviewed including the roadway geometry, guard rails, etc., to provide a comprehensive review of the structure for the **NBIS** rating system.

PHASE I ENGINEERING SERVICES, VARIOUS ROUTES, VARIOUS COUNTIES, REGION ONE/DISTRICT ONE (IL 43 AT I-80)

IDOT PTB 205-002 Job No. P-91-058-22 (as subconsultant)



KEY PROJECT STAFF
Robert Smetters, PE
Basar Civelek, PhD, PE, SE
Eamon Homedi, PE, SE

REFERENCE
Wight & Company
Robin Martel
rmartel@wightco.com
312-261-5700

Atlas led and performed in-depth inspection for a bridge condition report (BCR). This included performing inspection of in-depth concrete elements including the abutments, wing walls, pile cap, piers, and pier cap. The major cracks, delaminated areas, and other defects were identified and computed for the bridge condition report and **NBIS inspection forms**. A bridge deck scan was performed by a team firm to provide bridge deck condition, and the results were incorporated into the inspection forms for IDOT. As part of the BCR, the IDOT form and routine inspection forms for **NBIS** were developed and provided to IDOT. All aspects for the **NBIS** condition rating were reviewed including the roadway geometry, guard rails, etc. to provide a comprehensive review of the structure for the **NBIS** rating system.

BARRYPOINT BRIDGE MAINTENANCE REPAIR (W03 UNDER 2138-10282 A)

Cook County Department of Transportation and Highways (as subconsultant)



KEY PROJECT STAFF
Robert Smetters, PE
Basar Civelek, PhD, PE, SE
Eamon Homedi, PE, SE

REFERENCE
AECOM
Monica Crinion
Monica.crinion@aecom.com
312-373-6516

Atlas provided cost-effective measures to temporarily improve safety and usable life of the existing Barrypoint Bridge ahead of the Phase I and Phase II replacement budget moves forward. To achieve this, patching and crack repairs, and a gland replacement method was proposed to avoid major shutdowns and MOT as the County had requested during interim repairs. Atlas performed visual inspection for a bridge repair scope. This included performing inspection of concrete elements including the abutments, wing walls, deck, piers in the river. The major cracks, delaminated areas, and other defects were identified and incorporated into repair plans. All inspections were performed in accordance with NBIS methods, but forms were not required for this project.

STRUCTURAL IMPROVEMENT AND RAISING OF ILLINOIS PRAIRIE PATH BRIDGE OVER UPRR

DuPage DOT (SN 022-3005) (as Prime)



KEY PROJECT STAFF ALSO PROPOSED ON 2405-09261B:
Basar Civelek, PhD, PE, SE
Eamon Homedi, PE, SE

REFERENCE
DuPage DOT
Nils Jordahl, P.E.
Nils.Jordahl@dupageco.org

Prime consultant tasked with assessing the structural feasibility of raising the Volunteer Bridge to achieve adequate clearance over UPRR tracks. Planned track maintenance efforts would reduce the existing vertical clearance for the Volunteer Bridge, which carries the Illinois Prairie Path over UPRR. The project also involves new concrete pedestals, the replacement of the timber plank deck, and reconstruction of the approach path. Atlas performed a detailed inspection for a bridge to determine the repair scope and determine the feasibility of raising the bridge for additional railroad clearance. This included performing inspection of concrete substructure elements and steel superstructure. Atlas determined the repairs needed to lift the bridge and place on modified abutments.

ATLAS EXPERIENCE SUMMARY:

Atlas has performed structural inspections and structural design services for bridges, culverts, and retaining walls for IDOT, Tollway, Counties, and Municipalities. Atlas, as an **IDOT-prequalified structural firm**, has the expertise to design new and repair existing bridges.

Atlas's Team includes a seasoned Program Manager and Team Leader, along with several professional and structural engineers who have the **NBIS certification for inspection of bridges per NBIS requirements**. We also have qualified personnel to perform inspection for **Non-redundant Steel Tension Member (NSTM) bridge structures**.

Atlas has performed **routine inspection and element level inspection** for the Franklin on-ramp to I-55 in accordance with **IDOT and NBIS requirements**. Atlas completed routine inspections and forms for bridges such as IL-43 over I-80 along with many others. Atlas also performed **in-depth inspections for Bridge Condition Reports (BCR)** and for repair designs for every bridge repair project Atlas has completed. These bridge repairs projects included: Pauling over I-57, Ogden Ave over I-90, Barrypoint bridge over the Des Plaines River, IL 171 over the IHB Railroad, Sunset Ridge Road over Middle Fork North Branch of Chicago River, and many more. Based on the design experience Atlas has the experience and expertise to perform the inspections and identify repair issues and condition in accordance with the requirements of the NBIS, and as outlined in the Village's RFP.

Atlas has a successful history of providing the Village of Northbrook with structural, civil and stormwater design engineering and construction management services.

II. FIRM INFORMATION

Atlas Engineering Group, Ltd. (Atlas), is a professional, licensed **Consulting Engineering, Structural Engineering and Land Surveying firm** specializing in structural engineering designs, NBIS Structural Inspections Program Manager and Team Lead, civil engineering design, construction inspection, transportation engineering, and land surveying services for public and private sector projects. With a staff of 65 professionals, Atlas has ample, available staffing resources and a prime location at the Village's doorstep to successfully execute this project. Our headquarters is in nearby Deerfield, located at the corner of Lake-Cook Road and Pfingsten Road, just ten minutes from the project sites, with the Program Manager residing locally as well.

IDOT PREQUALIFICATIONS

SPECIAL SERVICES & STUDIES
- Construction Inspection
- Subsurface Utility Engineering
- Surveying
- Safety
- Traffic Studies
- Location Drainage

STRUCTURES
- Highway: Advanced Typical
- **Highway: Complex**
- Highway: Simple
- Highway: Typical
- Moveable
- **Railroad**

HYDRAULIC REPORTS
- Pump Stations
- Waterways : Complex
- Waterways : Typical

LOCATION DESIGN STUDIES
- New Construction/Major Reconstruction
- Reconstruction/Major Rehabilitation
- Rehabilitation

AIRPORTS
- Construction Inspection
- Design

HIGHWAYS
- Freeways
- Roads and Streets

SPECIAL PLANS
- Traffic Signals

TRANSPORTATION STUDIES
- **Railway Engineering**

Atlas was founded by long-time Northbrook residents, Natalia N. Homedi, PE, President, and CEO; and Eyad Homedi, PE, M.D., Executive Vice President, and COO in 2007 and the firm is certified as a Woman-owned Business Enterprise (WBE) and a Disadvantaged Business Enterprise (DBE).

Ms. Homedi, PE, and Eyad Homedi, PE, have thirty years of professional experience each, serving engineering consultants, agencies, and municipalities such as the Village of Northbrook, Illinois Department of Transportation (IDOT), the Illinois Tollway, the Cook County Department of Transportation and Highways (CCDOTH), the City of Chicago, and DuPage County.

KEY PERSONNEL NBIS BRIDGE INSPECTION CERTIFICATIONS/IDOT DESIGNATIONS:

BASAR CIVELEK, PHD, PE, SE
- *Certified NBIS Program Manager & Team Leader* (#00965) IDOT
- FHWA-NHI-130056 (Safety Inspection of In-Service Bridges)
- FHWA NBIS (Element Level Inspections)

ROBERT SMETTERS, PE
- FHWA-NHI-130056 (Inspection of In-Service Bridges
- FHWA_NHI-130087B (Inspection of Ancillary Structures)
- FHWA-NHI-135095, 135095A &135095B SRH2D Two Dimensional Hydraulic Modeling of Rivers at Highway Encroachments Hydraulic Modeling
- FHWA-NHI-135093 Hydraulic toolbox certification
- FHWA-NHI-135094 HY-8 certification
- FHWA-NHI-135085 POA for Scour Critical Bridges

EAMON HOMEDI, PE, SE
- FHWA-NHI-130056 Safety Inspection of In-Service Bridges
- FHWA-NHI-130078 Bridge Inspection Techniques for NSTMs
- FHWA-NHI-130095 LRFD and Analysis of Curved Steel Highway Bridges
- FHWA-NHI-130087A Inspection of Ancillary Highway Structures

northbrook

PROFESSIONAL ENGINEERING SERVICES: NATIONAL BRIDGE INSPECTION STANDARDS PROGRAM MANAGER SERVICES FOR FY 26/27 TO 28/29

PERFORMANCE THE VILLAGE CAN DEPEND ON

Atlas' past performance demonstrates our ability to successfully manage complex structural design and inspection engineering projects. Our Team is dedicated to bringing the same high-quality performance to the Village of Northbrook's NBIS/PM project, just as we have delivered and proven on all our assignments. Atlas structural engineering leadership includes the **NBIS-certified bridge inspectors needed, all of which with strong design experience that ensures guides proper bridge inspection and the project management processes to keep the bridge program on-track**.

We accomplish this in specific ways including:

1

A STRONG WORK ETHIC WITH A SENSE OF URGENCY:

Our philosophy is to be:

COLLABORATIVE - To keep you informed and obtain feedback regularly
PROACTIVE - To be persistent, time-conscious, and forward-thinking
TRANSPARENT - To address tough issues head-on
SCHEDULE-DRIVEN - To keep commitments by regularly reviewing schedules

2

RELIABLE PROJECT MANAGEMENT TECHNIQUES:

The way Atlas approaches all of our projects is to promote relentless forward progress. This momentum carries through from the start and is powered by constant communication with all project staff, as well as client stakeholders. Technically, we drive projects to successful completion with Bentley ProjectWise, and web-based systems that Village staff/stakeholders could access.

3

A PROVEN TRACK RECORD:

We have successfully executed Phase I and II projects for simple and complex roadway and bridges, drainage (including SRH-2D Modeling), traffic, structural design projects and construction management that have been consistently recognized for excellence.

4

INNOVATIVE TECHNOLOGIES:

Our Team is experienced in turning concepts into deliverables with the application of 3D Modeling to improve accuracy of design elements within the surroundings and determine constraints to avoid conflicts in constructability. 3D Modeling helps agencies in executing more effective public information campaigns, making complex concepts effectively visualized by the public.

ABOUT OUR TEAM'S PROJECT MANAGER / NBIS PROGRAM MANAGER:



Basar Civelek, PhD, PE, SE brings over 40 years of experience in bridge inspection and design. He has led numerous projects involving bridge inspections, assessments, detailed reporting, and compliance with all NBIS regulations and standards for a multitude of agencies including IDOT, Illinois Tollway, Cook County, DuPage County, and more. Basar has completed similar, local agency projects as a Program Manager on the Cook County Department of Transportation and Highways Bridge Maintenance Program for Sunset Ridge Road Bridge over North Branch of Chicago (SN 016-3032), Wheeling Road Bridge over McDonald Creek (SN 016-3108), Edens Frontage Road over Skokie River (SN 016-3255), and Winnetka Road over Skokie River (SN 016-1162). Basar also led multiple biennial, element level, special, and fracture critical bridge inspections and preparation of bridge inspection forms and reports for various bridges located throughout the City of Chicago. Basar also led and performed routine inspection and element level inspection for the Franklin on-ramp to I-55 in accordance with IDOT and NBIS requirements, which included curved girders.

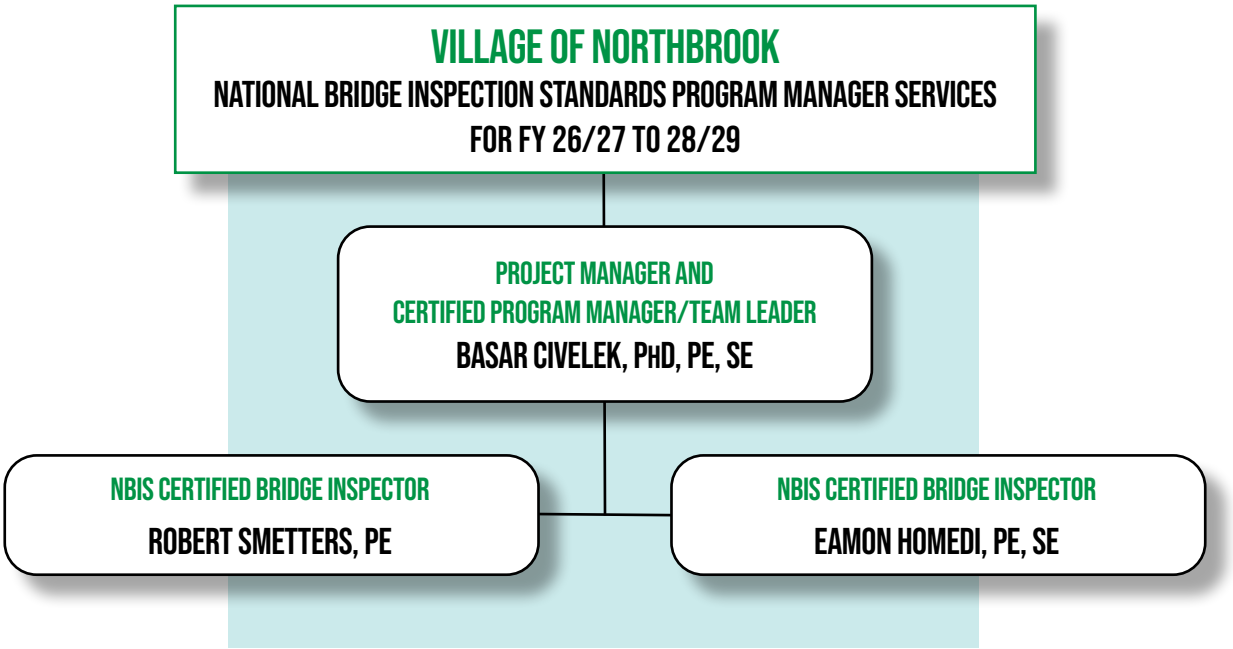
CERTIFICATIONS INCLUDE:

- **Certified NBIS Program Manager & Team Leader (#00965), IDOT**
- FHWA-NHI-130056 (Safety Inspection of In-Service Bridges)
- FHWA-NBIS (Element Level Inspections)

III. QUALIFICATIONS OF PERSONNEL

The Team put forth to the Village are highly qualified to perform:

- **PROGRAM MANAGER SERVICES**
- **NBIS/IDOT REQUIRED BRIDGE INSPECTIONS INCLUDING ELEMENT LEVEL INSPECTIONS**
- **BRIDGE INSPECTION REPORTS**



Atlas has support staff with experience assisting with bridge inspections, available if needed:

ATLAS STRUCTURAL STAFF SUPPORT

STEPHANIE MALL, PE
ADHAM ABILEH, EIT
HASAM AL-KISWANI, EIT

The Atlas Team brings proven experience to deliver high quality major bridge inspections that will be part of this project:

Atlas has performed structural inspections and structural design services for bridges for IDOT, Cook County, CDOT, DuPage County , Tollway, Collar Counties, and Municipalities. Atlas is IDOT-prequalified in **Structures: Complex** and has the expertise to design and repair complex bridges. Atlas also has a Program Manager and Team Leader, Basar Bivilek, PhD, PE, SE and several professional and structural engineers who are NBIS certified for inspection of bridges per NBIS requirements. We also have qualified personnel to perform inspection for Non-redundant Steel Tension Member (NSTM) bridge structures.

Atlas has performed similar routine inspection and element level inspection for the **Franklin On-Ramp to I-55** in accordance with IDOT and NBIS requirements and routine inspections and reporting forms for bridges such as **IL-43 over I-80**, along with many others.

Atlas also performed in-depth inspections for bridge repair design projects including::

- **Pauling over I-57**
- **Ogden Ave over I-90**
- **Barrypoint Bridge over the Des Plaines River**
- **IL 171 over the IHB Railroad**
- **Sunset Ridge Road over Middle Fork North Branch of the Chicago River**, and many more.

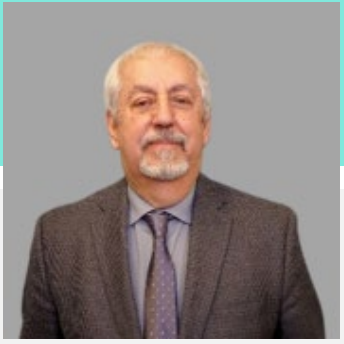
Atlas has the experience and expertise to perform the inspections and identify repair issues and condition in accordance with the requirements of the NBIS.

Atlas has a history of providing the Village of Northbrook with design engineering and construction management, as highlighted in Section VII.

		CERTIFIED NBIS PROGRAM MANAGER	CERTIFIED NBIS TEAM LEADER	FHWA-NHI-130056 SAFETY INSPECTION OF IN-SERVICE BRIDGES FOR PROFESSIONAL ENGINEERS	FHWA-NHI-130078 BRIDGE INSPECTION TECHNIQUES FOR NSTMs	FHWA-NHI-130095 LRFD AND ANALYSIS OF CURVED STEEL HIGHWAY BRIDGES	FHWA-NBIS (ELEMENT LEVEL INSPECTIONS)	NHI COURSE 135085 POA FOR SCOUR CRITICAL BRIDGES	TYPE, SIZE AND LOCATION (TS&L) PLANS	BRIDGE CONDITION REPORTS (BCRs)
PROJECT MANAGER/ATLAS TEAM LEAD	BASAR CIVELEK, PHD, PE, SE	☑	☑	☑	☑		☑		☑	☑
NBIS CERTIFIED BRIDGE INSPECTOR	EAMON HOMEDI, PE, SE		*	☑	☑	☑			☑	☑
NBIS CERTIFIED BRIDGE INSPECTOR	ROBERT SMETTERS, PE		*	☑				☑	☑	☑

* Passed certification for NHWA-NHI Safety Inspection Safety Inspection of In-Service Bridges for Professional Engineers/awaiting three-months additional bridge inspection experience to obtain Team Leader certification.

BRIEF RESUMES OF KEY PROJECT STAFF FOLLOW THIS PAGE (unnumbered):



Basar Civelek, Ph.D., PE, SE

PROJECT MANAGER AND CERTIFIED PROGRAM MANAGER/TEAM LEADER

Basar Civelek, PhD., PE, SE is a structural engineer with more than 40 years of experience in project management services and the structural design, analysis, and rehabilitation of various types of complex highway bridges, railroad bridges and facilities, commercial and residential buildings, industrial facilities, and sanitary structures, as well as construction management of bridges and facilities. Basar has served as a structural engineer for numerous projects supporting clients such as the Chicago Department of Aviation (CDA), Chicago Department of Transportation (CDOT), Illinois Department of Transportation (IDOT), Illinois Tollway, Metra, ComEd, and Chicago Transit Authority (CTA). He also has experience providing project leadership through design oversight, schedule control, operations planning, program management, and budgeting. Dr. Civelek manages contracts by evaluating and developing the work scope sections of requests for proposals (RFP), reviewing contractor and consultant submittals for quality and compliance, negotiating contracts, and providing project coordination with various engineering disciplines, subconsultants, and contractors.

REGISTRATIONS:

Professional Engineer:

Illinois #062-048000
Structural Engineer:
Illinois #081-005449

EDUCATION:

Ph.D., Applied Mechanics,
Lehigh University (1972)

Master of Science
Civil Engineering
Istanbul Technical
University (1968)

Bachelor of Science
Civil Engineering
Istanbul Technical
University (1967)

CERTIFICATIONS:

Certified NBIS Program Manager & Team Leader **(#00965)**

IDOT; **FHWA-NHI-130056** (Safety Inspection of In-Service Bridges for Professional Engineers)

National Highway Institute; **FHWA-NBIS** (Element Level Inspections)

National Highway Institute; **FHWA-NHI-130078** (Bridge Inspection Techniques for NSTMs)

EXPERTISE:

Structural Engineering

Program Management

Project Management

Construction Phasing

Quality Assurance

AFFILIATIONS:

American Society of Mechanical Engineers

Structural Engineers Association of Illinois

American Council of Engineering Companies

American Society of Civil Engineers

PROJECT EXPERIENCE:

DuPage County Division of Transportation, Various Structural Engineering Services Design Upon Request, Illinois: Lead Structural Engineer for the $350,000 work order (WO) contract, led a team for various design tasks, and provided project management for the following TOs:

- **WO 1 - Volunteer Bridge Repairs:** structural inspection and rehabilitation of the historic Illinois Prairie Path Volunteer Bridge over the UPRR railroad. The inspection included the historic Volunteer Bridge truss, the Illinois Prairie Path bridge structure, which is supported by the Volunteer Bridge, and the approach spans of the Illinois Prairie Path structure. The scope included the analysis of the truss and Prairie Path structures, the design of the jacking and raising of the Volunteer Bridge, repairs to the truss, and rehabilitation of the Prairie Path structures to accommodate the raising of the truss.
- **WO 2 - Inspection, Assessment, and Design of Retaining Walls at Various Locations:** structural inspection of retaining walls, review of previous reports, preparation of bridge condition reports, and design of the repairs and rehabilitation for the various retaining walls.

CCDOTH, Barrypoint Bridge Maintenance Repair (WO#3 under 2138-10282A), Cook County, Illinois: Atlas provided cost-effective measures to temporarily improve the safety and usable life of the existing Barrypoint Bridge ahead of the Phase I and Phase II replacement budget moves forward. Following inspection of concrete elements including the abutments, wing walls, deck, piers in the river. The major cracks, delaminated areas, and other defects were identified and incorporated into repair plans. All inspections were performed in accordance with NBIS methods, To achieve the goal, some patching and crack repairs and a gland replacement method were proposed to avoid major shutdowns and MOT, as the County had requested during interim repairs.

Southbound I-55 from East of Illinois Route 50 (Cicero Avenue) to the Chinatown Feeder (I-55 at Franklin Street): Atlas led and performed routine and element level inspection for the bridge ramp to I-55 from Franklin St. Atlas provided to IDOT the NBIS routine and element level inspection forms for IDOT use. Bridge deck was inspected using a deck scan performed by a team firm. The data from the deck scan was incorporated into theelement level inspection report. Inspection included sounding ofthe concrete elements, hand measurement of superstructure section loss, and measurement of structure deficiencies. The bridge structure has curved girders elements along with being super elevated for roadway design. This makes the structure unique in the loading and considerations for repairs and inspected elements. All aspects for the NBIS condition rating were reviewed, including the roadway geometry, guard rails, etc. to provide a comprehensive review of the structure for the NBIS rating system.

FAI 90 at Ogden Avenue (Northbound & Southbound) and Grand Avenue: The Atlas Team led as Prime and performed in-depth structural inspection for bridge repair drawings.

The structural inspection includes sounding concrete elements including the pile cap, columns, pier cap, and abutments for determining the area of delamination. Structural inspection of the bridge superstructure and measuring of section loss, along with inspection of beam bearings. Atlas has updated the inspection reports and NBIS forms for submittal to IDOT for Ogden Avenue and Grand Avenue bridges.

Phase I Engineering Services, Various Routes, Various Counties, Region One/District One (Il 43 at I-80): Atlas led and performed in-depth inspection for a bridge condition report (BCR). This included performing inspection of in-depth concrete elements including the abutments, wing walls, pile cap, piers, and pier cap. The major cracks, delaminated areas, and other defects were identified and computed for the bridge condition report and NBIS inspection forms. A bridge deck scan was performed by a team firm to provide bridge deck condition, and the results were incorporated into the inspection forms for IDOT. As part of the BCR, the IDOT form and routine inspection forms for NBIS were developed and provided to IDOT. All aspects for the NBIS condition rating were reviewed including the roadway geometry, guard rails, etc. to provide a comprehensive review of the structure for the NBIS rating system.

Cook County, CREATE GS23a, Dolton, Illinois: Structural Engineer to investigate design alternatives for the Cottage Grove Avenue Grade Separation Project at the Indiana Harbor Belt and CSX railroad tracks in Dolton, Illinois. The study looked at an overpass design and an underpass design and the advantages and disadvantages of each to arrive at a preferred alternative. Items investigated include cost, right-of-way impacts, utility impacts, access impacts, environmental impacts, railroad operation impacts, and constructability.

Norfolk Southern Railway Company, CREATE EW2 Design Package 2, Chicago, Illinois: Quality Assurance Manager for the superstructure replacement of a single-span bridge for new track alignment. The superstructure is to be replaced with steel wide-flange girders and a steel deck for E-80 loading as directed by AREMA codes. The existing substructure is to be checked for structural adequacy and stability under loads caused by the new track configuration, E-80 surcharge, and proposed superstructure.

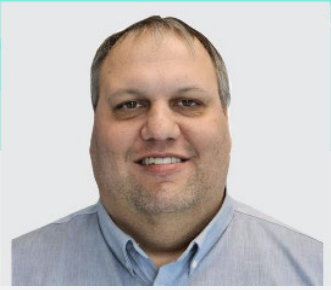
Cook County DOTH Bridge Maintenance, Various Locations, Illinois: Structural Engineer for Structural repairs of Sunset Ridge Road Bridge over North Branch of Chicago (SN 016-3032), Wheeling Road Bridge over McDonald Creek (SN 016-3108), and Edens Frontage Road over Skokie River (SN 016-3255. The work involved concrete repairs for the deck and parapets, expansion joint replacement (SN 016-3032), and cleaning and sealing abutments

Chicago Department of Transportation, Bridge Inspection Project, Chicago, Illinois: Chief Structural Engineer was responsible for multiple structural bridge inspections and preparation of bridge inspection reports, IDOT forms, status memos, and bridge maintenance forms. The scope of services for this project consisted of the biennial, element level, special, and fracture critical bridge inspections and preparation of bridge inspection forms and reports for various bridges located throughout the City of Chicago. The project included monitoring critical structures and load rating analyses for multiple bridges.

IDOT, PTB 195-19 Oakton Street Bridge over I-94, Chicago, Illinois: Project Manager / Lead Structural Engineer responsible for coordinating structural planning and design. Scope of work included the following, with Atlas as Prime Consultant: Preparation of TS & L Plans, and subsequently final contract plans, specifications, and estimates. The existing structure will be removed and replaced with a new two-span continuous steel structure supported on integral abutments and a multi-column pier. Other major structural work items included new approach pavements and slope walls. The new structure accommodates a future I-94 widened to include 4 travel lanes in each direction with full-width inside and outside shoulders. The minimum vertical clearance will be raised to 15’-9”.

CSXT, CREATE P3/G19, Chicago, Illinois: The Structural Engineer/Quality Review was responsible for Segment 9, retaining walls, and temporary earth retention systems between 71st and 69th Street. The scope of the project is to construct a flyover that eliminates the at-grade crossing with the Metra/NS/BRC tracks. Atlas provided Design engineering services for the 75th Street Corridor Improvement Project (75th Street CIP), which includes the 75th Street Interlocking (Project P3), the 71st Street Grade Separation (Project GS19), and the design of the 71st Street Bridge.

Village of Deerfield, Salt Storage Building Roof Replacement, Deerfield, Illinois: Structural Engineer to design and detail the new roof framing. The roof structure of the Salt Storage Building had some structural damage. Steel roof joists were rotated, and the bridge between the joists was damaged. The joists will be replaced with wide flange beams, and the ridge beam and columns will also be replaced.



Robert Smetters, PE

NBIS CERTIFIED BRIDGE INSPECTOR

REGISTRATIONS:

Professional Engineer:

Illinois #062-065218
California #80229
Wisconsin #42973-6
Indiana #PE11800240
Michigan #6201069409
Alabama #33529
Ohio #PE.77719
Missouri #2013011219

EDUCATION:

Bachelor of Science
Civil Engineering
University of Illinois at Chicago
(2008)

EXPERTISE:

Civil Engineering
Structural Engineering
Project Management
Quality Assurance

CERTIFICATIONS:

FHWA-NHI-130056 (Inspection of In-Service Bridges)
FHWA_NHI-130087B (Inspection of Ancillary Structures)
FHWA-NHI-135095, 135095A & 135095B SRH2D Two-Dimensional Hydraulic Modeling of Rivers at Highway Encroachments Hydraulic Modeling
FHWA-NHI-135093 Hydraulic toolbox certification
FHWA-NHI-135094 HY-8 certification
FHWA-NHI-135085 POA for Scour Critical Bridges

AFFILIATIONS:

ASCE
AISC

COMPUTER FLUENCY:

MicroStation
AutoCAD, Civil 3d
Revit
RISA, STAAD
LPILE
Mathcad
Primavera, Microsoft Project
HEC RAS, SRH2D, HY-8

Robert Smetters, PE, is a civil/structural engineer with more than 20 years of experience in project management, civil design, and structural design and analysis. Robert has a variety of project experience from bridges, commercial and residential buildings, municipal buildings, and industrial facilities. Robert has served as a structural lead/project manager for numerous projects supporting clients such as Illinois Tollway, Metra, ComEd, various Park Districts, and various municipalities. Has designed and managed projects with private clients such as Arcelor Mittal, NIPSCO, Honeywell / Venture Global, GAF, USG, Certainteed, DOW, FUCHS lubricants, Firestone, Abbvie, MB Coatings, and many others that ranged in size from small repairs to whole facilities. He also has experience providing project leadership through design oversight, schedule control, operations planning, and budgeting. Robert manages contracts by evaluating and developing the work scope sections of requests for proposals (RFP), reviewing contractor and consultant submittals for quality and compliance, negotiating contracts, and providing project coordination with various engineering disciplines, subconsultants, and contractors.

PROJECT EXPERIENCE:

CCDOTH, Barrypoint Bridge Maintenance Repair (WO#3 under 2138-10282A), Cook County, Illinois: Atlas provided cost-effective measures to temporarily improve the safety and usable life of the existing Barrypoint Bridge ahead of the Phase I and Phase II replacement budget moves forward. Following inspection of concrete elements including the abutments, wing walls, deck, piers in the river. The major cracks, delaminated areas, and other defects were identified and incorporated into repair plans. All inspections were performed in accordance with NBIS methods, To achieve the goal, some patching and crack repairs and a gland replacement method were proposed to avoid major shutdowns and MOT, as the County had requested during interim repairs..

IDOT, PTB 200-04, IL 171 at IHB Railroad, Illinois: Project manager for bridge rehabilitation (SN 016-2607) design bridge rehabilitation including deck overlay, full and partial depth deck and approach slab repair, joint replacement, cleaning and painting of steel superstructure, substructure repairs, jacking of superstructure, and bearing replacement.

Illinois Tollway Bridge Inspection, I-294 River Road to Lake Road: Performed bridge inspection work and assessment for repairs and bridge condition report. Visual and physical Inspection of bearings, piers, abutments, approach slabs, bridge deck, and superstructure.

IDOT, PTB 203-20, IL 83 Culvert Inspections, Illinois: Project manager and inspector for three culvert inspections (SN 049-0530, SN 049-0539, and SN 049-0540). Development of abbreviated bridge condition reports for the three structures.

IDOT, PTB 207-20, US 20 at Pecatonica, Illinois: Project manager and inspector for three culvert inspections (SN 101-1006, SN 101-1009, and SN 101-1347). Development of abbreviated bridge condition reports for the three structures. Phase I project inspection and report for US 20 improvements.

FAI 90 at Ogden Avenue (Northbound & Southbound) and Grand Avenue: The Atlas Team led as Prime and performed in-depth structural inspection for bridge repair drawings. The structural inspection includes sounding concrete elements including the pile cap, columns, pier cap, and abutments for determining the area of delamination. Structural inspection of the bridge superstructure and measuring of section loss, along with inspection of beam bearings. Atlas has updated the inspection reports and NBIS forms for submittal to IDOT for Ogden Avenue and Grand Avenue bridges.

Norfolk Southern Railway Company, CREATE EW2 Design Package 2, Chicago, Illinois: Project manager for the superstructure replacement of a single-span bridge for new track alignment. The superstructure is to be replaced with steel wide-flange girders and a steel deck for E-80 loading as directed by AREMA codes. The existing substructure is to be

checked for structural adequacy and stability under loads caused by the new track configuration, E-80 surcharge, and proposed superstructure.

Southbound I-55 from East of Illinois Route 50 (Cicero Avenue) to the Chinatown Feeder (I-55 at Franklin Street): Atlas led and performed routine and element level inspection for the bridge ramp to I-55 from Franklin St. Atlas provided to IDOT the NBIS routine and element level inspection forms for IDOT use. Bridge deck was inspected using a deck scan performed by a team firm. The data from the deck scan was incorporated into the element level inspection report. Inspection included sounding ofthe concrete elements, hand measurement of superstructure section loss, and measurement of structure deficiencies. The bridge structure has curved girders elements along with being super elevated for roadway design. This makes the structure unique in the loading and considerations for repairs and inspected elements. All aspects for the NBIS condition rating were reviewed, including the roadway geometry, guard rails, etc. to provide a comprehensive review of the structure for the NBIS rating system.

Phase I Engineering Services, Various Routes, Various Counties, Region One/District One (Il 43 at I-80): Atlas led and performed in-depth inspection for a bridge condition report (BCR). This included performing inspection of in-depth concrete elements including the abutments, wing walls, pile cap, piers, and pier cap. The major cracks, delaminated areas, and other defects were identified and computed for the bridge condition report and NBIS inspection forms. A bridge deck scan was performed by a team firm to provide bridge deck condition, and the results were incorporated into the inspection forms for IDOT. As part of the BCR, the IDOT form and routine inspection forms for NBIS were developed and provided to IDOT. All aspects for the NBIS condition rating were reviewed including the roadway geometry, guard rails, etc. to provide a comprehensive review of the structure for the NBIS rating system.

Metra System Wide Network Plan, Illinois: Atlas is providing design services for preliminary track layout for 4 different turnaround locations with alternates for each location. The tracks will be used for turnaround and future battery charging train sets. Structural design includes preliminary engineering for retaining walls, track and charging equipment support design. Civil design includes site grading, and drainage. Cost estimates and quantities will be provided for each site.

O'Hare Taxiway Sierra Reconstruction, Chicago, Illinois: Project manager for Atlas for utility impacts from taxiway S reconstruction. Atlas assisted in pavement inspection and the coordination of pavement improvements. Developed utility drawings for the proposed project improvements. Developed site design drawings for fire station redesign and coordinated redesign of vehicle service road for fire station impacts.

O'Hare Consolidated Tunnel, Chicago, Illinois: Project engineer for Phase II design engineering services for consolidated tunnel. Design includes design of cast-in-place concrete one and two-way roof slab, inverted slab, interior and exterior concrete walls, and interior concrete columns.

O'Hare K&L tunnel, Chicago, Illinois: Project engineer for Phase II design engineering services for the Grade Separated Roadway (GSR) Tunnel and Taxiway K&L Tunnel and adjacent retaining walls. The retaining wall design included cast-in-place concrete cantilever walls and temporary and permanent sheet pile walls. During the design development of these walls, analysis and calculation of lateral force effects on adjacent structures due to aircraft landing gear surcharge were completed. Alternative wall-type studies for CDA to compare costs for various structural retaining systems and feasibility due to utilities being completed. Careful coordination between team members and a quick, accurate turnaround of requests was essential.

Metra, Various sites, Illinois: Civil and structural lead for maintenance yard upgrade project for storage of flammable materials. This included the structural design of masonry buildings and modifications to existing building structures for material storage. Construction drawings, specifications, and architectural design and code compliance for material hazards were completed. Civil site design, including grading and drainage for the yard layout of new structures and material handling considerations, was performed.

Metra, Western Ave Yard, Illinois: Civil and structural design of fueling line and fueling island. This included the design of foundations for fueling islands and platforming, along with pipe rack design and underground utility coordination between two spur lines.



Eamon Homedi, PE, SE

NBIS CERTIFIED BRIDGE INSPECTOR

Eamon Homedi, PE, SE, is a skilled Structural Engineer with over four years of experience delivering civil and structural solutions for a wide range of high-profile infrastructure clients, including the Illinois Tollway, Illinois Department of Transportation (IDOT), Chicago Department of Transportation (CDOT), Chicago Department of Aviation (CDA), Cook County Department of Transportation & Highways (CCDOTH), and numerous public and private railroads. He has contributed to the successful design and rehabilitation of both simple and complex bridges, retaining wall systems, culverts, and monotube structures. His expertise spans highway bridge design & load rating, analysis of spaceframe and curved ramp structures, and the preparation of comprehensive Bridge Condition Reports. Eamon also has hands-on experience performing structural inspections, ensuring the safety, compliance, and longevity of critical transportation assets.

PROJECT EXPERIENCE:

DuPage County, Various Structural Engineering Services, DuPage, Illinois: Structural Engineer for various structural engineering projects for DuPage County involving structural inspections, repairs, and design:

- **Work Order 1 – Volunteer Bridge**: This work order involved the raising and rehabilitation of a historical bridge, Volunteer Bridge, which is a 5-span pedestrian bridge carrying the Illinois Prairie Path over U.P.R.R. and Metra lines. Several site visits to inspect the current condition of the bridge and its deck were completed to create rehabilitation and jacking plans. Additionally, the main-span truss was modeled on STAADPro to check member capacity during the jacking sequence.

- **Work Order 2 - Inspection, Assessment, and Design of Retaining Walls at Various Locations:** Structural inspection of retaining walls, review of previous reports, preparation of bridge condition reports, and design of the repairs, rehabilitation, and replacement for the various retaining walls.

CCDOTH, Barrypoint Bridge Maintenance Repair (WO#3 under 2138-10282A), Cook County, Illinois: Atlas provided cost-effective measures to temporarily improve the safety and usable life of the existing Barrypoint Bridge ahead of the Phase I and Phase II replacement budget moves forward. Following inspection of concrete elements including the abutments, wing walls, deck, piers in the river. The major cracks, delaminated areas, and other defects were identified and incorporated into repair plans. All inspections were performed in accordance with NBIS methods, To achieve the goal, some patching and crack repairs and a gland replacement method were proposed to avoid major shutdowns and MOT, as the County had requested during interim repairs.

IDOT, PTB 207-20, US 20 at Pecatonica, Illinois: Project manager and inspector for three culvert inspections (SN 101-1006, SN 101-1009, and SN 101-1347). Development of abbreviated bridge condition reports (ABCR) for the three structures. Phase I project inspection and report for US 20 improvements.

Norfolk Southern Railway Company, CREATE EW2 Design Package 2, Chicago, Illinois: Structural Engineer performing design for the superstructure replacement of a single-span bridge for new track alignment. The superstructure is to be replaced with steel wide-flange girders and a steel deck for E-80 loading as directed by AREMA codes. The existing substructure is to be checked for structural adequacy and stability under loads caused by the new track configuration, E-80 surcharge, and proposed superstructure.

FAI 90 at Ogden Avenue (Northbound & Southbound) and Grand Avenue: The Atlas Team led as Prime and performed in-depth structural inspection for bridge repair drawings. The structural inspection includes sounding concrete elements including the pile cap, columns, pier cap, and abutments for determining the area of delamination. Structural inspection of the bridge superstructure and measuring of section loss, along with inspection of beam bearings. Atlas has updated the inspection reports and NBIS forms for submittal to IDOT for Ogden Avenue and Grand Avenue bridges.

REGISTRATIONS:

Structural Engineer
Illinois #081-009103
Professional Engineer
Illinois #062-076301

EDUCATION:

Master of Science:
Structural Engineering
University of Illinois at Urbana-Champaign (2021)
Bachelor of Science:
Civil and Environmental Engineering
University of Illinois at Urbana-Champaign (2020)

CERTIFICATIONS:

FHWA-**NHI-130056** Safety Inspection of In-Service Bridges for Professional Engineers
FHWA-**NHI-130078** Bridge Inspection Techniques for NSTMs
FHWA-**NHI-130095** LRFD and Analysis of Curved Steel Highway Bridges
FHWA-**NHI-130087A** Inspection of Ancillary Highway Structures
IDOT S-14 Documentation of Contract Quantities, #21-19128
IDOT Erosion and Sediment Control Workshop Module I: Fundamental Module, #21-19173
OSHA 10-Hr Construction Safety

EXPERTISE:

AASHTOWare
Abaqus
AutoCAD
Bentley MicroStation Open Roads and Open Bridge
Bentley ProjectWise
Civil3D
Excel
LARSA 4D
L-PILE
Mathcad
MDX
PY-WALL
STAADPro

AFFILIATIONS:

ACEC-IL
AREMA
ASCE
SEAOI

Southbound I-55 from East of Illinois Route 50 (Cicero Avenue) to the Chinatown Feeder (I-55 at Franklin Street): Atlas led and performed routine and element level inspection for the bridge ramp to I-55 from Franklin St. Atlas provided to IDOT the NBIS routine and element level inspection forms for IDOT use. Bridge deck was inspected using a deck scan performed by a team firm. The data from the deck scan was incorporated into the element level inspection report. Inspection included sounding of the concrete elements, hand measurement of superstructure section loss, and measurement of structure deficiencies. The bridge structure has curved girders elements along with being super elevated for roadway design. This makes the structure unique in the loading and considerations for repairs and inspected elements. All aspects for the NBIS condition rating were reviewed, including the roadway geometry, guard rails, etc. to provide a comprehensive review of the structure for the NBIS rating system.

IDOT, D1 PTB 208-005, Various Phase II, Various Locations, Illinois: Work Order 3 - Oakton Street over Des Plaines River: Structural Engineer assisting in the design of bridge rehabilitation including staged deck scarification and overlay, joint replacement, full and partial depth deck and approach slab patching, and deck diamond grinding and longitudinal grooving.

IDOT, D1 PTB 200-004 Various Phase II, Illinois: Work Order 8 - 62T19 IL-126 over DuPage River: Structural Engineer assisting in the design of bridge rehabilitation for IL-126 over DuPage River, including staged deck scarification and overlay, joint replacement, full and partial depth deck and approach slab patching, cleaning, and painting beams, and substructure repairs.

Cook County DOTH Bridge Maintenance, Various Locations, Illinois: Structural Engineer assisting in the design of structural repairs for Sunset Ridge Road Bridge over North Branch of Chicago (SN 016-3032), Wheeling Road Bridge over McDonald Creek (SN 016-3108), and Edens Frontage Road over Skokie River (SN 016-3255). The work involved concrete repairs for the deck and parapets, expansion joint replacement (SN 016-3032), and cleaning and sealing abutments.

CSX, CREATE P3/G19, Chicago, Illinois: Structural Engineer performing design of Segment 9, retaining walls, and temporary earth retention systems between 71st and 69th Street. The scope of the project is to construct a flyover that eliminates the at-grade crossing with the Metra/NS/BRC tracks. Atlas provided Design engineering services for the 75th Street Corridor Improvement Project (75th Street CIP), which includes the 75th Street Interlocking (Project P3), the 71st Street Grade Separation (Project GS19), and the design of the 71st Street Bridge. Structural Engineer of Record/Quality Reviewer responsible for the Segment 9, retaining walls and temporary earth retention systems between 71st and 69th Street and design of 71st Street Bridge. The scope of the project is to construct a flyover that eliminates the at-grade crossing with the Metra/NS/BRC tracks.

Phase I Engineering Services, Various Routes, Various Counties, Region One/District One (Il 43 at I-80): Atlas led and performed in-depth inspection for a bridge condition report (BCR). This included performing inspection of in-depth concrete elements including the abutments, wing walls, pile cap, piers, and pier cap. The major cracks, delaminated areas, and other defects were identified and computed for the bridge condition report and NBIS inspection forms. A bridge deck scan was performed by a team firm to provide bridge deck condition, and the results were incorporated into the inspection forms for IDOT. As part of the BCR, the IDOT form and routine inspection forms for NBIS were developed and provided to IDOT. All aspects for the NBIS condition rating were reviewed including the roadway geometry, guard rails, etc. to provide a comprehensive review of the structure for the NBIS rating system.

IDOT, D1 PTB 195-019 Oakton Street Bridge over I-94, Illinois: Structural Engineer responsible for Phase II design of the Oakton Street Bridge replacement. The scope of work includes structural inspections, preparation of TS&L plans, final contract plans, and specifications and cost estimates. The existing 4-span structure will be removed and replaced with a new 2-span continuous steel structure supported on integral abutments and a multi-column pier. Other major structural work items include new approach pavements, slope walls, and HLMR disc bearings. **Oakton Street Structural Scope:** The existing four-span structure was replaced with a new two-span continuous plate-girder widened superstructure supported on integral abutments and a multi-column pier. Other major structural work items included new approach slabs and slope walls. The new bridge was designed using HL-93 live load per AASHTO LRFD Bridge Design Specifications. The new structure accommodates a future I-94 widening, which includes 4 travel lanes in each direction with full-width inside and outside shoulders. The new structure improves the minimum vertical clearance from 14’-1” to 16’-5” for the existing I-94 configuration and is also designed for a minimum vertical clearance of 15’-10” with future widening of I-94.

IV. ABILITY TO MEET PROJECT DEADLINES

Meeting project deadlines requires a proactive, disciplined approach, focusing on detailed planning, effective resource management, risk mitigation, continuous monitoring, and agile adjustment. By fostering open communication, leveraging technology, and maintaining high standards of quality, Atlas can consistently meet its project deadlines and uphold its reputation for reliability and excellence. **Our team has ample professional staffing resources, with proven expertise to optimize the team's efficiency, staffing qualified personnel at the right time for optimum efficiency, who are dedicated 100% to this very important project.**



THESE ELEMENTS COME TOGETHER TO ENSURE DEADLINES ARE MET:

1. **Thorough Planning**
Initially, we develop a detailed project timeline, identifying all critical milestones, tasks, and dependencies. Tools like Gantt charts or project management software are used for this as we plan for the allocation of staff, financial, and any material resources effectively to avoid delays.

2. **Effective Resource Management**
We ensure that the proposed team has the right mix of skills and that scope tasks are assigned based on documented practical experience.

3. **Risk Management**
At the start the project, we identify potential risks that could delay progress, including environmental concerns, or permit delays, such as those required for inspections within railroad ROW.. We have developed strategies to mitigate these risks, such as dedication to urgent action, having contingency options, and including time in the schedule for unforeseen potential delays.

4. **Continuous Monitoring and Adjustment**
Agile project management methodologies can offer flexibility and adaptability. We conduct regular project status reviews to compare actual progress with the planned schedule. This allows for the early detection of delays or issues. We are always prepared to adjust schedules, resources, or priorities as needed to keep the project on track.

5. **Communication**
We keep all stakeholders, including clients, team members, and subconsultants, informed about project status and potential issues. Effective communication can prevent misunderstandings and delays. We Implement feedback loops with the team and stakeholders to continuously improve processes and address issues immediately as they arise.

6. **Technology Utilization**
We use project management tools and software for better collaboration, scheduling, and monitoring to improve efficiency and coordination. We also analyze project data to identify trends, predict potential delays, and find areas for improvement.

7. **Quality Control**
We conduct regular quality assurance reviews to ensure that work meets standards, addressing quality issues promptly to prevent rework and delays. We ensure all work complies with all applicable laws, regulations, and standards, that can otherwise lead to stoppages and delays.

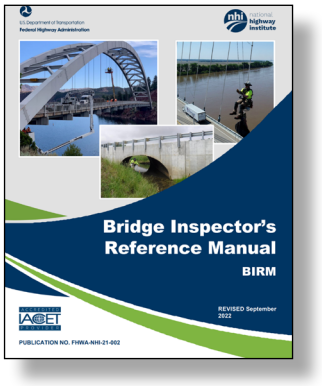
QUALITY MANAGEMENT

Atlas has earned a reputation of consistently meeting, or exceeding, project deadlines. We do this by emphasizing **Quality Assurance throughout the project lifecycle**, as an embedded element in each project's Management Plan. We also ensure project timeline adherence by addressing any unanticipated issues immediately, before they can delay project progress. For bridge inspection projects, Atlas refers to the *USDOT/FHWA: Recommended Framework for a Bridge Inspection QC/QA Program:*

A. **Documentation of QC/QA Program**:
   1. Develop, document, and maintain a bridge inspection manual that contains Quality Control/Quality Assurance (QC/QA) procedures in accordance with this recommended framework.
   2. Elaborate on the purpose and benefits of the QC/QA program.
   3. Provide appropriate definitions.

B. **Quality Control (QC) Procedures**
   1. Define and document QC roles and responsibilities.
   2. Document qualifications required for Program Manager, Team Leader, Inspection Team Member and Load Rater.
   3. Document process for tracking how qualifications are met, including:
      a. Years and type of experience.
      b. Training completed.
      c. Certifications/registrations.
   4. Document required refresher training, including:
      a. NHI training courses, other specialized training courses, and/or periodic meetings.
      b. Define refresher training content, frequency, and method of delivery.
   5. Document special skills, training, and equipment needs for specific types of inspections.
   6. Document procedures for review and validation of inspection reports and data.
   7. Document procedures for identification and resolution of data errors, omissions and/or changes.

C. **Quality Assurance (QA) Procedures**
   1. Define and document QA roles and responsibilities.
   2. Document procedures for conducting office and field QA reviews, including:
      a. Procedures for maintaining, documenting, and sharing review results; including an annual report.
      b. Establish review frequency parameters. Parameters should include:
         i. Recommended review frequency for districts/units to be reviewed (e.g. review each district once every 4 years). Or establish number of districts/units to be reviewed annually.
         ii. Recommended number of bridges to review.
      c. Procedures and sampling parameters for selecting bridges to review. Procedure should consider:
         i. Whether the bridge is or is not posted.
         ii. Bridge's deficiency status.
         iii. Whether the bridge is programmed for rehab or replacement.
         iv. Whether the bridge has had critical findings and the status of any follow-up action.
         v. Bridges with unusual changes in condition ratings (e.g. more than 1 appraisal rating change from previous inspection).
         vi. Bridges that require special inspections (underwater, fracture critical, other special).
         vii. Location of bridge.
      d. Procedures for reviewing current inspection report, bridge file, and load rating.
      e. Procedures to validate qualifications of inspector and load rater.
      f. Define "out-of-tolerance" for condition rating and load rating. (e.g. rating of +/- 1 or load ratings that differ by more than 15%)
      g. Checklists covering typical items to review as part of QA procedures.
         i. Bridge file.
         ii. Field inspection.
         iii. Load rating analysis.
      h. Others.
   3. Document disqualification procedures for team leaders and consultant inspection firms that have continued record of poor performance.
   4. Document re-qualification procedures for previously disqualified team leaders and consultant inspection firms that demonstrate they have acceptable performance.
   5. Document procedures for conducting inspections on a "control" bridge.
   6. Document procedures to validate the QC procedures."



Quality Management Procedures:

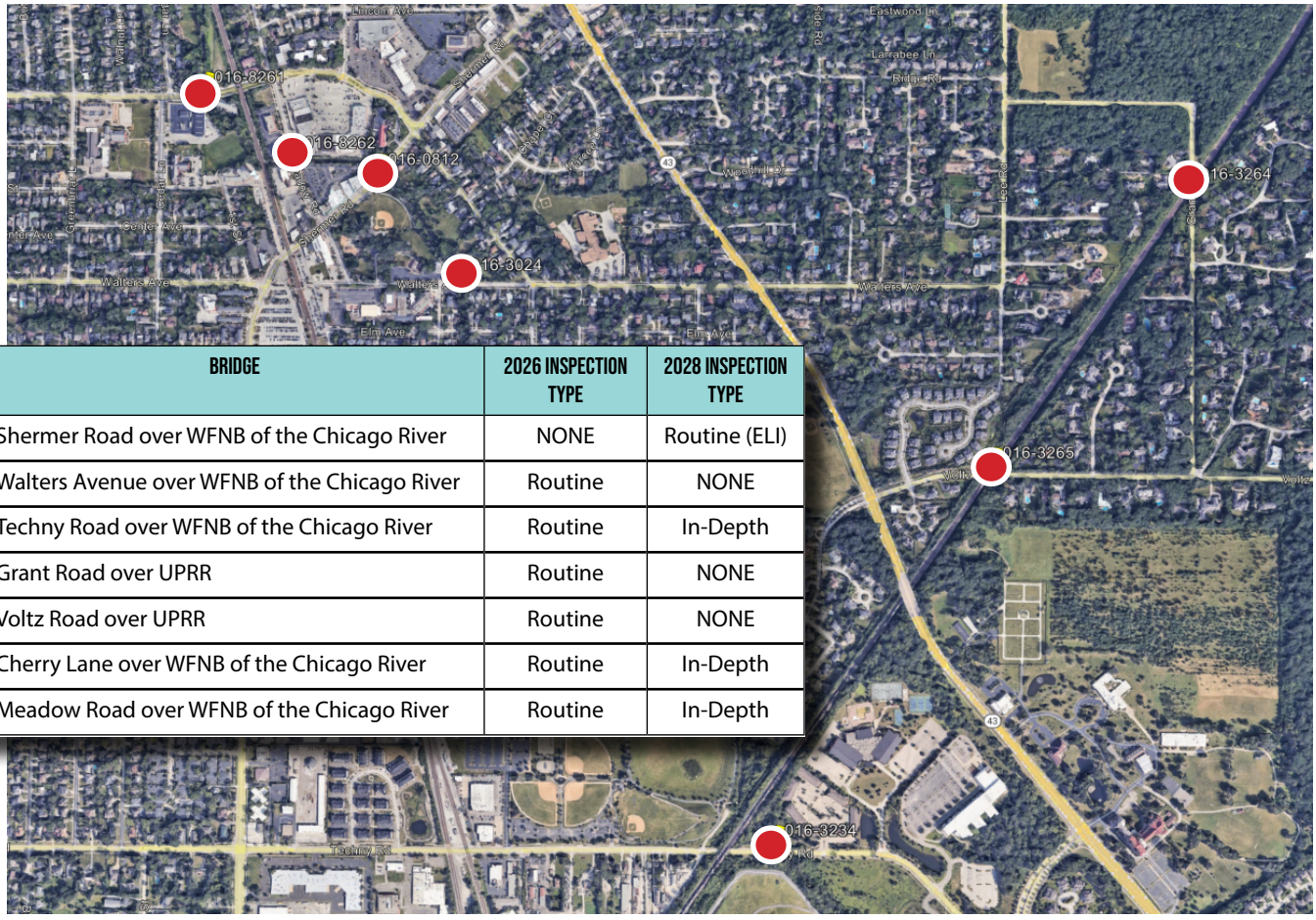
"FHWA, 23 CFR 650.313(p) Quality Control and Quality Assurance requires each state to assure that systematic Quality Control (QC) and Quality Assurance (QA) procedures are being used to maintain a high degree of accuracy and consistency in the inspection program. Accuracy and consistency of the data is important since the bridge inspection process is the foundation of the entire bridge management operation and bridge management systems. Information obtained during the inspection is used for determining needed maintenance and repairs, for prioritizing rehabilitations and replacements, for allocating resources, and for evaluating and improving design for new bridges. The accuracy and consistency of the inspection and documentation is vital because it not only impacts programming and funding appropriations, it also affects public safety. Therefore, the FHWA has developed the following recommended framework for a bridge inspection QC/QA program."

Source: USDOT/FHWA: Recommended Framework for a Bridge Inspection QC/QA Program

V. PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

Our Team understands that the Village requires Professional Engineering Services for National Bridge Inspection Standards (NBIS) Program Manager services for the upcoming Fiscal Years 2026-27 and 2028-29, and On-Call bridge inspection services for Fiscal Year 2027-2028. IDOT Structures Information Management System (SIMS) indicates the Village owns, maintains, and is responsible for inspecting seven (7) bridges. In accordance with the RFP, two structures are over Union Pacific Railroad and will require UPRR Right of Entry Permits, UPRR Insurance, and UPRR Flagger for Routine inspections. The Shermer Road Structure is on an NHS route and therefore, requires element level inspection in 2028 for Task 3. We have reviewed appendix Exhibit A for additional documentation, and the printout of the Master Structure Report S-107 for each structure which was included in Exhibit A.



SN	BRIDGE	2026 INSPECTION TYPE	2028 INSPECTION TYPE
016-0812	Shermer Road over WFNB of the Chicago River	NONE	Routine (ELI)
016-3024	Walters Avenue over WFNB of the Chicago River	Routine	NONE
016-3234	Techny Road over WFNB of the Chicago River	Routine	In-Depth
016-3264	Grant Road over UPRR	Routine	NONE
016-3265	Voltz Road over UPRR	Routine	NONE
016-8261	Cherry Lane over WFNB of the Chicago River	Routine	In-Depth
016-8262	Meadow Road over WFNB of the Chicago River	Routine	In-Depth

Table 1

TASKS/ SCOPE OF SERVICES:

Task 1:

Atlas is committed to provide all required NBIS Program Manager Services & bridge inspections for Fiscal Year 2026-2027, starting upon contract execution (estimated March 2026) and ending April 30, 2027.

Program Manager Services:
The Atlas Team is ready to perform NBIS Program Manager duties for the Village in accordance with the NBIS, IDOT, and FHWA. Our Team's designated Program Manager is **Basar Civilek, PhD, PE, SE**, who is a certified NBIS Program Manager by FHWA/ IDOT, subject to the Village's approval. **Robert Smetters, PE** and **Eamon Homedi, PE, SE** are certified by IDOT to perform Element Level Inspections. (Please refer to attached Certifications)

Perform NBIS/IDOT required Bridge Inspections:
The Atlas Team has the immediate resources available and is committed to perform NBIS bridge inspections as required by IDOT/NBIS as soon as possible. **We understand that we will be responsible for requesting notice to proceed prior to performing inspections, which will include a not-to-exceed manhour estimate and cost for each inspection performed.** We will provide inspections in accordance with IDOT/NBIS specifications for the required routine and In-Depth inspections as specified in Table 1.

Bridge Inspection Reports submittals:
Our Inspection team will prepare and submit to IDOT all required inspection report forms and cover letter within 45 calendar days or earlier from the date of inspection and the Program Manager, Basar Civilek will update the IDOT Bridge Inspection Date Database.

For Routine inspections, which is the 2026 scope, we will provide the NBIS routine inspection form, IDOT BBS 3400 along with cover letter. For 2028 with in-depth inspection scope the deliverable will be the same 3400 form and cover letter. For the element level inspection bridge, we will provide the IDOT BBS 3400 form along with BBS Element Level Inspection form BBS ELI.

The Atlas Team will perform routine inspections for 2026 for the six bridges identified in Table 1 in accordance with the RFP. Atlas will complete the BBS 3400 NBIS routine inspection form for each bridge. **Two of the bridges are over the Union Pacific Railroad, requiring an railroad access permit and flagger. We bring the unique Railroad Structures and Railroad Engineering IDOT prequalifications to the Village and provide the added value of railroad coordination and right of entry permit expertise, which will be required on this project.** The other bridges are over the West Fork of the North Branch of the Chicago River, which will require inspection using waders.

Task 2:

On-call bridge inspection services for Fiscal Year 2027-2028, starting May 1, 2027 and ending April 30, 2028. On Call Bridge Inspection Services: Atlas will provide on call inspections of bridges as needed and as requested by the Village, due to unforeseen impacts to bridges. Task 2 shall have a not-to-exceed price of $10,000.00

Atlas will perform on-demand structural inspection services for the Village for 2027 to 2028. The scope of this task is not defined, as it is an on-demand contract and the scope of Task 2 will be based on the task request. Atlas is experienced with all types of bridge inspection and have the required training to perform Non-Redundant Steel Tension member bridges, as well as the routine, in-depth, element level inspections.

Task 3:

All required NBIS Program Manager Services & bridge inspections for Fiscal Year 2028-2029, starting May 1, 2028 and ending April 30, 2029.

Program Manager Services:
Atlas will perform all NBIS Program Manager duties on behalf of the Village. NBIS Program Manager duties are those defined by the NBIS, IDOT, and FHWA. We shall provide to the Village an individual who has NBIS Program Manager certification from FHWA/IDOT and this individual shall be formally designated the Village's Program Manager subject to Village/IDOT approval. The consultant must have staff certified by IDOT to perform Element level inspections and will be **required to perform an element level inspection on the Shermer Road Bridge (SN 016-0812)**.

Perform NBIS/IDOT required bridge inspections:
The selected consultant shall perform NBIS bridge inspections for the Village as needed and as required by IDOT/NBIS as soon as possible. The consultant shall request notice to proceed prior to performing the inspections. The notice to proceed shall include a not to exceed man hour estimate and cost for each inspection to be performed. Routine and In-Depth inspections are required. Consultant shall follow IDOT/NBIS specifications for the two types of inspections requested, inspection type is specified in Table 1.

Bridge Inspection Report Requirements:
The selected consultant shall prepare and submit to IDOT all required inspection report forms no later than 45 calendar days from the date of the inspection. Program Manager will be required to update the IDOT Bridge Inspection Date Database. Bridge Inspection Report Submittal to Village: The proposal shall detail what documents will be submitted to the Village for each completed bridge inspection. At a minimum a cover letter and copies of the IDOT inspection forms will be required. Please identify any other documents that you would typically provide as a part of your firm's bridge inspection reports so that it may be considered during the review of proposals.

PROJECT APPROACH

Our Team provides a multi-faceted approach to providing high quality and well managed services, including major bridge inspections according to National Bridge Inspection Standards (NBIS) and IDOT bridge inspection policy. Major bridge inspection experience includes Routine, Non-redundant Steel Tension Member (NSTM), Underwater (non-diving) (if required to assess scour), Element Level, and Special inspections for a variety of structural systems including trusses, arches, and suspension spans. NSTM inspections will require hands-on access to all parts of NSTM designated members by staff with proper training. A limited number of projects may include Damage and Load Rating Inspections. The team will determine and provide any required traffic control and railroad coordination necessary to safely perform inspections and will coordinate with traffic control vendors on an as needed basis.

We understand from direct experience that bridge inspections must be completed on-time in order for the inspection not to become delinquent. Our team will keep inspections on schedule with efficient management and adhere to set schedules for reporting with timely completion of inspections and timely reporting. Our team will strive to beat deadline goals and provide streamlined services to the Village with a team who has the proven expertise and efficiency.

In addition, we bring the unique **Railroad Structures and Railroad Engineering IDOT prequalifications** to the Village and provide the added value of **railroad coordination expertise, which will be required on this project.** When provided with a list of bridges to inspect, our team, in conjunction with input from the Village, we will create a schedule for inspections and post-inspection work that must be completed in a timeline acceptable to the Village, and in accordance with FHWA requirements. Our team is also able to pivot as priorities from the Village may change or if bridge damage occurs unexpectedly.

Our team will approach each individual bridge with a vetted plan, utilizing both previous inspection reports to monitor areas of interest and provide overall guidance on inspection methodology, while also giving a fresh perspective to see if any areas of improvement are needed. Our Team will create a practical, detailed schedule for inspections and post-inspection work which must be completed in a timeline acceptable to the Village and in accordance with FHWA requirements.

Our Team is able to pivot as priorities from the Village may change or if bridge damage occurs unexpectedly. Our team will utilize our own inspection equipment to perform inspections of the structures and has access to manlifts, bucket trucks, and snooper trucks for inspection of the topside and underside of the structures. If required, our team has experience with and access to measurement equipment, such as d-meters, ultrasonic testing equipment, and other NDT equipment to assist in these inspections. For substructure elements, our team has a boat and access to sonar equipment for depth testing on underwater elements to track scour. Underwater inspections, non-diving, are an additional task which our team anticipates may be required to inspect any scour potential issues for the bridges over rivers. Our team also has access to all potential measurement equipment needed, subject to Village approval.

For substructure elements, our team has a boat and access to sonar equipment for depth testing on underwater elements to track scour. Underwater inspections (non-diving) are an additional task which our team anticipates may be required to inspect any scour potential issues for the bridges over rivers.

The inspection team will consist of qualified staff which will be able to complete the inspection in a timely manner that will minimize disruption to the traveling public utilizing MOT coordinated by the team. The project team has experience in inspection of Major River Crossing Bridges such as the well-known Skyway Bridge.

VI. RECOMMENDED ADDITIONAL SCOPE

We anticipate that there project will entail some additional tasks which may be required to improve the project and reduce time and costs. We understand from direct experience that bridge inspections must be completed on-time in order for the inspection not to become delinquent. Our team will keep inspections on-schedule with efficient management and adhere to set schedules for reporting with timely completion of inspections and timely reporting.

The Atlas Team has **experience with grant opportunities** for state and federal funding for infrastructure projects. This will be evaluated during the repair and recommendations sections for the bridge routine inspection form.

If needed, Atlas can perform scour analysis for bridge structures for bridge piers and abutments using SRH-2D software, as well as other methods for scour analysis in accordance with DuDOT and IDOT requirements. Atlas recently performed hand calculations for scour analyses for Plainfield Road Bridge over Flagg Creek.

If needed, Atlas has in-house Survey professionals that can perform hydraulic cross-sections for bridge hydraulics and reports and waterway adequacy evaluation.

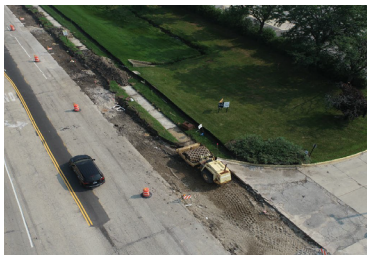
Atlas has performed inspections for DuPage County for non-NBIS structures such as retaining walls in the past. The Atlas Team has performed inspections for culverts, and other non-NBIS structures. Atlas has performed load rating with AASHTOWare software for several IDOT projects. Atlas can provide record keeping of load ratings and share with the Village in an accessible one drive file or another approved format. Also, if needed, the Atlas team can assist as necessary for any overweight permit loading for the Village on an as-needed basis and provide the hosting of this information for Village use.

We offer a team with the required expertise, certifications, proven QA/QC process, to successfully deliver any services which may be required by the Village.

VII. PRIOR NORTHBROOK EXPERIENCE

Atlas has provided engineering services to the Village in the past through Phase III Construction Management projects. We are delighted to have this opportunity to show that our performance standards are consistently high, including Phase I Engineering for this uniquely important corridor along Walters Avenue.

SHERMER ROAD CORRIDOR IMPROVEMENTS - PHASE III



Atlas is providing Phase III engineering services involving contract administration, and construction inspection for side path construction, curb and gutter removal and replacement, pavement patching, HMA milling and resurfacing, lighting, and traffic signals. construction of sidewalks, storm sewer improvements, signage installation, pavement markings, grading, landscaping and restoration as well as all incidental and collateral work necessary to complete the project.

2021 MASTER STORMWATER PLAN IMPROVEMENT PROJECTS #26 AND #29



Atlas provided full-time construction observation services for the 2021 stormwater improvement projects on Floral Drive (#26) and First Street (#29). Proposed improvements included new inlet structures, paved ditches, re-grading ditches, re-establishing parkway swales, replacing storm sewer pipes and installing new storm inlets, and installing a new water main on First Street.

2019 MASTER STORMWATER PLAN IMPROVEMENT PROJECTS #24, #28, #30, AND 470 VOLTZ ROAD



Atlas provided full-time construction observation services for the 2020 stormwater improvement projects on Brittany Road (#24), Surrey Lane (#28), Wendy Drive (#30), and 470 Voltz Road. Proposed improvements included new inlet structures, re-grading ditches and replacing driveway culverts, re-establishing parkway swales, replacing storm sewer pipes, installing new storm inlets, and installing a new water main on Brittany Road.

2019 MASTER STORMWATER PLAN IMPROVEMENT PROJECTS #8, #23, AND #27 (MODIFIED)



Atlas provided full-time construction observation services for the 2019 stormwater improvement projects on Dehne-Brentwood-Summerton (#8), Blackthorn Lane (#23), and Longvalley Drive (#27 – Modified).

Proposed improvements included new inlet structures, re-grading ditches and replacing driveway culverts; re-establishing parkway swales, replacing storm sewer pipes, and installing new storm inlets.

2018 MASTER STORMWATER PLAN IMPROVEMENT PROJECTS #22, #25, AND ELM RIDGE DRIVE CULVERT REPLACEMENT



Atlas provided full-time construction observation services for the 2018 stormwater improvement projects on Woodlawn Road, Glendale Avenue, and Elm Ridge Drive culvert replacement.

Proposed improvements included new inlet structures, re-grading ditches and replacing driveway culverts, re-establishing parkway swales, replacing storm sewer pipes, installing new storm inlets, and replacing the existing box culvert on Elm Ridge Drive.

NORTHBROOK EAST STORMWATER MANAGEMENT FACILITY, PHASE I, II DESIGN, III CONSTRUCTION MANAGEMENT



Atlas was subconsultant to Patrick Engineering for the Phases I and II design, and Phase III construction management. Phase I analyses, final contract document preparation, and design support for a 3.5 ac-ft stormwater management facility, bike path design, and roadway improvements in the Northbrook East Subdivision, as well as construction inspection services. Work involved the relocation of an existing bike path, roadway improvements, and storm sewer improvements and restoration, providing support for hydraulic and hydrologic design, evaluation of existing outlets consisting of a receiving ditch and storm sewer system, preparation of contract drawings, review of required permitting (IEPA, USACOE, NPDES, MWRD, CCHD), public outreach and construction inspection services

PROVEN PAST EXPERIENCE

"...Atlas approached challenges and obstacles as opportunities to create stronger deliverables."

Illinois Tollway - Performance Evaluation: **EXCEEDS EXPECTATIONS**

VI. DOCUMENTATION OF CERTIFICATIONS

The following documents the certifications brought by the Atlas Team as applicable to this Village of Northbrook assignment:

Illinois Department of Transportation
Office of Highways Project Implementation / Bureau of Bridges & Structures
2300 South Dirksen Parkway / Springfield, Illinois / 62764

December 3, 2024

Mehmet Basar Civelek, Ph.D
Atlas Engineering Group, Ltd.
710 Estate Drive
Deerfield, Illinois 60015
bcivelek@aegroupltd.com

Dear Mehmet Basar Civelek:

We have reviewed the information submitted to establish your professional status, training, and experience. Based on the submitted information, we concur you are qualified to discharge the duties of Program Manager–Element to ensure bridges are inspected as described in the National Bridge Inspection Standards of the Code of Federal Regulations.

This letter and the attached signed copy of the "Program Manager–Element Qualifications" form should serve as evidence of the Department's concurrence you are qualified to perform as a Program Manager–Element to provide compliance with the requirements of the National Bridge Inspection Standards.

Please note all Program Managers and Team Leaders must receive periodic bridge inspection refresher training at intervals not to exceed 60 months. A catalog of available classes may be found at nhi.fhwa.dot.gov and you should keep informed of offerings by the Department of the NBIS Calibration Class, which at this time only satisfies Illinois retraining requirements.

Thank you for your assistance in this matter. If you have any questions, please contact William A. Beisner, Bridge Management & Inspection Unit Chief, Statewide NBIS Program Manager for Illinois, by telephone at (217) 785-4537 or email at William.Beisner@illinois.gov.

Sincerely,

Jayme F. Schiff
Engineer of Bridges and Structures

By: Ruben V. Boehler
Engineer of Structural Services

Attachment

WAB/kktCivelekMehmetB PME-20241203



Illinois Department of Transportation
2300 South Dirksen Parkway / Springfield, Illinois / 62764

PROFESSIONAL DEVELOPMENT HOURS

CERTIFICATE

This certificate awards thirteen and one half (13.5) Professional Development Hours for successful completion of the training titled "Element Inspection Training Class" by David Thompson, P.E., and Todd Ahrens, S.E.\P.E. agents of the Illinois Department of Transportation on December 4-5, 2013 in Ottawa, Illinois.

Carl Puzey
Bureau of Bridges and Structures

I hereby certify that on the above-mentioned date, I did attend the continuing education seminar, thereby earning the Professional Development Hours indicated.

Signed (attendee): M. Basar Civelek



U.S. Department of Transportation
Federal Highway Administration

National Highway Institute

Certificate of Training

Mehmet Basar Civelek

has participated in

FHWA-NHI-130056 Safety Inspection of In-Service Bridges for Professional Engineers

hosted by

HBM Engineering Group, LLC

Date: November 06-10, 2017
Location: Hillside, IL

Hours of Instruction: 34 Hours

Instructor

Instructor

Local Coordinator

Valerie Briggs, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

National Highway Institute

nhi national highway institute

Certificate of Training

M. Basar Civelek

has participated in

FHWA-NHI-130078 Bridge Inspection Techniques for NSTMs

hosted by

HBM Engineering Group, LLC

Date: April 15-17, 2025
Location: Hillside, IL

Hours of Instruction: 18

Instructor

Instructor

Local Coordinator

Stacey J. Caston
Stacey J. Caston, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

nhi national highway institute

CERTIFICATE OF TRAINING

Robert Smetters

has succesfully completed

Bridge Inspection Techniques for Nonredundant Steel Tension Members (NSTM) Refresher

Date: 01/03/2025

Instructional Hours: 5

Location: Web-based training

Stacey J. Caston
Stacey J. Caston, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

nhi national highway institute

Certificate of Training

Robert Smetters

has successfully completed

Plan of Action (POA) for Scour Critical Bridges

Date: 12/31/2024

Stacey J. Caston
Stacey J. Caston, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

National Highway Institute

nhi national highway institute

Certificate of Training

Robert Smetters

has participated in

FHWA-NHI-130056 Safety Inspection of In-Service Bridges for Professional Engineers

hosted by

Illinois Department of Transportation

Date: April 8-12, 2024
Location: Springfield, IL

Hours of instruction: 34

Instructor

Instructor

Amy Young
Local Coordinator

Thomas Harman
Thomas Harman, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

National Highway Institute

Certificate of Training

Robert Smetters

has participated in

FHWA-NHI-135095 Two-Dimensional Hydraulic Modeling of Rivers at Highway Encroachments

hosted by

Illinois Assoc. for Floodplain and Stormwater Mgmt

Date: Oct 29-31, 2024
Location: Naperville, IL

Hours of Instruction: 21

Scott Hogan
Instructor

Tom Moreland
Instructor

Stephen Bicking
Local Coordinator

Stacey J. Caston
Stacey J. Caston, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

national highway institute

CERTIFICATE OF TRAINING

Robert Smetters

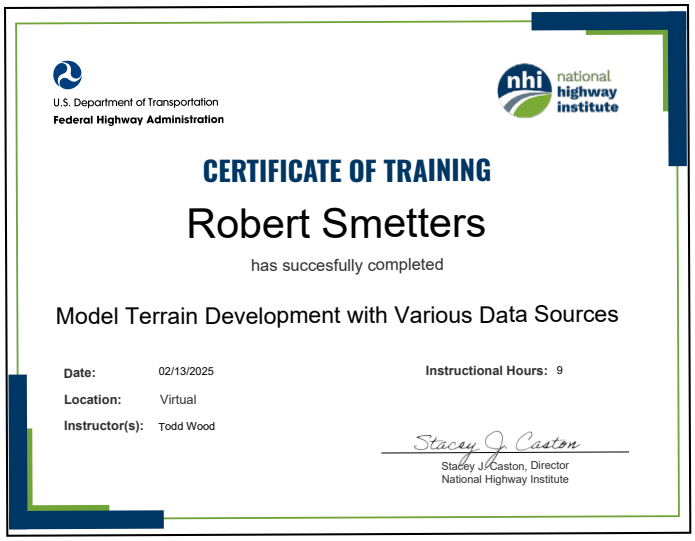
has succesfully completed

SRH-2D Model Data Files, Diagnostics & Verifying 2D Model Results (Virtual)

Date: 12/12/2024
Location: Virtual
Instructor(s): Todd Wood

Instructional Hours: 8

Stacey J. Caston
Stacey J. Caston, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

national highway institute

CERTIFICATE OF TRAINING

Robert Smetters

has succesfully completed

Model Terrain Development with Various Data Sources

Date: 02/13/2025
Location: Virtual
Instructor(s): Todd Wood

Instructional Hours: 9

Stacey J. Caston
Stacey J. Caston, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

National Highway Institute

national highway institute

Certificate of Training

Eamon Homedi

has successfully completed

FHWA-NHI-130056 Safety Inspection of In-Service Bridges for Professional Engineers

hosted by

Benesch

Date: August 26-30, 2024
Location: Chicago, IL

Hours of Instruction: 37

Hal Rogers
Instructor

Matthew Donahue
Instructor

Eric Gnat
Local Coordinator

Stacey Caston
Stacey Caston, Director
National Highway Institute



U.S. Department of Transportation
Federal Highway Administration

National Highway Institute

national highway institute

Certificate of Training

Eamon Homedi

has participated in

FHWA-NHI-130078 Bridge Inspection Techniques for NSTMs

hosted by

HBM Engineering Group, LLC

Date: April 15-17, 2025
Location: Hillside, IL

Hours of Instruction: 18

Instructor

Instructor

Local Coordinator

Stacey J. Caston
Stacey J. Caston, Director
National Highway Institute

IX. OVERALL NOT-TO-EXCEED COST

For Tasks 1 and 3, please refer to the spreadsheet below, formatted as requested.
(A traditional NTE spreadsheet follows this page)

ATLAS ENGINEERING GROUP, LTD.

Exhibit B

AEG ATLAS ENGINEERING GROUP, LTD.

Project: Northbrook NBIS PM Service Proposal
Date: 29-Jan-26

Task 1

Structure Number	Facility Carried	Feature Crossed	Inspection Type	Inspection Date Due	Manhours Per Bridge	Labor Cost Per Bridge	Direct Cost Per Bridge
016-3024	Walters Ave.	WFNB Chicago River	Routine	6/29/2026	10	$1,820.96	$38.33
016-3234	Techny Rd.	WFNB Chicago River	Routine	6/10/2026	11	$1,820.96	$38.33
016-3264 / 016-3265	Grant Rd. / Voltz Rd.	UP RR	Routine	6/29/2026	22	$3,641.92	$7,576.67
016-8261	Cherry Ln.	WFNB Chicago River	Routine	6/10/2026	11	$1,820.96	$38.33
016-8262	Meadow Rd.	WFNB Chicago River	Routine	6/10/2026	10	$1,820.96	$38.33
				Total =	64	$10,925.75	$7,730.00
				Total Task 1 =	$18,655.75		

***See provided hour breakdown by task on attached exhibit**

***Due to Railroad Flagger bridges 016-3264 and 016-3265 need to be completed on the same day for direct costs.**

***Cost for Task 2 per the RFQ will be a not to exceed limit of $10,000, this cost is not included in the above project cost ,**

Task 3

Structure Number	Facility Carried	Feature Crossed	Inspection Type	Inspection Date Due	Manhours Per Bridge	Cost Per Bridge	Cost Per Bridge
016-0812	Shermer Rd.	WFNB Chicago River	Routine, Element Level	6/10/2028	39	$5,320.56	$57.50
016-3234	Techny Rd.	WFNB Chicago River	In Depth	6/10/2028	13	$1,967.76	$57.50
016-8261	Cherry Ln.	WFNB Chicago River	In Depth	6/10/2028	13	$1,967.76	$57.50
016-8262	Meadow Rd.	WFNB Chicago River	In Depth	6/10/2028	13	$1,967.76	$57.50
				Total =	78	$11,223.85	$230.00
				Total Task 1 =	$11,453.85		

For Task 2, please refer to the table, below:

PROJECT PERSONNEL	HOURLY RATE $
Basar Civelek, PhD, PE, SE	263.00
Robert Smetters, PE	212.00
Eamon Homedi, PE, SE	212.00
Support Staff	135.00

ATLAS ENGINEERING GROUP, LTD.

Person Hour & Cost Submittal

Project: **Northbrook NBIS PM Service Proposal**

Proj No:

Date: 29-Jan-26

Task 1

Code No.	Task No.	Item Description	Sheet Count	Labor Code Budget		Hour Cost Estimate: Structural Director	Project Manager	Project Engineer	Staff Engineer	Direct Cost Estimate: Task Direct Cost	$92.00 Vehicles (Days)
				Billing	Hours						
	1	Project Kick-Off Meeting with Village Staff		$353.65	2		1	1			0.5
	2	Existing Data Review		$1,089.00	6	3		3			
	3	Routine Bridge inspections - 2 days		$4,671.70	34		2	16	16		2
	4	Routine Inspection Forms		$1,883.20	14	2		4	8		
	5	2026 meeting with village for findings review		$353.65	2		1	1			0.5
	6	Project Admin		$565.95	3		3				
	7	Project QA/QC		$594.00	3	3					
	8	Railroad Coordination		$1,414.60	8		4	4			
	9	Railroad Entry Permit								$1,500.00	
	10	Railroad Insurance								$4,000.00	
	11	Railroad Flagger								$2,000.00	
		Labor Subtotals		$10,925.75	72	8	11	29	24		2.5
		Direct Cost		$7,730.00						$7,500.00	$230.00
		Total		$18,655.75							

Task 3

Code No.	Task No.	Item Description	Sheet Count	Labor Code Budget		Structural Director	Project Manager	Project Engineer	Staff Engineer	Task Direct Cost	$92.00 Vehicles (Days)
				Billing	Hours						
	1	In-Depth Bridge inspections - 2 days		$4,671.70	34		2	16	16		2
	2	Routine Inspection Forms		$1,676.40	12	2		4	6		
	3	Element Level Inspection Forms and Sketches		$3,352.80	24	4		8	12		
	4	2028 meeting with village for findings review		$353.65	2		1	1			0.5
	5	Project Admin		$377.30	2		2				
	6	Project QA/QC		$792.00	4	4					
		Labor Subtotals		$11,223.85	78	10	5	29	34		2.5
		Direct Cost		$230.00							$230.00
		Total		$11,453.85							
					Total Hours	150					
					Total Personnel Costs	$22,149.60					
					Total Direct Costs	$7,960.00				$7,500.00	$460.00
					Total Costs	**$30,109.60**					

ATTACHMENT C

SCHEDULE

Task 1: All required NBIS Program Manager services & bridge inspections for Fiscal Year 2026-2027, starting upon contract execution and ending April 30, 2027

All required inspections to be completed prior to the inspection due date.

Task 2: On call bridge inspections services for Fiscal Year 2027-2028, starting May 1, 2027 and ending April 30, 2028.

Task 3: All required NBIS Program Manager Services & bridge inspections for Fiscal Year 2028-2029, starting May 1, 2028 and ending April 30, 2029.

All required inspections to be completed prior to the inspection due date.

Note: Written authorization from the Village is required before proceeding with each phase.

ATTACHMENT D

SPECIAL PROJECT REQUIREMENTS

1. Key Project Personnel Contact Information:

Name/Project Function:		Telephone:	E-Mail:
Eamon Homedi, PE,SE	NBIS certified Bridge Inspector	(847)624-0346	Eamonhomedi@aegroupltd.com
Robert Smetters, PE	NBIS Certified Bridge Inspector	(224)458-7381	rsmetters@aegroupltd.com
Basar Civelek, PE, SE	Program Manger	(847)753-8020	bcivelek@aegroupltd.com

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Third Renewal of an Agreement for Bicycle and Pedestrian Design, Planning, and Engineering Services with Kimley-Horn and Associates, Inc. of Deerfield, Illinois

Overview

The Village uses On-Call Bicycle and Pedestrian Engineering Services to ensure a consistent and comprehensive approach to incorporating the bicycle and pedestrian projects identified in the Master Bicycle and Pedestrian Plan. The Village's Consultant has provided satisfactory service during the first and second renewal terms. Both Village staff and the Consultant wish to renew the Agreement for a third term for Fiscal Year 2026/27.

Fiscal Impact

The budgeted cost for Fiscal Year 2026/27 is $30,000. The Fiscal Year 2026/27 Budget contains sufficient funds in Account No. 40-7400-553-01 (Engineering and Testing Services). Funds will be taken from this account as needed to pay for the work which will be completed at rates outlined in Exhibit A.

Acct. Name	Acct. #	Budget	Available	Requested	Remaining	Within Budget?
Engineering and Testing Services	40-7400-553-01	$45,000	$45,000	$30,000	$15,000	Yes

Recommendation

Approval.

Background

In July 2018, the Village Board accepted the Master Bicycle and Pedestrian Plan ("MBPP"). To ensure a consistent and comprehensive approach to incorporating the bicycle and pedestrian projects identified in the MBPP, staff has recommended using a consultant with experience in designing and implementing bicycle and pedestrian projects. The consultant will

assist staff with the design of bicycle and pedestrian improvements, pre-phase I scoping studies, public engagement on a project-by-project basis, and preparation of cost estimates for MBPP Projects ("Services").

In 2023, Staff prepared a Request for Qualifications (RFQ) package that included a listing of potential contract work items and tasks. The RFQ was posted on the Village website. Two (2) firms submitted proposals, and both firms were selected for interviews. Kimley-Horn and Associates, Inc. of Deerfield, Illinois ("Consultant") submitted the most responsive and responsible proposal that best demonstrated their understanding of the projects, services, as well as their bicycle and pedestrian planning and design experience. This Agreement was authorized on April 25, 2023 through Resolution 2023-69 for an initial one-year term with the option to renew, if mutually agreed upon, for up to three additional one-year terms with cost increases not to exceed the CPI average for the Chicago area over the previous 12 months. The Consultant has provided satisfactory service during the first and second renewal terms. Both Village staff and the Consultant wish to renew the Agreement for a third time for Fiscal Year 2026/27 with a 2.7% adjustment in unit prices in accordance with the allowable CPI increase.

Based on these factors, staff recommends renewing the agreement between the Village and the Consultant for the completion of the Services in the amount not to exceed $30,000 ("Agreement") at unit prices attached to the proposed Resolution as Exhibit A. Staff recommends Village Board approval of A Resolution Authorizing the Third Renewal of an Agreement for Bicycle and Pedestrian Design, Planning, and Engineering Services with Kimley-Horn and Associates, Inc. of Deerfield, Illinois. Staff will be in attendance at the Village Board meeting for any questions that may arise.

A Resolution Authorizing the Third Renewal of an Agreement for Bicycle and Pedestrian Design, Planning, and Engineering Services with Kimley-Horn and Associates, Inc. of Deerfield, Illinois
Exhibit A - Kimley Horn - Third Renewal Agreement

Resolution 2026-XX

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Third Renewal of an Agreement for Bicycle and Pedestrian Design, Planning, and Engineering Services with Kimley-Horn and Associates, Inc. of Deerfield, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

In July 2018, the Village Board accepted the Master Bicycle and Pedestrian Plan ***("MBPP")***. To ensure a consistent and comprehensive approach to incorporating the bicycle and pedestrian projects identified in the MBPP, staff has recommended utilizing a consultant with experience in designing and implementing bicycle and pedestrian projects. The consultant will assist staff with the design of bicycle and pedestrian improvements, pre-phase one scoping studies, public engagement on a project-by-project basis, and preparation of cost estimates for MBPP Projects ("***Services***").

Staff prepared a Request for Qualifications (RFQ) package that included a listing of potential contract work items and tasks. The RFQ was posted on the Village website. Two firms submitted proposals, and both firms were selected for interviews. Kimley-Horn and Associates, Inc. of Deerfield, Illinois ("***Consultant***") submitted the most responsive and responsible proposal. The agreement with the Consultant, approved by Resolution 2023-69, provided an initial one-year term with the option to renew, if mutually agreed upon, for up to three additional one-year terms with cost increases not to exceed the CPI average for the Chicago area over the previous 12 months ("***Agreement***"). The Consultant has provided satisfactory service during the initial term and the first and second renewal terms. Both Village staff and the Consultant wish to renew the Agreement for a third time for Fiscal Year 2026/27, with a 2.7% adjustment in unit prices in accordance with the allowable CPI increase. Based on these factors, staff recommends entering into a renewal of the Agreement between the Village and the Consultant for the completion of the Services in the amount not to exceed $30,000 ("***Renewal***").

The Fiscal Year 2026/27 Budget provides funds in Account No. 40-7400-553-01 in the total amount of $30,000 for the bicycle and pedestrian engineering services. Funding for the Services will be taken from this account as needed. Based on these factors, staff recommends that the Village Board authorize the Renewal for the Services, in accordance with the rates attached to this Resolution as ***Exhibit A***.

The President and the Board of Trustees have considered the Renewal and determined that it is in the best interests of the Village and the public to enter into the Renewal with the Consultant.

Section 2. Approval of Renewal.

The Renewal with the Consultant is approved in a form acceptable to the Village Manager and the Village Attorney.

Section 3. Authorization to Execute Renewal.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Renewal only after receipt by the Village Clerk of at least three original copies of the Renewal executed by the Consultant; provided, however, that if such executed copies of the Renewal are not received by the Village Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Adopted:

RESULT:	**ADOPTED BY CONSENT VOTE [X TO X]**
MOVER:	
SECONDER:	
AYES:	
ABSTAIN:	
ABSENT:	
AWAY:	

ATTEST:

_____
Village President

_____
Village Clerk

VILLAGE OF NORTHBROOK - FORM OF CONTRACT RENEWAL

THIRD RENEWAL OF CONTRACT/AGREEMENT

THIS THIRD RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR/VENDOR: **Kimley-Horn and Associates, Inc.**
570 Lake Cook Road, Suite 200, Deerfield, Illinois 60015
Attn: Emma Albers, P.E. ("***Contractor/Vendor***")

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor/Vendor entered into that certain contractual agreement titled "Professional Engineering Services For On Call Bicycle And Pedestrian Engineering" dated as of April 28, 2023 (***"Contract"***), under which Contract the Contractor/Vendor agreed to provide on call bicycle and pedestrian engineering services for the Village as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract provided for an initial 1-year term (***"Initial Term"***), which Initial Term expired on April 30, 2024.

C. The Contract provides that that the term of the Contract may be renewed and extended for up to 3 additional one-year terms upon mutual agreement of the Parties.

D. The Village has been satisfied with the Contractor/Vendor's performance of the Services and the Contractor/Vendor has agreed to continue to provide the Services as set forth in this Renewal.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Renewal of the Contract.

The Village and the Contractor/Vendor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on May 1, 2026 and end on April 30, 2027 ("***Renewal Term***). During the Renewal Term, the City will pay the Contractor/Vendor for the Services in accordance with the Renewal Fee Schedule attached to, and by this reference made a part of, this Renewal as ***Attachment 1.***

Section 4. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

[**SIGNATURE PAGE FOLLOWS**]

IN WITNESS WHEREOF, the Parties have caused this Third Amendment to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara L. Pavlicek, Village Manager

Date_____

WITNESS:

By: Rory Fancler
By: RORY FANCLER

Date: 2/10/2026

KIMLEY-HORN AND ASSOCIATES, INC.

By: Emma J Albers
By: Emma J Albers

Date: 1/27/2026

ATTACHMENT 1

FEE SCHEDULE

Kimley»Horn

Kimley-Horn and Associates, Inc.

Hourly Labor Rate Schedule

Classification	*Rate*
Project Manager	$262
Senior Advisor	$328
Sr. Transportation Engineer/Planner	$294
Transportation Engineer	$195
Transportation Analyst	$164
Project Accountant	$152

Effective through April 30, 2027. Subject to annual adjustment thereafter.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Development & Planning Services Amy McEwan
Date: 2026-04-14
Subject: A Resolution Waiving Competitive Bidding and Approving the First Amendment to the Agreement with Fire Safety Consultants, Inc. for Plan Review, Inspection and Code Consultation Services

Overview
The Fire Department and Department of Development and Planning Services require contract services for building plan review and inspectional services as well as sprinkler and fire alarm system plan reviews and consultation.

Fiscal Impact
The proposed budget for FY27 General Fund Budget includes $102,500 under account number 11-3100-554-00 and $60,000 in the account number 11-6300-554-00.

Recommendation
Approval.

Background

On April 22, 2025, the Village Board approved a contract with Fire Safety Consultants Inc. (FSCI) to support plan review and inspectional services for both Development and Planning Services and the Fire Department. Staff have determined that their services are needed intermittently to support the timely completion of work during periods of peak workload.

Staff had planned to issue an RFP, evaluate responses and return with a recommendation for FY27. There are two factors delaying that plan, including the Building Official, who has served the Village for ten years, has announced their retirement effective April 30, 2026, and the entire Village plan review team is implementing a new cloud-based technology system and assisting DPS staff and all customers in using the new system beginning in July 2026 and extending into calendar year 2027. To maintain continuity of services, staff requests to waive the bid requirement and approve a one-year contract extension with the option to renew for one additional year. This provides sufficient support to allow the Village to implement the new technology system and onboard a new Building Official while maintaining service levels for

plan review and inspection services.

FSCI has a history of working with the Northbrook Fire Department and neighboring communities, they are uniquely positioned to support DPS on an as needed basis. With peak construction season approaching, it is imperative that the Village secure contractual resources to support the supplemental plan review and inspection needs of the Village. The proposed FY2027 Department of Development and Planning Services Budget contains $60,000 in account no. 11-6300-554-00 which can be dedicated for this purpose. The funding for the vacant full-time building inspector has been and will continue to be used to pay for the contract. The Fire Department has $102,500 in account 11-3100-554-00 for these services.

Staff recommends entering into a first amendment to the agreement with the FSCI to supply supplemental on-call plan review, code consultation, and inspection services and support for the Department of Development and Planning Services and the Fire Department from May 1, 2026, and ending April 30, 2027, with the option to extend for one additional year.

A Resolution Waiving Competitive Bidding and Approving the First Amendment to the Agreement with Fire Safety Consultants, Inc. for Plan Review, Inspection and Code Consultation Services
NB - First Amendment and Extension to Agreement with FSCI
Agreement with FSCI
Exhibit A to Agreement - FSCI bid with fee schedule
Add#1 to Agreement

Resolution 2026-XX

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Waiving Competitive Bidding and Approving the First Amendment to the Agreement with Fire Safety Consultants, Inc. for Plan Review, Inspection and Code Consultation Services

is hereby adopted, as follows:

Section 1. Recitals

The Village's Annual Budget provides contractual service funds necessary to assist the Village with building inspection and plan review services as well fire suppression and fire alarm plan reviews and consulting services for construction projects within the Village ("***Services***"). The proposed FY2027 budget contains sufficient funds in Accounts No 11-3100-554 and 11-6300-501-01 for the Services.

In November 2024, the Village solicited bids for fire plan review and code consultation services. Fire Safety Consultants, Inc. of Elgin, IL ("***Vendor***") was the lowest, most responsive bidder. Following the initial bid, the Village and Vendor agreed to include building inspection and plan review services to the scope of the Services ("***Agreement***"). The Village has utilized the Vendor for plan review services in the past and has been satisfied with the services provided by the Vendor. The Agreement expires on April 30, 2026.

The Village and the Vendor desire to amend the Agreement to extend the term of the Agreement for an additional year, through April 30, 2027, with the option to renew for an additional one-year term upon mutual consent of the parties, and to allow for additional Compensation, as defined in the Agreement, during the extended term ("***First Amendment***").

The President and Board of Trustees have considered the First Amendment and determined that it is in the best interest of the Village and the public to approve the First Amendment.

Section 2. Waiver of Competitive Bidding.

The requirement that competitive sealed bids be solicited for building inspection, plan review, fire suppression, fire alarm, and consulting services is hereby waived.

Section 3. Approval of First Amendment.

The First Amendment shall be, and is hereby, approved in substantially the form attached to this Resolution as ***Exhibit A*** and in a final form approved by the Village Manager and Village Attorney.

Section 4. Authorization to Execute First Amendment.

The Village Manager and the Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the First Amendment and all necessary documentation related thereto.

Section 5. Authorization of Expenditure

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete procurement of the Services from the Vendor in accordance with the Agreement and First Amendment**.**

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

_____

Village President

_____

Village Clerk

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR FIRE PLAN REVIEW/CODE CONSULTATION BETWEEN THE VILLAGE OF NORTHBROOK AND FIRE SAFETY CONSULTANTS, INC.

THIS FIRST AMENDMENT is made and entered into as of the __ day of April, 2026 by and between the Village of Northbrook, an Illinois home rule municipal corporation (***"Village"***) and Fire Safety Consultants Inc. (***"Consultant"***).

In consideration of the recitals and mutual covenants and agreements set forth in this First Amendment, the receipt and sufficiency of which are hereby acknowledged and agreed, and pursuant to the Village's statutory and home rule powers, the parties agree as follows:

Section 1. Recitals.

A. The Village and the Consultant entered into that certain "Professional Services Agreement" dated as of April 16, 2025 (***"Agreement"***), under which Agreement the Consultant agreed to provide fire plan review and code consultation services to the Village, all as more fully described in the Agreement and the attachments thereto (collectively, ***"Services"***).

B. Section 1.C and Section 4.A of the Agreement provides for a Time of Performance of the Services and Term, which expire on April 30, 2026.

C. Section 2.A. of the Agreement provides that the total amount billed by the Consultant for the Services under the Agreement will not exceed $162,500.00.

D. Section 10.A of the Agreement provides that the Contract may only be modified or amended by written amendment executed by both parties.

E. The Village has been satisfied with Consultant's performance of the Services.

F. The Village desires to extend the term of the Agreement for an additional year, through April 30, 2027, with the option to renew for an additional one-year term upon mutual consent of the parties.

G. The Village and the Consultant desire to enter into this First Amendment to amend the Agreement to allow for the extension of the Time of Performance and Term and to allow for additional Compensation during the extended term, in accordance with the provisions, terms, and conditions of this First Amendment.

Section 2. Definitions.

All capitalized words and phrases used throughout this First Amendment have the meanings set forth in the various provisions of this First Amendment. If a word or phrase is not specifically defined in this First Amendment, it has the same meaning as in the Agreement.

Section 3. Extension of the Agreement.

Section 1.C and Section 4.A of the Agreement are revised to extend the Time of

Performance and Term for a period of one year, ending on April 30, 2027, unless terminated earlier as provided in the Agreement. The Agreement may be extended for up to one additional one-year term upon the mutual consent of the parties.

Section 4. Compensation.

Section 2.A of the Agreement is revised to increase the allowed total amount to be billed by the Consultant for the Services to account for the extended term provided for in this First Amendment. Section 2.A of the Agreement is revised to state as follows:

> **"Compensation**. The total amount billed by the Consultant for the Services under this Agreement, including the First Amendment, will not exceed $162,500.00 ("***Compensation***"), as outlined in the Scope of Services, plus reimbursable expenses as identified in the Scope of Services, without the prior express written authorization of the Village. If the Agreement is extended for an additional one-year term upon mutual consent of the parties, the parties may negotiate and agree to a further increase in the Compensation."

Section 5.

All terms, conditions and provisions of the Agreement that are not specifically amended, modified, or supplemented by this First Amendment shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the text of the Agreement and the First Amendment, the text of this First Amendment shall control.

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by their duly authorized representatives.

ATTEST:

VILLAGE OF NORTHBROOK, an Illinois home rule municipal corporation

By: _____

By: _____

Its: _____

Its: _____

ATTEST:

FIRE SAFETY CONSULTANTS, INC, an Illinois corporation

By: Brent Gooden

By: Seth Sommer

Its: Senior Vice President

Its: Vice President

VILLAGE OF NORTHBROOK
PROFESSIONAL SERVICES AGREEMENT
FOR FIRE PLAN REVIEW/CODE CONSULTATION

THIS AGREEMENT (***"Agreement"***) is dated as of the 22 day of April, 2025 (***"Effective Date"***) and is by and between the Village of Northbrook, an Illinois home rule municipal corporation (***"Village"***), and Fire Safety Consultants, Inc., an Illinois corporation located at 2175 Point Blvd., Suite 380, Elgin, Illinois, 60123 (***"the Consultant"***) (collectively, the ***"Parties"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the Village's home rule and statutory powers, the Parties agree as follows:

SECTION 1. SCOPE AND PROVISION OF SERVICES.

A. Engagement of the Consultant. The Village hereby engages the Consultant to provide all necessary professional consulting services and to perform the work in connection with the project described as follows: The selected Consultant will conduct work as directed by Fire Marshal or his/her designee to review commercial/residential fire systems plans, provided by the Village, for compliance with the Village's Municipal Code and ordinances, including without limitation, any code adopted by reference in Article VII of Chapter 6 of the Municipal Code. It is anticipated the overall workload will amount to 200-300 plan reviews over one (1) fiscal year. The Consultant will be required to complete each initial plan review in no more than ten (10) business days after assignment and any subsequent plan review within five (5) days of assignment. At the completion of each plan review, the Consultant will provide Northbrook with a letter outlining recommendations based on the review, including an approval or denial. The Consultant will bill Northbrook on a per plan reviewed basis. The Consultant may not charge the Village any additional costs for subsequent plan reviews for the same plan submittal. (collectively, the ***"Services"***).

B. Services. The Consultant has submitted to the Village a description of the Services to be provided by the Consultant, a copy of which is attached as ***Exhibit A*** to this Agreement (***"Scope of Services"***). The Consultant must provide the Services pursuant to the terms and conditions of this Agreement and as described more fully in the Scope of Services.

C. Commencement; Time of Performance. The Consultant will commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant will diligently and continuously prosecute the Services until the completion of the Services or the termination of this Agreement but in no event later than April 30, 2026 (***"Time of Performance"***).

D. Reporting. The Consultant will regularly report to the Fire Marshal regarding the progress of the Services during the term of this Agreement.

E. Relationship of the Parties. The Consultant will act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement will be construed to: (i) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and the Consultant; or (ii) create any relationship between the Village and any subcontractor of the Consultant.

F. Information Releases. The Consultant will not issue any news releases or other public statements regarding the Services without prior approval from the Village.

G. Mutual Cooperation. The Village will cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with any non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance of the Services to complete the Work and with any other the Consultants engaged by the Village.

H. Compliance with Laws and Grants.

1. The Consultant will give all notices, pay all fees, and take all other actions that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required or necessary in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant will also comply with all conditions of any federal, state, or local grant received by Village or the Consultant with respect to this Agreement or the Services.

2. The Consultant will be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part of the Services.

SECTION 2. COMPENSATION AND METHOD OF PAYMENT.

A. Compensation. The total amount billed by the Consultant for the Services under this Agreement will not exceed $100,000.00 (***"Compensation"***), as outlined in the Scope of Services, plus reimbursable expenses as identified in the Scope of Services, without the prior express written authorization of the Village.

B. Invoices and Payment. The Consultant will be paid as provided in the Scope of Services. The Consultant will submit invoices to the Village in an approved format for those portions of the Services performed and completed by the Consultant. The Village will pay to the Consultant the amount billed in accordance with the Illinois Prompt Payment Act, 50 ILCS 505/1 *et seq.*

C. Records. The Consultant will maintain records showing actual time devoted and costs incurred, and will permit the authorized representative of the Village to inspect and audit all data and records of the Consultant for work done under this Agreement. The records required to be made available to the Village under this Section 2.C will be made available at reasonable times during the term of this Agreement, and for five years after the termination of this Agreement.

D. Claim in Addition to Compensation. If the Consultant claims a right to additional compensation as a result of action taken by the Village, the Consultant must provide written notice to the Village of the claim within seven days after occurrence of the action, and no claim for additional compensation will be valid unless made in accordance with this Section 2.D. Any changes in the Compensation will be valid only upon written amendment pursuant to Section 10.A of this Agreement. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant will proceed with all of the Services required to complete the Services under this Agreement as determined by the Village without interruption.

E. Taxes, Benefits, Royalties. The Compensation includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services, including, without limitation, all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. The Consultant waives and releases any claim or right to claim additional compensation by reason of the payment of any tax, contribution, premium, costs, royalties, or fees.

F. Completion and Acceptance of Services. The Services, and any phase of the Services, will be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be.

G. Additional Services. The Village will not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether the Additional Services are requested or directed by the Village, except upon the prior written consent of the Village Manager after approval in accordance with applicable procedures.

H. No Additional Obligation. The Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.

SECTION 3. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The employees, officials, and personnel of the Consultant described in the Scope of Services (***"Key Project Personnel"***), if any, will be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel may not be changed without the Village's prior written approval. The Consultant will notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant will have no claim for damages and may not bill the Village for additional time and materials charges as the result of any portion of the Services that must be duplicated or redone due to termination or for any delay or extension of the Time of Performance as a result of any termination, reassigning, or resignation.

B. Availability of Personnel. The Consultant will provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement or in the Scope of Services.

C. Approval and Use of Subcontractors. The Consultant will perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Consultant will be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract will not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract will be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" will be deemed also to refer to all subcontractors of the Consultant, and every subcontract will include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village, then, immediately upon notice from the Village, the Consultant will remove and replace the personnel or subcontractor. The Consultant will have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any removal or replacement.

SECTION 4. TERM OF AGREEMENT.

A. Term. The term of this Agreement, unless terminated pursuant to the terms of this Agreement, will expire on the date the Village determines that all of the Services under this Agreement, including warranty services, are completed. A determination of completion will not constitute a waiver of any rights or claims that the Village has, before or after completion, with respect to any breach of this Agreement by the Consultant or any right of indemnification of the Village by the Consultant.

B. Termination. Notwithstanding any other provision hereof, the Village may terminate this Agreement, at any time and for any reason, upon seven days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant will be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in the Scope of Services.

SECTION 5. CONFIDENTIAL INFORMATION; OWNERSHIP OF WORK PRODUCT AND DOCUMENTS.

A. Confidential Information. In the performance of this Agreement, the Consultant may have access to or receive certain information in the possession of the Village that is not generally known to members of the public (***"Confidential Information"***). Confidential Information includes, without limitation, proprietary information, copyrighted material, personal or private data of every kin, financial information, health records and information, maps, and all other information of a personal nature. The Consultant must not use or disclose any Confidential Information without the prior written consent of the Village. If the Consultant has any doubt about the confidentiality of any information, then the Consultant must seek a determination from the Village regarding the confidentiality of the information. The Consultant and all of its personnel and subcontractors must make and apply all safeguards necessary to prevent the improper use or disclosure of any Confidential Information. At the expiration or termination of this Agreement, the Consultant must promptly cease using, and must return or destroy (and certify in writing destruction of), all Confidential Information, including all copies, whether

physical or in any other form, in its possession. The Consultant may not transfer to, store in, or otherwise allow work product containing Confidential Information to be located in any location, whether physical or digital, not under the control of the Consultant. If the Consultant is required, by any government authority or court of competent jurisdiction, to disclose any Confidential information, the Consultant must immediately give notice to the Village with the understanding that the Village will have the opportunity to contest the process by any means available to it prior to submission of any documents to a court or other third party. The Consultant must cause all of its personnel and subcontractors to undertake and abide by the same obligations regarding Confidential Information as the Consultant.

B. Ownership. The Consultant agrees that all work product, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement will be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant will cause the work product to be promptly delivered to the Village. Any outstanding payment obligations may not be used as a basis to withhold work product. The Consultant agrees that, to the extent permitted by law, any and all work product will exclusively be deemed "works for hire" within the meaning and purview of the United States Copyright Act, 17 U.S.C. § 101 et seq subject to the terms of this Agreement. To the extent any work product does not qualify as a "work for hire," the Consultant irrevocably grants, assigns, and transfers to the Village all right, title, and interest in and to the work product in all media throughout the world in perpetuity and all intellectual property rights therein, free and clear of any liens, claims, or other encumbrances, to the fullest extent permitted by law. All intellectual property, Confidential Information, and work product will at all times be and remain the property of the Village. The Consultant will execute all documents and perform all acts that the Village may request in order to assist the Village in perfecting or protecting its rights in and to the work product and all intellectual property rights relating to the work product. All of the foregoing items will be delivered to the Village upon demand at any time and in any event, will be promptly delivered to the Village upon expiration or termination of this Agreement within three days after a demand. In addition, the Consultant will return the Village's data in the format requested by the Village. If any of the above items are lost or damaged while in the Consultant's possession, those items will be restored or replaced at the Consultant's expense.

C. Freedom of Information Act and Local Records Act. The Consultant acknowledges that this Agreement, all documents submitted to the Village related to this Agreement, and records in the possession of the Consultant related to this Agreement or the Services may be a matter of public record and may be subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other comparable state or federal laws now existing or adopted later (collectively, the ***"Disclosure Laws"***). In the event that the Village requests records from the Consultant, the Consultant shall promptly cooperate with the Village to enable the Village to meet all of its obligations under the applicable Disclosure Law. The Consultant acknowledges and agrees that the determination as to whether information in the records is exempt from disclosure or should be released to the public will be made by the Village in its sole and absolute discretion.

D. Injunctive Relief. In the event of a breach or threatened breach of this Section 5, the Village may suffer irreparable injury not compensable by money damages and would not have an adequate remedy at law. Accordingly, the Consultant agrees that the Village will be entitled to seek immediate injunctive relief to prevent or curtail any breach, threatened or actual. The rights provided under this Section 5.D are in addition and without prejudice to any rights that the Village may have in equity, by law or statute. The Consultant will fully cooperate with

the Village in identifying the scope of any improper use or dissemination of data protected by this Section 5 and will assist the Village in any notification efforts required by law.

SECTION 6. WARRANTY.

The Consultant warrants that the Services will be performed in accordance with the highest standards of professional practice, care, skill, and diligence practiced by recognized consulting firms or licensed and accredited professionals in performing services of a similar nature. This warranty is in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are reserved unto the Village. Any of the Services required by law or by this Agreement to be performed by licensed professionals will be performed by professionals licensed by the State of Illinois to practice in the applicable professional discipline.

SECTION 7. CONSULTANT REPRESENTATIONS.

A. Ability to Perform. Represents that it is financially solvent, has the necessary financial resources, has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services in accordance with this Agreement and in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

B. Authorization. The execution, delivery and performance by the Consultant of this Agreement has been duly authorized by all necessary corporate action, and does not and will not violate its organizational documents, as amended and supplemented, any of the applicable requirements of law, or constitute a breach of or default under, or require any consent under, any agreement, instrument, or document to which the Consultant is now a party or by which the Consultant is now or may become bound.

C. Company Background. The information disclosed by the Consultant regarding its corporate structure, financial condition, expertise, and experience is true and correct. The Consultant will promptly notify Village in writing of any material change to or about the Consultant, including without limitation to change in ownership or control, and any change will be subject to Village approval which will not be unreasonably withheld.

D. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no Village employee, official, or agent has an interest in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

E. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 *et seq. The Consultant* represents that the only persons, firms, or corporations interested in this

Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant will be liable to the Village for all loss or damage that the Village may suffer, and this Agreement will, at the Village's option, be null and void.

F. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

G. No Default. The Consultant is not in arrears to the Village under any debt or contract and is not in default as surety, contractor, or otherwise to any person, unless as disclosed the Village in writing.

H. No Legal Actions Preventing Performance. As of the Effective Date, the Consultant has no knowledge of any action, suit, proceeding, claim or investigation pending or to its knowledge threatened against the Consultant in any court, or by or before any federal, state, municipal, or governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect the Consultant's ability to perform its obligation under this Agreement.

I. Patriot Act Compliance. The Consultant represents and warrants to the Village that neither the Consultant nor any of its principals, shareholders, or other employees or officials (collectively ***"Personnel"***) is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants that the Consultant and its Personnel are not directly or indirectly engaged in or facilitating transactions related to this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant must, and will, defend, indemnify, and hold harmless the Village and its officials, officers, authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, and attorneys from and against every claim, damage, loss, risk, liability, and expense (including attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this Section 7.I.

SECTION 8. INDEMNIFICATION; INSURANCE; NO PERSONAL LIABILITY.

A. Indemnification. The Consultant agrees to, and does hereby, hold harmless and indemnify the Village and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of those parties in connection with this Agreement or the Consultant's performance, or failure to perform, all or any part of the Services; provided, however, that this indemnity does not, and will not, apply to willful misconduct or gross negligence on the part of the Village.

B. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant will provide certificates of insurance, all with coverages and limits acceptable to the Village, and the Consultant must provide certificates of insurance, endorsements, and insurance policies acceptable to the Village and including at least the minimum insurance

coverage and limits set forth in **Exhibit B** to this Agreement. For good cause shown by the Consultant, the Village may extend the time for submission of the required certificates, endorsements, and policies and may impose deadlines or other terms to assure compliance with this Section 8.B. Each certificate and endorsement must be in a form acceptable to the Village and from a company with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Each insurance policy must provide that no change, modification, or cancellation of any insurance will become effective until the expiration of 30 days after written notice of the change, modification in, or cancellation will have been given by the insurance company to the Village (10 days' written notice in the event of cancelation due to the Consultant's non-payment of premium). The Consultant must maintain and keep in force, at all times during the term of this Agreement and at the Consultant's expense, the insurance coverage provided in this Section 8.B and **Exhibit B**, including without limitation at all times while correcting any failure to meet the warranty requirements of Section 6 of this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the Village will be personally liable, in law or in contract, to the Consultant as the result of the execution and performance of this Agreement.

SECTION 9. DEFAULT.

A. Default. If the Village determines that the Consultant has failed or refused to properly undertake the Services with diligence, or has delayed in the undertaking of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any the Event of Default within ten days after the Consultant's receipt of written notice of the Event of Default from the Village, then the Village will have the right, notwithstanding the availability of other remedies provided by law or equity, to pursue any one or more of the remedies provided for under Section 9.B of this Agreement.

B. Remedies. In case of any Event of Default, the Village may pursue the following remedies:

1. Cure by the Consultant. The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement. The Village may terminate this Agreement and, notwithstanding anything in Section 3.C. of this Agreement, the Village will not have any liability for further payment of amounts due or to become due under this Agreement;

3. Withholding of Payment. The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

SECTION 10. GENERAL PROVISIONS.

A. Amendment. No amendment to this Agreement will be effective unless and until the amendment is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. Neither Party may assign their rights or obligations under this Agreement without the prior written consent of the other party.

C. Village Actions, Consents, and Approvals. Any action, consent, or approval needed to be taken or given under this Agreement by the Village may only be performed by the Village Manager or their designee, to the extent provided for by law.

D. Binding Effect. The terms of this Agreement bind and inure to the benefit of the Parties and their agents, successors, and assigns.

E. Notice. Any notice required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by E-mail. E-mail notices will be deemed valid and received by the addressee only upon explicit or implicit acknowledgment of receipt by the addressee. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 10.E, each party will have the right to change the address or the addressee, or both, for all future notices to the other party, but no notice of a change of addressee or address will be effective until actually received.

Notices to the Village will be addressed to, and delivered at, the following address:

Northbrook Fire Department
740 Dundee Rd
Northbrook, Illinois 60062
Attention: Kevin Frangiamore, Fire Marshal
E-mail: Kevin.Frangiamore@northbrook.il.us

With a copy to:

Elrod Friedman LLP
325 N. LaSalle Street, Suite 450
Chicago, Illinois 60654
Attention: Steven M. Elrod
E-mail: Steven.Elrod@ElrodFriedman.com

Notices to the Consultant will be addressed to, and delivered at, the following address:

Fire Safety Consultants, Inc.
2175 Point Blvd., Suite 380
Elgin, IL 60123
Attention: Brent Gooden
Email: bgooden@firesafetyfsci.com

F. **Third Party Beneficiary.** The provisions of this Agreement are and will be for the benefit of the Consultant and Village only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement. The Village will not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the Village, without the knowledge and approval of the Village Trustees.

G. **Severability**. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the Village will have the right, in its sole and absolute discretion, to determine if (i) the remainder of the provisions of this Agreement will remain in full force and effect and will in no way be affected, impaired, or invalidated, or (ii) the entire agreement shall be invalid, void, and unenforceable.

H. **Time of the Essence.** Time is of the essence in the performance of this Agreement.

I. **Governing Laws.** This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

J. **Venue.** Exclusive jurisdiction with regard to the any actions or proceedings arising from, relating to, or in connection with this Agreement will be in the Circuit Court of Cook County, Illinois or, where applicable, in the federal court for the Northern District of Illinois. The Parties waive their respective right to transfer or change the venue of any litigation filed in the Circuit Court of Cook County, Illinois.

K. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Consultant with respect to the Scope of Services and the Services.

L. **Non-Waiver.** No waiver of any provision of this Agreement will be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor will any waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

M. **Exhibits. Exhibits A** and **B** attached to this Agreement are, incorporated in and made a part of this Agreement. In the event of a conflict between any Exhibit and the text of this Agreement, the text of this Agreement will control.

N. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement will be cumulative and will not be exclusive of any other rights, remedies, and benefits allowed by law.

O. **Consents.** Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent must be in writing.

P. Interpretation. This Agreement will be construed without regard to the identity of the Party which drafted the various provisions of this Agreement. Every provision of this Agreement will be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. Any rule or construction that a document is to be construed against the drafting party will not be applicable to this Agreement.

Q. Survival. The provisions of Sections 5 and 8 will survive the termination or expiration of the Agreement.

R. Calendar Days; Calculation of Time Periods. Unless otherwise specific in this Agreement, any reference to days in this Agreement will be construed to be calendar days. Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event on which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless the last day is a Saturday, Sunday or legal holiday under the laws of the State in which the Property is located, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of any period will be deemed to end at 5:00 p.m., Central time.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, is deemed to be an original, but all of which together will constitute one and the same instrument.

ATTEST:

By: _____
Village Clerk

VILLAGE OF NORTHBROOK

By: _____
Village Manager

ATTEST:

By: _____

Title: HR/Office Manager

CONSULTANT

By: _____

Its: Senior Vice President

EXHIBIT A

PROPOSAL

[TO BE PREPARED BY THE CONSULTANT AND ACCEPTABLE TO VILLAGE]

[WILL INCLUDE SCHEDULE]

EXHIBIT B

INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$500,000 injury-per occurrence

$500,000 disease-per employee

$500,000 disease-policy limit

Insurance will evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees will be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" basis.

Coverages will include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of this Agreement)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering the Consultant against all sums that the Consultant may be obligated to pay on account of any liability arising out of this Agreement.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis so that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover the loss.

F. Owner as Additional Insured. Village will be named as an Additional Insured on all policies except for:

Worker's Compensation

Professional Liability

Each additional Insured endorsement will identify Village as follows: Village of Northbrook including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, the Consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to Village, the following parties will be named as additional insured on the following policies:

Additional Insured	Policy or Policies
_____	_____
_____	_____
_____	_____

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY RIDER

The Village has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. **Limited Access to GIS Data.** The GIS Data provided by the Village will be limited to the scope of the Work that the Consultant is to provide for the Village;

2. **Purpose of GIS Data. The Consultant** will limit its use of the GIS Data to its intended purpose of furtherance of the Work; and

3. **Agreement with Respect to GIS Data.**

a. **Trade Secrets of the Village.** The GIS Data constitutes proprietary materials and trade secrets of the Village and is the property of the Village;

b. **Consent of Village Required. The Consultant** may not provide or make available the GIS Data in any form to anyone without the prior written consent of the Village.

c. **Supply to Village.** At the request of the Village, the Consultant will provide the Village with all information that has been developed by the Consultant based on the GIS Data;

d. **No Guarantee of Accuracy.** The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use of the GIS Data; and

e. **Discontinuation of Use.** At the time as the Services have been completed to the satisfaction of the Village, the Consultant will cease its use of the GIS Data for any purpose whatsoever; and, upon request, an authorized representative of the Village will be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the GIS Data has been discontinued.

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

FSCI

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P: 248.545.3330

November 19, 2024

Kevin Frangiamore
Village of Northbrook/Northbrook Fire Department
740 Dundee Road
Northbrook, IL 60062

Fire Marshal Frangiamore:

Re: Request for Proposal - Professional Plan Review Services/Code Consultation

Per the RFP that was recently released, enclosed is Fire Safety Consultant, Inc.'s proposal for the described services of the RFP. Also included is our company's experience, key assigned personnel, references, a description of our project tracking system, and our performance timelines.

QUALIFICATIONS:
FSCI performs plan reviews, training, and consulting services for over 170+ clients across North America since 1983 (over 40 years). We perform thousands of plan reviews annually, and our staff holds multiple certifications including NICET, ICC, and NFPA. Currently, FSCI has over forty staff members dedicated to building, fire, and fire protection plan review and inspections. Cumulatively, our staff has hundreds of years of experience and spends over 40,000 hours annually providing these services to clients. FSCI is a division of PSI, and PSI is located at One Pierce Place - Itasca, IL 60143. See the attached resumes of our qualified plan reviewers. All plan reviewers are employees, we do not subcontract or consult for these services.

PLAN REVIEW SERVICES:
FSCI can handle all your plan review needs. Our plan reviews are second to none! Each report includes detailed information about the project and code references to support our findings. All reports are checked for quality before being sent out to our clients. As part of FSCI plan review services, our offices will perform all reviews for one set fee per project discipline, provide free telephone consulting, and complete plan reviews in 10 working days. Subsequent reviews are completed in 5 business days. Expedited plan review services are also available. FSCI staff are available for meetings via video conferencing (Microsoft Teams) which we use regularly with clients throughout the country. Currently, FSCI is offering an electronic plan review that provides 24/7 tracking of all projects. If selected, our plan review software system provides full project management capabilities and oversight as well as project tracking for each step of the process. Your staff can be given access to see real-time status. This feature can even be extended to applicants if desired.

Check out this link to read about our electronic plan review story: https://www.eplansoft.com/resources/fsci

Please contact me if you have any questions. We look forward to working with the Village of Northbrook once again!

Cordially,

Brent Gooden

Brent Gooden
Senior Vice President
NICET Certification #133735

/ch

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P. 248.545.3330



About FSCI

Fire Safety Consultants, Inc.
Corporate Office

2175 Point Blvd.
Suite 380
Elgin, IL 60123
Office: 847-697-1300
Fax: 847-697-1310
Website: www.firesafetyfsci.com
E-Mail: info@firesafetyfsci.com

COMPANY BACKGROUND



Fire Safety Consultants, Inc. (FSCI) was formed in 1983 as a firm of fire protection specialists dedicated to providing the highest quality, code based fire protection plan review services. In 2004, FSCI merged with Britt-Moore Associates allowing us to specialize in building code consulting and we also opened our first regional office in Pleasant Ridge, Michigan. In 2007, we moved into our current Corporate Offices location in Elgin, Illinois. More recently, in September 2017, FSCI was acquired by Paramedic Services of Illinois, Inc. (PSI), and operates independently as division of PSI. As always, we strive to serve our clients with integrity and professionalism. Currently, we are one of the largest private plan review service companies in the United States and are proud to have an extensive list of long standing clients who have chosen Fire Safety Consultants, Inc. to provide their plan review services.

Because of our fire protection roots, we will always work with local authorities to resolve all issues based on code requirements.

Participation in the code development process gives our staff an intimate knowledge and understanding of many codes and standards. FSCI principals and senior consultants have been involved in the code development process on the national and state levels. Some of these committees included NFPA 3, NFPA 4, NFPA 13, NFPA 24, NFPA 72, NFPA 101, NFPA 291, NFPA 1201/1250, NFPA 5000, and the ICC International Fire Code.

FSCI specializes in fire protection disciplines, building and life safety plan review services, seminar presentations, and consulting services to private industry.

Our company offers a full range of fire, building and life safety services including:

- Plan Review Services of building code, fire code, life safety code and fire protection system standards including all building sub-disciplines and high hazard uses
- Inspections and testing of fire protection systems
- Consultation related to building code, fire code, life safety code and fire protection system standards
- Fire protection system NFPA 25 inspections
- Fire, life safety, and building code consulting including annual fire and life safety inspections
- Educational seminars
- Fire investigations related to fire protection systems and equipment

ADVANTAGES TO USING FSCI SERVICES

- All plan review is performed by our highly trained staff that is required to attend ongoing training and maintain numerous NICET, ICC and NFPA certifications.
- Paper and electronic plan review services are available.
- One set fee for all plan reviews per discipline.
- Turnaround time is performed in 10 business days.
- Expedited turnaround is offered for an additional fee.
- Complimentary project meetings or conference calls for all plan reviews.
- Consultants are always available to answer any code or project specific questions.
- A single set fee covers inspections, as outlined in the fee schedule, along with plan reviews for all projects within a 100-mile radius of our offices
- Fire protection, building and life safety consultation on all types and sizes of projects.
- Large project management including fire protection, building and life safety plan review and compliance inspections.
- ICC, IBC/IFC and NFPA code interpretations available upon request.
- All information related to each of our clients and their projects is maintained in our database, immediately accessible to our efficient and friendly staff.
- We provide expert training for your staff or organization, including all fire, building and life safety code related topics as well as many referenced standards.
- All work completed by FSCI goes through an internal quality control process that requires management and senior staff to review and recommend approval.

ELECTRONIC PLAN REVIEW SERVICE

- All electronic plan reviews will be completed and distributed electronically.

Here are some advantages to Electronic Plan Review:

- **Cost Savings**
  - Reduced printing costs
  - No longer require 3 - 4 sets of plans plus supporting documents
  - Eliminates or significantly reduces shipping costs
- **Time savings**
  - Eliminates dependence on UPS/FedEx, USPS, or Courier
  - Reduced time in transit and handling time
- **Increased Accessibility and Cloud Services**
  - Submit plans and check on review status 24/7
  - Faster communication with our municipalities and contractors



Specializing in Fire, Building, and Life Safety

OUR SERVICES

PLAN REVIEW SERVICES

Fire Safety Consultants, Inc. can handle all of your building code/fire protection plan review needs. FSCI performs building code, life safety code, electrical, plumbing, mechanical, accessibility, and fire code as well as fire sprinkler, fire alarm, kitchen hood, clean agent/gas suppression system, etc. plan reviews. Our building code reviews include tables identifying all relevant information such as building construction classification, use occupancy classification, building height and area, occupant loading, etc. FSCI has performed plan reviews for projects from small tenant spaces to multi-million square foot buildings as well as high-rise buildings.

As part of our plan review services we provide:

- One set fee for plan reviews, all additional reviews are performed for no additional charge.
- Complimentary telephone consulting to you and your personnel on projects being reviewed.
- Building code and fire protection plan review turnaround within 10 business days.
- Project meetings or conference calls to discuss the fire protection, building, and fire or life safety code requirements with the architect and/or engineer.
- All projects are tracked by our database, identifying the exact status of every project within our offices.
- Expedited services are available for an additional fee.
- Electronic plan review and web-based tracking services are available for an additional fee.

FSCI plan review letters are designed around a computer formatted, technical letter that is custom designed to your particular municipality's needs. As an example, we can add:

1. Local building or fire code official's interpretations.
2. Municipal amendments to the adopted codes.
3. Adopted code appendix or annex information.
4. Jurisdictional information for different service areas.



FSCI has a highly trained, experienced staff to handle all your plan reviews, inspections and/or code questions.

You can call FSCI anytime with codes or standards questions and get a prompt, reliable response.

Whether related to a specific project or a question you may have when you are on an inspection, FSCI is always here to help.

Check out this link to read about our Electronic Plan Review story:
https://www.eplansoft.com/resources/fsci

If permitted by the municipality, we will work directly with project applicants to address and correct any code deficiencies in order to move the project forward.

INSPECTIONS



Fire Safety Consultants, Inc. offers inspections and witnessing of both new and existing building code/fire protection system testing for municipalities within 100 miles of our offices, or as part of a large project. We will inspect the systems for compliance with applicable codes and approved plans. We then provide the municipality with a report on the inspections, tests performed, and recommendations.

We also provide a set inspection fee, which includes up to three inspections, for each discipline.

We can inspect all building code/fire protection systems including automatic fire sprinkler systems, fire alarm systems, clean agent and gas suppression systems, kitchen mechanical hood systems, kitchen hood suppression systems, smoke control systems, exiting requirements, fire stopping, and fire-rated wall construction.

FSCI Field Services staff members train regularly to provide the highest quality, technical inspections for all types of fire protection systems as well as building, fire and life safety code compliance inspections.



We can train your personnel to witness acceptance tests including hands on field experience on projects within your jurisdiction accompanied by our highly competent field services staff.

We offer complete annual fire and life safety inspection services for municipalities and fire departments.

CONSULTING



Fire Safety Consultants, Inc. can be used as a code permitted third party to provide the needed assistance to both governmental and private entities to determine the acceptability of specialized technologies, processes, facilities, materials and uses. Our opinions may be used by the local code official/authority having jurisdiction, developer, builder, or building owner or occupant to determine the safe operation and use of a facility.



FSCI building code, fire, and life safety consulting can develop proper protection criteria based on economics, meaningful goals, and governing codes and standards. FSCI can provide complete building, fire, and life safety code consulting, site review, and inspection services.

FSCI can also analyze current building conditions, review applicable code requirements, evaluate and provide recommendations for existing fire protection, storage arrangements, fire code and building code, and/or life safety code requirements. FSCI can provide hazardous material, flammable/combustible materials, and commodity vs. density studies.

Additional consulting services include site development reports, legal code research and court testimony; wireless fire alarm signal transmission network consulting and specifications; fire loss inspections for municipalities, businesses, insurance companies, and law firms; loss prevention analysis; fire service planning and management protection including annual fire and life safety inspections.



MUNICIPAL CLIENT LIST

Fire Safety Consultants, Inc. provides code consulting for municipal building departments and fire departments throughout the country. We are one of the larger private fire protection plan review service companies in the United States. We are proud to have an extensive list of long standing (many over 30 years) clients who have chosen Fire Safety Consultants, Inc. as their third-party consultants. Our company works with local authorities to resolve all of their code based questions and we strive to serve our clients with integrity and professionalism.

Some of our clients include:

- Auburn Hills, Michigan
- Bartlett, Illinois
- Berwyn, Illinois
- Billings, Montana
- Bloomingdale, Illinois
- Bremerton, Washington
- Bridgeview, Illinois
- Buffalo Grove, Illinois
- Butte, Montana
- Campton Hills, Illinois
- Canton, Michigan
- Carpentersville, Illinois
- Clarendon Hills, Illinois
- East Dundee, Illinois
- Farmington Hills, Michigan
- Forest View, Illinois
- Franklin, Tennessee
- Glenview, Illinois
- Greenfield, Wisconsin
- Greendale, Wisconsin
- Hales Corners, Wisconsin
- Hanover Park, Illinois
- Helena, Montana
- Highland Park, Illinois
- Hinsdale, Illinois
- Hoffman Estates, Illinois
- Kalamazoo, Michigan
- LaGrange Park, Illinois
- Lewistown, Montana
- Lyons, Illinois
- Madison Heights, Michigan
- Maywood, Illinois
- McCook, Illinois
- Monee, Illinois
- Mount Pleasant, Michigan
- Mount Pleasant (South Shore), Wisconsin
- Northbrook, Illinois
- Novi, Michigan
- Oak Creek, Wisconsin
- Olympia Fields, Illinois
- Oxford, Michigan
- Palos Heights, Illinois
- Pleasantview FPD, Illinois
- Pleasant Prairie, Wisconsin
- Rochester Hills, Michigan
- Rolling Meadows, Illinois
- Royal Oak, Michigan
- Skokie, Illinois
- South Elgin, Illinois
- South Holland, Illinois
- Stickney, Illinois
- Union Grove, Wisconsin
- University Park, Illinois
- Vernon Hills, Illinois
- Villa Park, Illinois
- Western Michigan University, Michigan
- Wilmette, Illinois
- Winnetka, Illinois
- Woodstock, Illinois

FEES AND INSURANCE

Fire Safety Consultants, Inc. offers competitive fees and quality fire protection and building consulting services that are recognized as the most economical in the industry. We recently streamlined our fee schedule, making the process easier for our clients, as well as, architects, engineers and contractors.

Current building and fire codes, allow the code official to hire an outside consulting firm for plan review and inspection services at no cost to the governmental entity. How you structure your fee payment is totally up to you. There are various ways to utilize FSCI services below the following examples.

The municipality can have the fees paid directly to FSCI by the building owner or contractor. As an example, the municipality can require sprinkler contractors to submit the plans with the correct fee directly to FSCI while also submitting a copy of the plans to the municipality. FSCI reviews the plans and sends a set of drawings with the FSCI stamp of approval and the review letter to the municipality with a copy to the contractor. This eliminates the municipality from having to handle the fee from the contractor and payment to FSCI. Since the contractor pays all fees directly to FSCI, there is no cost to the municipality.

Other municipalities pay FSCI directly on a monthly basis, and charge the building owner, developer or contractor for FSCI services.

Either way, the building department/fire department gets a quick, efficient, and code compliant plan review without any cost to them.

INSURANCE

Our firm has complete insurance coverage including General Liability, Automobile, Workers' Compensation Insurance, and Professional Liability (Errors and Omissions) insurance.

FSCI MANAGEMENT TEAM



Brent Gooden is our Senior Vice President in charge of the overall operations of FSCI and providing leadership to our management and senior staff. He has been with FSCI for 15 years and was promoted to manager of our regional office in May of 2013 and then returned to the corporate office in 2015. Brent has a degree in business administration and holds numerous high-level NICET and ICC certifications.



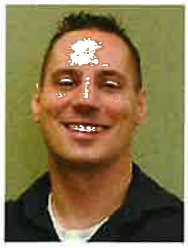
Seth Sommer is our Vice President of Building and Life Safety. He is responsible for ensuring timely building plan reviews as well as providing management and support to his staff. Seth has many years of municipal service working for both the public and private sectors. Seth has the highest designation by ICC as Master Code Professional. His knowledge and many years of experience are an asset to clients.



Carrie Huber is our office manager and human resources manager who joined FSCI in 2002. Carrie is a member of Society of Human Resource Management (SHRM) and local SHRM Chapter. Carrie holds various certifications including Payroll Administrator, Compensation Administrator, Fair Labor Standards Act, Human Resource Management, Various Microsoft programs and State of Illinois Notary Public.



Matt Davis is our senior fire protection plan review services coordinator and joined FSCI in 1998. Matt started with us as a plan reviewer and currently is a Senior Fire Protection Consultant and Fire Protection Plan Review Supervisor, responsible for coordinating the movement of all fire protection plan reviews through the division. Matt holds numerous high-level NICET and ICC certifications.



Michael Carnduff joined Fire Safety Consultants Inc. in 2017. He was recently promoted to Field Services Supervisor. Mike currently works as a fire protection consultant in the Illinois corporate office, supervises the Field Services Department and is part of the Safety Committee. Mike holds a NICET Level 2 certificate for Fire Alarm Systems as well a Level 2 NICET certification in Water-Based Systems layout.



Natalie McBride joined Fire Safety Consultants Inc. in 2019 as an Administrative Assistant. She was recently promoted to Administrative EPR Supervisor. Natalie supervises the work production with the administrative team and main support for our electronic plan review system.

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P: 248.545.3330

BRENT GOODEN
RESUME

January 2024

PROFESSIONAL EXPERIENCE

Fire Safety Consultants, Inc., June 2022 to Current

- Senior Vice President
  - Responsible for the overall operation of FSCI, a division of PSI, including leadership of the FSCI management team

Fire Safety Consultants, Inc., January 2017 to June 2022

- Fire Protection Consultant/Field Service Coordinator
  - Overall supervision of the field services staff, field services staff training and manages scheduling process
  - Fire protection plan review, code evaluation, inspections and consultation for various architects, engineers, municipal fire protection districts, contractors and insurance authorities for major commercial, industrial and residential projects.
  - Review fire protection shop drawings for compliance with NFPA Standards, building codes and insurance fire protection guidelines.
  - Participate in various fire protection system inspections.

Fire Safety Consultants, Inc., May 2013 to December 2016

- Senior Fire Protection Consultant / Michigan Regional Manager
  - Manage Michigan regional office by handling daily operations and management of office budget.
  - Perform fire protection system plan review, acceptance testing, fire code and life safety inspections for various architects, Building Departments, contractors, municipal fire protection districts, property owners and insurance authorities for major commercial, industrial and residential projects.

Fire Safety Consultants, Inc., January 2008 to May 2013

- Fire Protection Consultant
  - Fire protection plan review, code evaluation, inspections and consultation for various architects, engineers, municipal fire protection districts, contractors and insurance authorities for major commercial, industrial and residential projects.
  - Review fire protection shop drawings for compliance with NFPA Standards, building codes and insurance fire protection guidelines.
  - Participate in various fire protection system inspections.

EDUCATION

Aurora University-Bachelor degree in Business Administration

CERTIFICATIONS / APPROVALS

Illinois Fire Inspectors Association Plan Review Class, Elgin, IL
NICET Level II-Water Based (formerly automatic sprinkler) System Layout
NICET Level II-Fire Alarm Systems
ICC Fire Plans Examiner
State of Michigan Lifetime Approved Instructor
Certified Fire Detection, Prevention and Suppression Inspector – State of Wisconsin

PROFESSIONAL AFFILIATIONS

Member, Montana State Fire Chiefs Association (MSFCA)
Member, National Fire Protection Association (NFPA)
Member, National Institute for Certification of Engineering Technology (NICET)
Member, Oakland Macomb Fire Prevention Society (OMFPS)
Member, Southeastern Michigan Fire Chiefs Association (SEMFC)
Member, Michigan Fire Inspectors Society (MFIS)
Member, Metropolitan Detroit Fire Inspectors Society, (MDFIS)
Member, Southeast Michigan Building Officials and Inspectors Association, (SEMBOIA)
Member, Michigan Mechanical Inspectors Association, (MMIA)

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P: 248.545.3330

SETH SOMMER
RESUME

January 2024

PROFESSIONAL EXPERIENCE

Fire Safety Consultants, Inc., 2023 to Present
- Vice President – Building and Life Safety

B & F Construction Code Services, Inc., 2016 to 2023
- Vice President
- Director of Quality Control & Staff Development

First Midwest Group, 2015 to 2016
- Director of Construction

Rock Valley College, 2010 to 2014
- Instructor in Building Construction Management – Codes, Contracts, and Administration

City of Rockford, 2006 to 2015
- Building Official, Plans Examiner
- Manager of Construction & Development Services – Oversee: Building, Zoning, Annexations, Planning (Long Range and Current), Historic Preservation, Code Enforcement

McClellan Blakemore Architects, 2005 to 2006
- Project Manager

Hagney Architects, 2000 to 2005
- Project Manager

EDUCATION

B.A. Business Management & Leadership – Judson University

LICENSES/CERTIFICATIONS

International Code Council Certifications:
Accessibility Inspector/Plans Examiner
Building Code Official
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Official
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Energy Inspector
Commercial Energy Plans Examiner
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Fire Plans Examiner
Housing Code Official
Master Code Professional
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Property Maintenance and Housing Inspector
Residential Building Inspector
Residential Energy Inspector/Plans Examiner
Residential Mechanical Inspector
Residential Plans Examiner

Illinois State Board of Education Certifications:
Building Code Plan Reviewer
Building Code Inspector
Electrical Code Plan Reviewer
Electrical Code Inspector
Energy Conservation Code Plan Reviewer
Energy Conservation Code Inspector
Fire Code Plan Reviewer
Fire Code Inspector
Mechanical Code Plan Reviewer
Mechanical Code Inspector

FEMA Certificates:
ICS 100, Introduction to the Incident Command System
ICS 200, ICS for Single Resources and Initial Action Incidents
ICS 700, An Introduction to the National Incident Management System

PROFESSIONAL AFFILIATIONS

Member, International Code Council
Member, Northwest Building Officials & Code Administrators
Member, Suburban Building Officials Conference

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P: 248.545.3330

FRED C. HOEGLER
RESUME

January 2024

PROFESSIONAL EXPERIENCE

FSCI 2008 to Present Part-Time

- Former Vice President of Fire Protection Plan Review and Field Services 2013 to 2024
- Managed Fire Protection Plan Review and Field Services Division overall operations over 25 staff members that have many ICC and NICET certifications of various levels, and with various levels of experience.
- Fire Protection Division Manager 2008 to 2013

Palatine Fire Department 1980 to 2008

- Deputy Chief
  1999 to 2008
- Captain / Shift Commander
  1986 to 1990 and 1994 to 1998
- Captain / Training Officer
  1991 to 1993
- Lieutenant / Company Officer
  1983 to 1986
- Firefighter / Paramedic
  1979 to 1983
- Inspector – Fire Prevention Bureau
  10 Years (Part-time)
- Adjunct Instructor at Harper College – Fire Science Technologies
  1998 – 2002

Experience in writing successful budget justifications ranging from apparatus and equipment to the addition of line personnel and new administrative positions. Have written and revised job descriptions, code amendments, and portions of the village emergency operations plan. Have written several successful fire department and emergency management State and Federal Grants.

Public speaking experience through inspections/code enforcement, public education, and teaching.

Experience in working with businesses and developers related to fire and life safety requirements, including conflict resolution.

EDUCATION

B.S. in Fire Service Management – Southern Illinois University

A.A.S. Fire Science Technologies – Harper Community College

Business Administration – University of Illinois

LICENSES/CERTIFICATIONS

Certified Fire Prevention Officer I; State of Illinois

Certified Fire Inspector II & III; State of Illinois

Certified Fire Officer I, II & III; State of Illinois

Certified Hazardous Material Technician II; State of Illinois

Certified Hazardous Material Incident Commander; State of Illinois

Certified National Incident Management System (ICS 100, 200, 300, 400, 700, 800)

NICET Level II – Fire Alarm Systems

NICET Level II – Water-Based Systems

Certified Fire Detection, Prevention and Suppression Inspector – State of Wisconsin

PROFESSIONAL AFFILIATIONS

Member, National Fire Protection Association

Member, Illinois Fire Chiefs Association

Member, Illinois Professional Firefighters Association

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P: 248.545.3330

MATT DAVIS
RESUME

January 2024

PROFESSIONAL EXPERIENCE

FSCI – Fire Protection and EPR Supervisor

June 2022 to present

FSCI – Sr. Fire Protection Consultant

December 2003 to June 2022

FSCI - Fire Protection Consultant

June 1997 to December 2003

WT ENGINEERING, INC. - Electrical Engineering

March 1994 to June 1997

EDUCATION

ITT Technical Institute – A.S. Computer Aided Design

DeVry Institute of Technology - Electrical Design and Engineering

Currently active in National Institute for Certification of Engineering Technicians Testing Program.

LICENSES/CERTIFICATIONS

Associates of Science Degree in Computer Aided Design, Chicago, IL

Illinois Fire Inspectors Association Plan Review Class, Chicago, IL

Underwriters Laboratories Inc. Fire Alarm Seminar, Northbrook, IL

NFPA/Life Safety Code Seminar, Schaumburg, IL

Automatic Fire alarm Association/Intermediate Fire Alarm Seminar

National Institute for Certification in Engineering Technologies (NICET)

- Automatic Sprinkler System Layout - Level 3
- Fire Alarm System - Level 3
- Special Hazards Suppression Systems - Level 1
- Inspection, Testing and Maintenance - Level 1

NFPA/National Electrical Code Seminar, Schaumburg, IL

PROFESSIONAL AFFILIATIONS

Member, National Fire Protection Association (NFPA)

Member, National Institute for Certification of Engineering Technology (NICET)

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P: 248.545.3330

MICHAEL CARNDUFF
RESUME

January 2024

PROFESSIONAL EXPERIENCE

FIRE SAFETY CONSULTANTS, INC. – Fire Protection Consultant/Field Service Coordinator

December 2021 to Current

- Supervisor of the field services staff, field services staff training and manages scheduling process
- Fire protection plan review, code evaluation, inspections and consultation for various architects, engineers, municipal fire protection districts, contractors and insurance authorities for major commercial, industrial and residential projects.
- Review fire protection shop drawings for compliance with NFPA Standards, building codes and insurance fire protection guidelines.
- Participate in various fire protection system inspections.

December 2017 to December 2021

- Fire protection plan review, code evaluation, inspections and consultation for various architects, engineers, municipal fire protection districts, contractors and insurance authorities for major commercial, industrial and residential projects.
- Review fire protection shop drawings for compliance with NFPA Standards, building codes and insurance fire protection guidelines.
- Participate in various fire protection system inspections.

EDUCATION

Lake Park High School- General Degree

CERTIFICATIONS / APPROVALS

NICET Level II-Water Based (formerly automatic sprinkler) System Layout

NICET Level II-Fire Alarm Systems

Certified Fire Detection, Prevention and Suppression Inspector – State of Wisconsin

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P: 248.545.3330

Fire Safety Consultants, Inc. Reference List

Joe Napolitano
Building & Planning Director
City of Woodstock
121 W. Calhoun Street
Woodstock, IL 60098
815.338.4305
jnapolitano@woodstockil.gov
Fire Protection & Building Plan Reviews and Inspections. Client since February 2000

Gabe Friend
Building Official
Village of Minooka
121 McEvilly Road
Minooka, IL 60447
815.467.2151
gabriel.friend@minooka.com
Fire Protection & Building Plan Reviews
Client since April 2004

Joe Footlik
Inspectional Services manager
Village of Glenview
2500 East Lake Avenue
Glenview, IL 60026
847.904.4323
joef@glenview.il.us
Fire Protection Plan Reviews and Inspections.
Client since January 2000

Mike Dropka
Village Administrator
Village of Forest View
7000 West 46th Street
Forest View, IL 60402
708.788.3429
mdropka@forestview-il.org
Fire Protection & Building Plan Reviews and Inspections. Client since April 2016

Gary Kostal
Fire Marshal
Bloomingdale Fire Protection District
179 S. Bloomingdale Road
Bloomingdale, IL 60108
630.894.9080 ext. 303
garyk@bloomingdalefire.com
Fire Protection & Building Plan Reviews
Client since April 1997

Dan Streit
Building Official-City of Rolling Meadows
Hampton Lenzini and Renwick Inc.
380 Terra Cotta Rd. Suite G
Crystal Lake, IL 60014
847.697.6700
dstreit@hlreng.com
Building Plan Reviews
Client since December 2004

FIRE SAFETY CONSULTANTS, INC.

Fee Schedule

Effective February 1, 2023





Founded in 1983, Fire Safety Consultants, Inc. is an industry leader in third party fire, building, and life safety plan reviews. In addition, we provide expert code consulting on many projects worldwide, involving a vast array of fire and building code regulations. Our experienced team develops and teaches seminars on fire safety and building codes throughout the country.

We are proud to have an extensive list of long-standing clients who have chosen Fire Safety Consultants, Inc. as their third party consultants. Our company works with local authorities to resolve all their code-based questions. We strive to serve our clients with integrity and professionalism.

Our staff maintains multiple certifications from organizations such as NICET, ICC, and NFPA. FSCI's vice presidents and senior consultants are also involved in the code development process on both the state and national level.

CORPORATE OFFICE: 2175 Point Blvd., Suite 380, Elgin, IL 60123 | Phone: 847-697-1300
REGIONAL OFFICE: 23650 Woodward Avenue Suite 200, Pleasant Ridge, MI | Phone: 248-545-3330
info@firesafetyfsci.com | www.firesafetyfsci.com

Why do customers choose FSCI?

- Electronic and paper plan review services available
- Fast and accurate service
- Reliable
- Our staff's experience is hard to match
- We follow the codes and local ordinances
- No surprise fees
- Can take on small to very large and complex projects and anything in-between
- We can customize our services to match your needs
- Knowledgeable and friendly staff available to answer questions
- We help develop the codes and standards, so we know how to enforce them

FSCI offers a full range of building, fire and life safety services including:

- **Plan Review Services for Building, Fire, Life Safety Codes and Fire Protection Standards**
- **Inspections and Testing of Fire Protection Systems**
- **Consulting Services**
- **Seminars**
- **Fire Investigations Related to Fire Protection Systems and Equipment**
- **Fire Service Planning and Management**
- **Site Investigation Reports**
- **Waterflow Testing and Backflow Replacement Evaluation**

Fire Safety Consultants, Inc. Fee Schedule
Effective February 1, 2023

I. PLAN REVIEW SERVICE



- All plan reviews are normally completed within 10 business days for one set fee per project discipline. FSCI may need to extend the review time on very large or complex projects for quality assurance. Please allow additional time for processing plans due to incomplete submittal information, shipping time, exceptional workload, etc. Special fees may apply for preliminary reviews.

II. EXPEDITED SERVICE

- Expedited fire protection and building plan reviews are normally completed in up to 5 business days. Inspections will be scheduled as soon as possible, if applicable.



- Add 100% to the base plan review fee including inspection fees, if applicable.
- Plan review letters will be returned as outlined in the client's procedures.
- FSCI may need to extend the review time on very large or complex projects for quality assurance.

III. INSPECTIONS

- All fire protection **inspection** fees include:
  - Examples of inspections:
    - Sprinkler or underground hydrostatic test
    - Sprinkler main drain test
    - Fire alarm system 100% system acceptance test - all devices
    - Suppression gas system discharge test
    - Room integrity test
    - Wet chemical system discharge test
    - Final inspection



- FSCI requests 72 hour notice for inspections.
- Additional inspection fees apply when the number of inspections needed exceeds the number of inspections paid for.
- FSCI reserves the right to charge additional inspection fees for exceptional, large, design build, phased construction, or special projects at $120.00 per hour. Saturday and off-hour (before 8:00am or after 5:00pm) rates are $180.00 per hour. Sunday and holiday rates are $220.00 per hour.
- Minimum inspection fee is $175.00.
- Refunds or credits will not be provided for inspections that are not used.

IV. ELECTRONIC PLAN REVIEW SERVICE

- FSCI offers electronic plan review services with prior approval from our client.
- All electronic plan reviews will be completed and distributed electronically.

Here are some advantages to Electronic Plan Review:

- **Convenience Savings**
  - Reduced printing costs
  - No longer require 3 - 4 sets of plans plus supporting documents
  - Eliminates or significantly reduces shipping costs
- **Time savings**
  - Eliminates dependence on UPS/FedEx, USPS, or Courier
  - Reduced time in transit and handling time
- **Increased Accessibility and Cloud Services**
  - Submit plans and check on review status 24/7
  - Faster communication with our municipalities and contractors

*An $80 convenience fee will apply for each discipline reviewed electronically.

V. PLAN REVIEW AND INSPECTION SCHEDULES

Sprinkler Systems NFPA 13 and 13R Plan Review and Inspection Fees

NUMBER OF SPRINKLERS	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE	NUMBER OF INSPECTIONS INCLUDED
1 to 20 (minimum fee)	$275.00	$510.00	2
21 to 50	$475.00	$950.00	3
51 to 100	$565.00	$1,155.00	3
101 to 150	$630.00	$1,340.00	3
151 to 200	$725.00	$1,430.00	3
201 to 300	$780.00	$1,505.00	3
301 to 400	$1,035.00	$1,750.00	3
401 to 500	$1,080.00	$1,870.00	3
Over 500	$1,080.00 plus $1.65 for each sprinkler over 500	$1,870.00 plus $2.45 for each sprinkler over 500	3
As-built drawings, when required, regardless of the number of sprinklers	$110.00		

Fire Safety Consultants, Inc. Fee Schedule
Effective February 1, 2023

Residential NFPA 13D Plan Review and Inspection Fees

NUMBER OF SPRINKLERS	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE	NUMBER OF INSPECTIONS INCLUDED
1 to 20	$215.00	$415.00	2
21 to 40	$260.00	$460.00	2
41 to 60	$270.00	$470.00	2
61 to 80	$280.00	$480.00	2
81 to 100	$285.00	$485.00	2
Over 100	$285.00 plus $1.50 for each sprinkler over 100	$485.00 plus $2.00 for each sprinkler over 100	2
As-built drawings, when required, regardless of the number of sprinklers	$110.00		





Existing Sprinkler System Commodity vs. Density Review Fees

STUDY	WITHOUT SITE VISIT	WITH SITE VIST
Sprinkler system commodities storage parameters based on fire sprinkler system design	$1,045.00 per system Where sprinkler plans and calculations are provided	$1,570.00 per system Includes design evaluation of existing fire sprinkler system

Fire Safety Consultants, Inc. Fee Schedule
Effective February 1, 2023

Fire Detection and Alarm Systems Plan Review and Inspection Fees

NUMBER OF ALARM DEVICES	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE	NUMBER OF INSPECTIONS INCLUDED
1 to 20	$240.00	$465.00	2
21 to 40	$495.00	$875.00	3
41 to 60	$785.00	$1,195.00	3
61 to 80	$950.00	$1,385.00	3
81 to 100	$1,140.00	$1,595.00	3
Over 100	$1,140.00 plus $6.30 per device over 100	$1,595.00 plus $9.10 per device over 100	3
As-built drawings, when required, regardless of the number of devices	$110.00		



Fire Safety Consultants, Inc. Fee Schedule

Effective February 1, 2023

Standpipe, Fire Pumps and Underground Water Main Systems Plan Review and Inspection Fees

TYPE OF SYSTEM	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE	NUMBER OF INSPECTIONS INCLUDED
Standpipe System	$275.00	$630.00	2
Fire Pump	$250.00	$545.00	1
Underground Fire Protection Water Main up to 5 hydrants or lead-ins	$435.00	$800.00	2
Underground Fire Protection Water Main 6 to 10 hydrants or lead-ins at same complex	$500.00	$890.00	2
Underground Fire Protection Water Main 11 and more hydrants or lead-ins at same complex	$600.00	$990.00	2
Water Tanks for Fire Protection	$435.00	$800.00	2
As-built drawings, when required, regardless of the equipment reviewed	$110.00		





Restaurant Wet Chemical Systems Plan Review and Inspection Fees

NUMBER OF NOZZLES	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE	NUMBER OF INSPECTIONS INCLUDED
1 to 10	$350.00	$575.00	2
11 to 20	$465.00	$770.00	2
21 to 30	$585.00	$935.00	2
Over 30	$585.00 plus $12.10 for each nozzle over 30	$935.00 plus $17.60 for each nozzle over 30	2
As-built drawings, when required, regardless of the equipment reviewed	$85.00		

Clean Agent Suppression Systems or Dry Chemical Systems Plan Review and Inspection Fees*

CUBIC FOOTAGE OF PROTECTED AREA	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE	NUMBER OF INSPECTIONS INCLUDED
0 to 5,000	$575.00	$1,045.00	2
5,001 to 10,000	$695.00	$1,245.00	2
Over 10,000*	$695.00 plus $0.10 for each cubic foot over 10,000	$1,245.00 plus $0.15 for each cubic foot over 10,000	2
As-built drawings, when required, regardless of the equipment reviewed	$110.00		

**May require additional fire alarm review and inspections.*

Restaurant Mechanical Hood and Duct and Paint Spray Booth Systems Plan Review and Inspection Fees

TYPE OF SYSTEM	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE	NUMBER OF INSPECTIONS INCLUDED
Mechanical Hood & Duct	$485.00 per hood $250.00 for each additional hood reviewed at the same time and at the same building	$985.00 per hood $500.00 for each additional hood reviewed at the same time and at the same building.	4
As-built drawings, when required, regardless of the equipment reviewed	$110.00		

FIRE CODE, LIFE SAFETY CODE and BUILDING CODE

Smoke Control/Management/Exhaust Systems Plan Review and Inspection Fees*

TYPE OF SYSTEM	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE
Smoke Control/Management	$880.00 minimum fee per system Plus hourly rate after 6 hours	$1,700.00 minimum fee per system Plus hourly rate after 8 hours
As-built drawings, when required, regardless of the equipment reviewed	$110.00	

**May require additional fire alarm review and inspections.*

Fire Safety Consultants, Inc. Fee Schedule

Effective February 1, 2023

Fire Code Plan Review and Inspection Fees

- Basic Fire Code Plan Review includes General Precautions, Emergency Planning, Fire Service Features, etc., Chapters 3-10

CUBIC FEET	PLAN REVIEW FEE	PLAN REVIEW WITH INSPECTION FEE	NUMBER OF INSPECTIONS INCLUDED
Up to 10,000	$485.00	$985.00	2
10,001 to 30,000	$490.00	$1,015.00	3
30,001 to 60,000	$495.00	$1,045.00	3
60,001 to 80,000	$500.00	$1,075.00	3
80,001 to 100,000	$510.00	$1,110.00	3
100,001 to 150,000	$520.00	$1,170.00	3
150,001 to 200,000	$530.00	$1,280.00	3
Over 200,000	$530.00 plus $2.00 per 10,000 cu. ft. over 200,000 cu. ft.	$1,280.00 plus $4.00 per 10,000 cu. ft. over 200,000 cu. ft.	3
As-built drawings	$200.00		

- Special Fire Code Plan Review includes Basic plus High Hazard, Special Hazard, or Special Facilities

CUBIC FEET	PLAN REVIEW FEES	PLAN REVIEW WITH INSPECTION FEES	NUMBER OF INSPECTIONS
Up to 10,000	$950.00	$1,525.00	2
10,001 to 30,000	$960.00	$1,560.00	3
30,001 to 60,000	$970.00	$1,595.00	3
60,001 to 80,000	$980.00	$1,630.00	3
80,001 to 100,000	$1,000.00	$1,675.00	3
100,001 to 150,000	$1,010.00	$1,760.00	3
150,001 to 200,000	$1,020.00	$1,920.00	3
Over 200,000	$1,020.00 plus $2.30 per 10,000 cu. ft. over 200,000 cu. ft.	$1,920.00 plus $4.40 per 10,000 cu. ft. over 200,000 cu. ft.	3
As-built drawings	$200.00		

Fire Safety Consultants, Inc. Fee Schedule

Effective February 1, 2023

Life Safety Code Plan Review and Inspection Fees

CUBIC FEET	PLAN REVIEW FEES	PLAN REVIEW WITH INSPECTION FEES	NUMBER OF INSPECTIONS
Up to 10,000	$390.00	$890.00	2
10,001 to 30,000	$415.00	$940.00	3
30,001 to 60,000	$465.00	$1,015.00	3
60,001 to 80,000	$510.00	$1,085.00	3
80,001 to 100,000	$575.00	$1,175.00	3
100,001 to 150,000	$700.00	$1,550.00	3
150,001 to 200,000	$790.00	$1,715.00	3
Over 200,000	$790.00 plus $2.30 per 10,000 cu. ft. over 200,000 cu. ft.	$1,715.00 plus $4.10 per 10,000 cu. ft. over 200,000 cu. ft.	3
As-built drawings	$200.00		

One and Two Family Dwellings Plan Review Fees

SQUARE FEET	BUILDING	MECHANICAL	PLUMBING	ELECTRICAL	ALL DISCIPLINES
Up to 3,000	$215.00	$215.00	$215.00	$260.00	$800.00
Over 3,000	Add $.08/sq. ft.	Add $.08/sq. ft.	Add $.08/sq. ft.	Add $.08/sq. ft.	Add $.25/sq. ft.
As-built drawings	$200.00				

One and Two Family Dwellings Plan Review with Inspections Fees

SQUARE FEET	BUILDING	MECHANICAL	PLUMBING	ELECTRICAL	ALL DISCIPLINES	NUMBER OF INSPECTIONS
Up to 3,000	$555.00	$555.00	$555.00	$640.00	$2,000.00	3 per discipline
Over 3,000	Add $.22/sq. ft.	Add $.22/sq. ft.	Add $.22/sq. ft.	add $.22/sq. ft.	Add $.55/sq. ft.	3 per discipline
As-built drawings	$200.00					

Fire Safety Consultants, Inc. Fee Schedule

Effective February 1, 2023

Building Plan Review Fees

CU. FEET	BUILDING	MECHANICAL	PLUMBING	ELECTRICAL	SPECIAL USES**	ACCESSIBILITY	ENERGY
Up to 10,000	$345.00	$345.00	$345.00	$345.00	$345.00	$345.00	$345.00
10,001 to 30,000	$415.00	$415.00	$415.00	$415.00	$415.00	$415.00	$415.00
30,001 to 60,000	$505.00	$505.00	$505.00	$505.00	$505.00	$505.00	$505.00
60,001 to 80,000	$565.00	$565.00	$565.00	$565.00	$565.00	$565.00	$565.00
80,001 to 100,000	$625.00	$625.00	$625.00	$625.00	$625.00	$625.00	$625.00
100,001 to 150,000	$825.00	$825.00	$825.00	$825.00	$825.00	$825.00	$825.00
150,001 to 200,000	$930.00	$930.00	$930.00	$930.00	$930.00	$930.00	$930.00
Over 200,000	$930.00*	$930.00*	$930.00*	$930.00*	$930.00*	$930.00*	$930.00*
As-built drawings	$200.00						

**Building/Mechanical/Plumbing/Special Uses/Accessibility - $930.00 plus $2.40 per 10,000 cu. ft. over 200,000 cu. ft.*
***Special Uses include assembly, covered malls, high rise, atriums, institutional, R-1 & R-2 and high hazard occupancies*





Fire Safety Consultants, Inc. Fee Schedule

Effective February 1, 2023

Building Plan Review with Inspection Fees

CU. FEET	BUILDING	MECHANICAL	PLUMBING	ELECTRICAL	SPECIAL USES**	ACCESSIBILITY	ENERGY
Up to 10,000	$845.00	$845.00	$845.00	$845.00	$845.00	$845.00	$845.00
10,001 to 30,000	$965.00	$965.00	$965.00	$965.00	$965.00	$965.00	$965.00
30,001 to 60,000	$1,105.00	$1,105.00	$1,105.00	$1,105.00	$1,105.00	$1,105.00	$1,105.00
60,001 to 80,000	$1,215.00	$1,215.00	$1,215.00	$1,215.00	$1,215.00	$1,215.00	$1,215.00
80,001 to 100,000	$1,325.00	$1,325.00	$1,325.00	$1,325.00	$1,325.00	$1,325.00	$1,325.00
100,001 to 150,000	$1,725.00	$1,725.00	$1,725.00	$1,7250.00	$1,725.00	$1,725.00	$1,725.00
150,001 to 200,000	$2,030.00	$2,030.00	$2,030.00	$2,030.00	$2,030.00	$2,030.00	$2,030.00
Over 200,000	$2,030.00*	$2,030.00*	$2,030.00*	$2,030.00*	$2,030.00*	$2,030.00*	$2,030.00 *
As-built drawings	$200.00						

Above fees include three site inspections (per discipline).
**Building/Mechanical/Electrical/Plumbing/Special Uses/Accessibility - $2,030.00 plus $5.40 per 10.000 cu. ft. over 200,000 cu. ft.*
***Special Uses include assembly, covered malls, high rise, atriums institutional, R-1 & R-2 and high hazard occupancies.*



VI. FLOW TESTING



- Witnessing flow test (1 FSCI staff) and calculations per flow test - $370.00 minimum
- Performing flow test (2 FSCI staff) and calculations per flow test - $740.00 minimum

VII. SPECIAL PROJECTS AND SYSTEMS

- Estimates available for large, designed build, special projects, special suppression, or special detection systems.



VIII. CONSULTING

- Our consulting services begin with a detailed examination of your project to ensure a clear understanding of our engagement, project scope and successful outcome. For example, we can evaluate your current fire protection systems and building features to determine whether or not the building, contents, and occupants are properly protected in accordance with all applicable codes, standards and local code requirements.
- Our team can then prepare a clear and concise written report with our findings and recommendations to bring the fire protection systems and building, fire, and life safety features into compliance with the locally or state adopted codes and standards.
  - Building, Fire, Life Safety, Hazardous Materials, Fire Protection, etc. Consulting $170.00 per hour **minimum.**
  - Legal Work and Courtroom Testimony $300.00 per hour **minimum.**

Fire Safety Consultants, Inc. Fee Schedule

Effective February 1, 2023

SEMINARS

FSCI is a leader in the field of fire protection seminars for architects, engineers, building code officials, fire officials and building owners.



Many of our seminars have been taught for the Michigan Fire Inspectors Association and the Illinois Fire Inspectors Association, as well as other customers in many different states and countries.

FSCI is an ICC Preferred Provider and provides CEU's for ICC approved seminars.

We are currently approved to provide state CEU's in Michigan & Wisconsin. FSCI can apply for CEU Provider approval in any state upon request.

Some of FSCI's seminars include:

- *Understanding the International Fire Code*
- *Fire Alarm System Plan Review*
- *International Building Code Concepts*
- *National Fire Alarm Code for the Code Official*
- *General Storage & ESFR Sprinklers*
- *Significant Changes to NFPA 72*
- *Kitchen Hood Wet Chemical & Mechanical Systems*
- *Clean Agent Suppression Systems*
- *NFPA 25 Inspection and Testing of Fire Protection Water Based Systems*
- *NFPA 72 Inspection and Testing of Fire Alarm Systems*
- *Significant Changes to NFPA 13*

Seminar Fees

LUNCH TALK PRESENTATION		
Length	**Instructor Fee**	**Book/Material Fee**
Up to 1 hour	None	Cost of books and materials will vary, based on the topic.
HALF DAY SEMINAR		
Length	**Instructor Fee**	**Book/Material Fee**
2 hour	$330.00	Cost of books and materials will vary, based on the topic.
3 hour	$495.00	
4 hour	$660.00	
SINGLE & MULTIPLE DAY SEMINARS		
Length	**Instructor Fee**	**Book/Material Fee**
Per Day	$1,100.00	Cost of books and materials will vary, based on the topic.
TRAVEL EXPENSES		
		Fee
Mileage, airfare, lodging, rental car, meal allowance, parking, etc.		Travel Costs

Fire Safety Consultants, Inc.

Specializing in Fire, Building, and Life Safety

www.firesafetyfsci.com

Corporate Office
2175 Point Blvd.
Suite 380
Elgin, IL 60123
P: 847.697.1300

Regional Office
24445 Northwestern Hwy.
Suite 110
Southfield, MI 48075
P: 248.545.3330

Addendum #1 to Northbrook Plan Review / Code Consultation Agreement

Building Inspection Services

- FSCI will provide building inspections for residential and commercial construction.
- Services will be provided on an as needed basis, based on inspector availability.
- Our availability is Monday through Friday, except holidays.
- Inspections will be performed the following day upon availability and if given at least prior days' notice by 12:00 pm.
- Our inspections will be performed by a qualified inspector.
- Inspection results will be relayed immediately to the contractor on site.
- Inspection reports will be provided to the appropriate parties (TBD) within 48 hours.

Building Plan Review Services

- FSCI will provide building plan reviews for residential and commercial construction on an as needed basis.
- FSCI shall be on site no less than once per month unless a different schedule is agreed upon by both parties.
- Plan reviews will be conducted remotely unless on site.
- Plan reviews will be performed by a qualified plan reviewer.
- Plan reviews for first submittals shall be completed within 10 business days and rereviews shall be completed within 5 business days.

Rate for Services

A. Building Inspections - $85.00 per inspection. The minimum daily charge is $170.00 (2 inspections).

B. Building Plan Review - $120.00 per hour. Time to be billed in no less than 15-minute increments.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Purchase of Three Commercial Grade Hoists from Vehicle Service Group, LLC of Madison, Indiana in a Not-to-Exceed Amount of $370,294 Through a General Services Administration Contract

Overview
The Public Works Fleet Services Division maintains and repairs the Village's full range of vehicles and equipment and is relocating to a new facility at 3504 Commercial Avenue. The purchase of the vehicle hoists is a critical path item for the completion of the Fleet Maintenance Garage project as the bases of these hoists are required to be received and installed in order for the concrete floors of the repair bays to be poured and cured.

Fiscal Impact
The design specifications for the new Fleet Maintenance Garage includes two new-inground heavy duty vehicle hoists and one new medium duty hoist. The cost for these three hoists is $370,294 and were included in the project cost estimates. This expenditure will be appropriated in the Facility Capital Project Fund GL account #38-7800-705-05-33001. Please note that capital expenditures in the Fund will primarily be funded via the issuance of a general obligation bond.

Recommendation
Approval.

Background

The Public Works Division of Fleet Service is primarily responsible for the outfitting, maintenance, and repairs of the Village's entire fleet and mechanical heavy and light duty equipment. The new garage was designed to accommodate two in ground heavy duty vehicle hoists, each capable of lifting 70,000 pounds, as well as one new medium duty lift capable of lifting 12,000 pounds. The new in-ground hoists are capable of lifting heavy fleet vehicles including dump trucks, fire trucks, ambulances, the flusher truck, service body trucks, and F 550 medium duty dump trucks. The new medium duty two post lift is intended for pickup trucks and SUVs.

Given the specialized nature of the equipment, lead times from fabrication to delivery can be

considerable. The bases of the hoists have to be set in the ground with the concrete for repair bays to be poured around them. This is a critical path item to the completion of the Fleet Maintenance Garage project with lead times for the hoists being approximately 70 days and cure time for the concrete around the base.

The Village has worked with purchasing cooperatives such as General Services Group (GSA), an organization that facilitates governmental joint purchasing, to purchase vehicles, equipment, or facility improvements. Organizations such as these competitively bid items and typically obtain better pricing than the Village could obtain bidding items out alone because of the economy of scale involved. General Services Group (GSA) awarded a contract for vehicle hoists and lifts (under Contract No. GSA07F294AA) attached as Exhibit A, to Vehicle Service Group, LLC of Madison, Indiana ("***Vendor"***) in the amount of $370,294, quotes attached as Supplemental Information. The cost for the three vehicle hoists includes installation and training.

Staff recommends Village Board approval of a Resolution authorizing purchase of two (2) heavy duty in-ground hoist and one (1) medium duty lift from Vehicle Service Group, LLC of Madison, Indiana in the amount of $370,294. Staff will be present at the Village Board meeting to answer any questions that may arise.

A Resolution Authorizing the Purchase of Three Commercial Grade Hoists from Vehicle Service Group
Exhibit A - GSAA Contract_GS07F294AA_TermsCond_VehicleServiceGroup
Supplemental Information - GSA Quotes#2026135 and #2026134

Resolution 2026 - _____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Purchase of Three Commercial Grade Hoists from Vehicle Service Group, LLC of Madison, Indiana in a Not-to-Exceed Amount of $370,294 Through a General Services Administration Contract

is hereby adopted, as follows:

Section 1. RECITALS.

The Public Works Fleet Services Division maintains and repairs the Village's full range of vehicles and equipment and is relocating to a new facility at 3504 Commercial Avenue. The purchase of three hoists will safely support the Village's heavy duty fleet vehicles and make more efficient use of the size and scale of the new facility.

The Adopted FY25/26 Budget contains funding for the purchase of two in-ground heavy duty vehicle hoists, each capable of lifting 70,000 pounds, as well as one medium duty lift, capable of lifting 12,000 pounds (collectively, the "***Equipment***") for a total not to exceed amount of $370,294. The new in-ground hoists are capable of lifting heavy fleet vehicles including dump trucks, fire trucks, ambulances, the flusher truck, service body trucks, and F 550 medium duty dump trucks. The new medium duty two post lift is intended for pickup trucks and SUVs.

The Village has worked with purchasing cooperatives such as General Services Group (GSA), an organization that facilitates governmental joint purchasing, to purchase vehicles, equipment, or facility improvements. Organizations such as these competitively bid items and typically obtain better pricing than the Village could obtain bidding items out alone because of the economy of scale involved. General Services Group (GSA) awarded a contract for vehicle hoists and lifts (under Contract No. GSA07F294AA), attached as ***Exhibit A***, to Vehicle Service Group, LLC of Madison, Indiana ("***Vendor"***) in the amount of $370,294. The cost for the three vehicle hoists includes installation and training.

The President and the Board of Trustees have considered the purchase of the Equipment and have determined that it is in the best interest of the Village and the public.

Section 2. AUTHORIZATION OF EXPENDITURE.

The Village Manager is hereby authorized and directed to execute all such documents and make such payments as are necessary to complete the purchase of the Equipment from the Vendor in the amount of $370,294.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYS:
ABSTAIN:
ABSENT:

ATTEST:

Village President

Village Clerk

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: https://www.GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Transportation and Logistics Services-Motor Vehicle (non- Combat) and Industrial

Contract number: GS-07F-294AA

Contract period: July 1, 2023 – June 30, 2028

VEHICLE SERVICE GROUP, LLC
2700 LANIER DR
MADISON, IN 47250
(800) 445-5438

Contractor's internet address/web site: http://www.rotarylift.com

Contract administration source:
Roger Fulkerson
Director of Sales HD
317-695-2957
rfulkerson@rotarylift.com

Business size: Other than Small

For more information on ordering, go to the following website: https://www.gsa.gov/schedules

Price list current as of Modification #PA-0045 effective 05-23-2024

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	SIN Title
333318T	Wheel & Tire Equipment
333921	Vehicle Material Handling Equipment
OLM	Order-Level Materials (OLM's)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

SIN	MODEL	PRICE
333921	AP00405	4.92
333318T	AR18	19458.54

2. Maximum order: $250,000

SINs	Maximum Order
333318T	$250,000
333921	$250,000
OLM	$250,000

3. Minimum order: $100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country).
Madison, IN, USA
Bräunlingen, Germany

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. Orders at $75,000=additional 1.3% (38.7 + 1.3%=40%); Mobile Columns – None

8. Prompt payment terms. ½%, 15 days/NET30 Information for Ordering Offices. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). Taiwan and Germany and Italy

10a. Time of delivery. (Contractor insert number of days.) Shipped 45 DARO

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. If available, contact the Contractor for rates.

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es).
2700 LANIER DR
MADISON, IN 47250

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).
2700 LANIER DR
MADISON, IN 47250

14. Warranty provision. Standard Commercial Warranty Terms & Conditions. Customer should contact contractor for a copy of the warranty.

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: https://www.Section508.gov/.
Not Applicable

23. Unique Entity Identifier (UEI) number. E6L7P8EBDHC7

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Rotary Lift
GSA Quotation

Quote # : 2026135
Date: 2/19/2026
Requested By: Jason Melter
Quote Expires: 6/19/2026
Payment Terms: NET 60
Warranty: 1yr. Parts & Labor

Prepared By: Tammy Boldery

*If completion of installation is delayed more than one month due to governmental entity delays (i.e. electrical, etc.), Rotary can request partial payment for work completed. (both equipment and installation).

Note: Quote for Equipment & Installation

Project Name: Village of Northbrook Fleet Garage

Pull from stock not allowed

Model No.	Description	Unit Price Ea.	Qty.	Extended Price
SPO12N10W7	2-Post 12,000 lb Capacity Lift Wide EH2	$ 7,777.27	1	$ 7,777.27
XXX01CTT	Installation	$ 3,410.00	1	$ 3,410.00
	INCLUDES:			
	*Delivery & unloading at the customer/owner's place of business			
DISCLAIMER	Electric & air feed and final hook-up by others at owner's expense. Shimming over 1/4" will be an extra			
	charge.			
Electric Shims	If adhesive/epoxy anchors are needed due to unforeseen floor conditions, there will be an extra charge			
	of $35.00 per anchor used.			
Disclaimer Surface	Installation of equipment at customer/owner's 1st choice of location. (Delay of more than 1/2 hour to			
Install	indecision on owner's part as to installation location will result in extra labor charges). Anchors & shims			
	up to 1/4" thickness are included. Equipment use and saefty training, if required, will be by factory			
	trained technicians. It is the owner/customer's responsibility to insure that the lift will fit in the selected			
	area and that there is enough overhead space for operation, without interference from lights, rafters,			
	etc. Concrete must be a minimum of 4-1/2" (or OEM recommended thickness) and have a hardness of			
	3500 PSI (min) with no cracks or expansion joints in the area of the anchors. It is the customer/owner's			
	responsibility to prepare the installation area so that installation can proceed without delay			
Freight	Prepaid by Rotary			
	**Does not include any applicable fees or taxes, bonds or insurance			

Total Quote **$ 11,187.27**

ADDITIONALTERMS AND CONDITIONS: By submitting a purchase order to Vehicle Service Group, LLC. (VSG), customer accepts and agrees to these terms and conditions as additional terms to the extisting agreement between the parties referenced on the face of this quotation (Existing Agreement), notwithstanding anything to the contrary contained therein. All additional or different terms and conditions contained in Customer's purchase order are hereby rejected. No additional or different terms or conditions, or any modifications, changes, or amendments to these terms of the existing agreement shall be binding on VSG, unless expressly accepted by VSG in writing.

DISCLAIMER: Notwithstanding anything to the contrary in the Existing Agreement, VSG shall not be liable for any loss, damage or additional costs arising from unforeseen conditions affecting installation, including but not limited to contaminated soil, bed rock, in-floor heating system, high water conditions, or any othertype of in-ground conditions. Customer acknowledges and agrees that Customer shall be responsible for any additional costs due to such conditions, in addition to the installation price set forth herein.

DELAY: Notwithstanding anything to the contrary in the Existing Agreement, if delivery of the equipment or completion of the work is delayed by more than thirty (30) days due to the acts or ommission of Customer or any third party other than VSG or its sub-contractors, VSG may require Customer to render payment for equipment manufactured or delivered, and portions of the work completed, within thirty (30) days from the date of VSG's invoice, in the amounts set forth in such invoice.

*Cancelled orders or returned goods are subject to 20% restocking fee

GSA Contract # GS07F294AA
CAGE #: 7K311
Tax ID #: 90-0501347
DUNS #: 831536169

Vehicle Service Group, LLC
2700 Lanier Dr.
Madison, IN 47250
Tammy Boldery, Government Sales Leader
800-445-5438 x 5655
tboldery@rotarysolutions.com

Rotary Lift
GSA Quotation

Quote # : 2026134
Date: 2/19/2026
Requested By: Jason Metler
Quote Expires: 6/19/2026
Payment Terms: NET 60
Warranty: 1yr. Parts & Labor

Prepared By: Tammy Boldery

***If completion of installation is delayed more than one month due to governmental entity delays (i.e. electrical, etc.), Rotary can request partial payment for work completed. (both equipment and installation).**

Note: Quote for Equipment & Installation

Project Name: Village of Northbrook Fleet Garage

Pull from stock not allowed

Model No.	Description	Unit Price Ea.	Qty.	Extended Price
MOD235D3A2BK	MOD235 2-Post In-Ground Fully Contained Lift W/Wireless Control	$ 114,557.69	2	$ 229,115.38
AK-ULP70-2PK	Adapter Kit Low Profile Transit Bus Operations	$ 6,681.42	2	$ 13,362.84
FD2361BK	Universal Adapter Stand	$ 158.57	2	$ 317.14
FD2438BK	Mobile Adapter Kit	$ 718.48	2	$ 1,436.96
MC100039RD	Control Cabinet Pedestal Kit	$ 213.27	2	$ 426.54
MC100045BK	Liquid Evacuation Kit	$ 2,223.66	2	$ 4,447.32
XXX01CTT	Installation -Prevailing Wage Labor Cost for Installation for MOD235	$ 55,000.00	2	$ 110,000.00
	Note: Compressed air & PVC chase to be done by SIAE. All elctrical work from panel to lift control panel			
	& lift containment to be done by others: conduit, wire, breaker, final connection, etc			
	**Excavation and installing piping will be owner's responsibility			
Freight	Prepaid by Rotary			
	**Does not include any applicable fees or taxes, bonds or insurance			

Total Quote **$ 359,106.18**

ADDITIONALTERMS AND CONDITIONS: By submitting a purchase order to Vehicle Service Group, LLC. (VSG), customer accepts and agrees to these terms and conditions as additional terms to the extisting agreement between the parties referenced on the face of this quotation (Existing Agreement), notwithstanding anything to the contrary contained therein. All additional or different terms and conditions contained in Customer's purchase order are hereby rejected. No additional or different terms or conditions, or any modifications, changes, or amendments to these terms of the existing agreement shall be binding on VSG, unless expressly accepted by VSG in writing.

DISCLAIMER: Notwithstanding anything to the contrary in the Existing Agreement, VSG shall not be liable for any loss, damage or additional costs arising from unforeseen conditions affecting installation, including but not limited to contaminated soil, bed rock, in-floor heating system, high water conditions, or any othertype of in-ground conditions. Customer acknowledges and agrees that Customer shall be responsible for any additional costs due to such conditions, in addition to the installation price set forth herein.

DELAY: Notwithstanding anything to the contrary in the Existing Agreement, if delivery of the equipment or completion of the work is delayed by more than thirty (30) days due to the acts or ommission of Customer or any third party other than VSG or its sub-contractors, VSG may require Customer to render payment for equipment manufactured or delivered, and portions of the work completed, within thirty (30) days from the date of VSG's invoice, in the amounts set forth in such invoice.

*Cancelled orders or returned goods are subject to 20% restocking fee

GSA Contract # GS07F294AA
CAGE #: 7K311
Tax ID #: 90-0501347
DUNS #: 831536169

Vehicle Service Group, LLC
2700 Lanier Dr.
Madison, IN 47250
Tammy Boldery, Government Sales Leader
800-445-5438 x 5655
tboldery@rotarysolutions.com

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Village Manager to Execute Change Orders for the Construction of the new Fleet Maintenance Garage

Overview

At the November 11, 2025 Board meeting, Resolution 2025-189 approved the construction of an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. In the Resolution, additional Village cost such as installing Furniture Fixtures and Equipment (FFE), IT Solutions, Utility Modifications and a contingency for the Fleet Maintenance Garage Project were identified for budgeting purposes. These additional costs are estimated to be $1,625,764 and include the $490,764 in contingency. This authorization is for only the contingency amount and other expenditures will be considered at future meeting(s).

Fiscal Impact

The Village's Annual Budget for Fiscal Year 2026 and the Fiscal Year 2027 Draft Budget provides sufficient funds in Account No. 38-7800-703-08-33001 for costs related to change orders for construction Fleet Maintenance Garage in the amount of $490,764.

Recommendation

Approval.

Background

During the design development and construction document phases of a facility project the intent is to have a complete set of plans which account for all aspects for the construction of facility. It is inevitable during a project that circumstances, issues or opportunities will arise which changes or modifies the scope of work. This is especially true for an adaptive reuse of an existing facility such is the case for the new Fleet Maintenance Garage. Sometimes these changes can decrease the cost of a project and other times they may increase the cost.

For Fleet Maintenance Garage and Fire Station 11 facility projects, the Village will use the request for change order (RCO) as an initial request for review/approval of a specific change. RCOs will be issued as needed to ensure timely release of work as to not delay progress. It will detail out the scope of the change, each trade and their associated costs, change in time (if any), adjustments to general conditions and insurance/fee adjustments. Subcontractor backup will be attached to the RCO as well. A sample of this form is attached a supplemental information.

The owner change order (OCO) will be issued once a month and will be a recap of all RCO items approved in the previous month. The OCO follows the standard AIA G710 form document and provides the previous and new contract sum as well as any adjustments to contract time. A sample of this form is attached a supplemental information. The OCO provides a good high level cost summary for the Construction Manager At Risk Agreement with Leopardo Companies.

Within the construction budget for the Fleet Maintenance Garage, a contingency amount of $490,764 has be identified for potential change orders associated with the construction of the facility. This amount is roughly 2.5% of the construction value of the project. This contingency amount is slightly higher than the Fire Station 11 project due to the reuse of the existing structure and higher chance of an unknown condition.

Prior to this meeting, a change order was identified as a critical path item which would provide the necessary shoring and support needed to allow for the removal of a load bearing wall and the installation of the new columns and beam which will support joists in the final plan. This change order was in the amount of $15,333 and staff requested Village Board approval prior to this authorization resolution. This prior changer order is included within the $490,764 and is retroactively included in this approval.

Staff recommends Village Board approval of a Resolution authorizing the Village Manager the authority to execute change orders for the Fleet Maintenance Garage construction project in the not to exceed amount of $490,764.

A historical cost summary of the project is attached in the supplemental information.

As the Board may recall, the Goals for the new facilities are stated as follows:

- Welcoming workplace for all employees and visitors
- Incorporate sustainable practices in the use of materials and long-term operations as part of planned facility improvements
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation
- Technology must be flexible to accommodate present and future needs
- A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services
- Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us)
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers is necessary. Each facility is core to Northbrook's public safety responsibilities and therefore, there will be Critical Facility Structural and Operational Requirements.

Major milestones that have been accomplished to reach this point include:

- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund as recommended by the Village Manager and CFO to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated. This has been critical to directing excess surplus funds each year into the Fund to pay as you go for costs

associated with engagement of professional architect services, planning for new facilities and acquiring property. Subsequently, contracts for professional services with Leopardo Companies, Inc. for Owner's Representative/Construction Management Services and FGM Architects were approved for initial stages of these facilities and further engagements as the projects progressed.

- On April 25, 2023, the Village Board accepted the Space Needs report to identify size and service needs at each facility.
- On August 13, 2024, the Village Board approved the land purchases for both facilities.
- On June 10, 2025, the Village Board approved the Schematic Design and granted authority to proceed with the Design Development phase. The approved Schematic Design established basic Site Plan, Floor Plan, Sustainability Goals, Schematic Design cost, elevations and related architectural elements for each facility. The Schematic Design was developed in accordance with the Space Needs Study as well as direction given to the Village Manager at the April 8 and 22, 2025 Village Board meetings.
- On August 26, 2025, the Village Board approved the Design Development and directed the Village's Architect, FGMA, to develop Construction Drawings, which Leopardo Construction utilized to undertake bidding for construction of the adaptive reuse facility. Design Development established building design, floor plan, and finishings.

Detailed Background

The Village has undertaken extensive evaluation of three key public safety facilities with public discussion beginning in 2016/2017, when an Ad Hoc Facilities Committee of the Board of Trustees directed staff to have facility assessments done for Fire Station 11, the Police Station, and the Public Works Fleet Maintenance Garage.

In March of 2019, the Village received a Facilities Conditions Assessment and Report Card, and a Facility Needs Assessment was completed by Healy Bender for Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. With the Covid-19 pandemic, further discussion was deferred until November 9, 2021, when the Village Board was provided a report/review of prior work in order to outline the steps required to move forward with policy considerations related to Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. As a result of the November review, several actions were taken:

- On December 21, 2021, staff issued a Request for Qualifications seeking Owner's Representative/Construction Management Services for the three facilities.
- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated. Following the start of the new fiscal year on May 1, 2022, and after staff review and evaluation of respondents, the Village Manager engaged Leopard Companies, Inc. for Owner's Representative/Construction Management Services for the three facilities.

On August 9, 2022, as part of the Regular Meeting of the Village Board, a presentation and status update on the Facilities Project was held to review the future options related to renovation/replacement of three Village Facilities: Fire Station 11/Headquarters, Police Station, and Public Works Fleet Maintenance Garage.

Following a presentation on August 17, 2022, a Request for Qualifications (RFQ) was issued

seeking a qualified firm for professional architectural services to assist in the planning process for future construction or modifications to three Village facilities. The RFQ was developed to select an architect to perform facility planning services including, but not limited to, validate and update as necessary the Facilities Conditions Assessment and Facilities Needs Assessment including space and programming needs, development of preliminary plans, preliminary site parameters, and collaborate with the Construction Manager (Leopardo) to develop initial cost estimates for options which may include a comparison of renovation versus new construction of the selected facilities. The Village received 11 responses to the RFQ, and a cross-departmental staff team comprised of representative departments and the Village Manager's Office and Leopardo conducted interviews with four firms. The cross-departmental team selected FGM Architects (FGMA).

At the October 25, 2022 Committee of the Whole Meeting, staff introduced the Consultant teams of Leopardo Companies that would be providing Construction Manager Services and FGM Architects (FGMA) who would be providing facility plan services to the Village Board. On November 8, 2022, the Village Board approved staff recommended professional services agreement with Leopardo Companies and FGM Architects.

At the February 28, 2023 Public Works and Facilities Committee Meeting of the Village Board, Leopardo Companies and FGM Architects presented a comprehensive update on the Space Needs and Facilities Conditions, work on Solutions Design and the development of the Facilities Plan Master Schedule for Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station.

On April 25, 2023, the Village Board accepted the Space Needs report which is the foundation for moving to the next step in the process of determining how to renovate/replace Fire Station 11/Fire Headquarters, Fleet Maintenance Garage, and the Police Station.

On April 29, 2023, the Village hosted public tours of Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station for residents to view the facilities to help better understand the space needs and conditions of the buildings. Subsequently, information videos about each facility were posted for community review.

At the August 13, 2024 Board Meeting, the Village Board approved Ordinance 24-43 and Ordinance 24-44 approving the land purchases for both properties. After the approval of these Ordinances, the Village had a due diligence period, during which staff worked with the Village's architect and construction manager, FMGA and Leopardo respectively, to review the cost to demolish the vacant home on the site and complete site fit tests for the 820 Dundee property for a new Fire Station #11. With this decision, the Village acknowledged additional land or an alternative site for the Fire Headquarters is still required and is required to be attached to a fire station. That site selection decision is in process.

At the September 24, 2024 Village Board Meeting, after a due diligence period and consensus from Committee of the Whole to continue, the Board made formal recommendations to purchase both properties for Village facilities.

- 3504 Commercial for $2.3 MM for a future Fleet Maintenance Garage
- 820 Dundee for $997,963 for a future Fire Station 11

At the November 12, 2024 Village Board Meeting, the Board approved amendments to the existing agreements for Construction Management and Architectural Services for the new Fire

Station #11 and the Fleet Maintenance Garage. With Resolution 24-172 and 24-173 staff received direction to start the Schematic Design. At the November 12, 2024 Village Board Meeting, the Board directed the Village to proceed with facility design to reduce energy consumption and related measures to ensure a reduction in the long term operating costs of both facilities through High Performance Design and energy use per square foot reductions to minimize the environmental footprint of each building in conformance with the Climate Action Plan along with a focus on health, well-being, and quality of life for the employees working in these facilities was also directed. The Community and Sustainability Committee of the Village Board met on November 6, 2024, to consider policy matters related to sustainability with guidance and input from FGM Architects and Leopardo Companies.

On April 8, 2025, staff, in conjunction with the Village's construction manager (Leopardo Companies) and architect (FGM Architects), presented the schematic designs for a new Fire Station #11 at 820 Dundee Road and the adaptive reuse of 3504 Commercial Avenue for the Fleet Maintenance Garage to the Committee of the Whole. At that meeting the elevations of proposed facilities, schematic design and various architectural elements, as well as the current estimated cost of the facilities were presented. Included with this agenda item as supplementation information are the materials from the April 8, 2025 Committee of the Whole Meeting.

At the conclusion of the April 8, 2025 Committee of the Whole meeting, the Village Board directed the following matters be presented at the April 22, 2025 Regular Meeting of the Village Board when they were approved by Resolution 25-R-66:

- Fire Station #11 at 820 Dundee Road:
    - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented
    - Move forward with the inclusion of geothermal heating and cooling for the site. Include the make-ready work for solar at this facility, with the right-sizing of the solar panel array to be reviewed for installation at a later date.
    - On this date, the estimated cost for the facility as discussed and directed was $22,007,348 inclusive of construction and land purchase.
- Fleet Maintenance Garage at 3504 Commercial Avenue:
    - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
    - Move forward with the inclusion of geothermal heating and cooling for the site. Do not include make-ready work for solar or solar panels at this facility due to the lack of sufficient roof area to support the solar array and the low electric generation rate of the remaining portion of the roof.
    - On this date, the estimated cost for the facility as discussed and directed was $22,657,842 inclusive of construction and land purchase.

At the May 27, 2025 Committee of the Whole Meeting, emergency backup power alternatives were reviewed in terms of reliability, maintenance, sustainability, cost and building code relative to the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. It was highlighted that generators are part of an early submittal bid package in order to manage the schedule to open of these new facilities.

At the November 11, 2025 Village Board Meeting, the Board approved resolution 2025-2189 amending the Master Construction Manager At Risk Agreement with Leopardo Companies ("Leopardo") for the Final Guaranteed Maximum Price (GMP) for the adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage for a total of $19,239,088.

A Resolution Authorizing the Village Manager to Execute Change Orders for the Construction of the new Fleet Maintenance Garage
Supplemental Information - Fleet Maintenance Garage Project Cost Summary
Supplemental Information- RCO Sample
Supplemental Information- OCO Sample

Resolution No. 2026-_____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Village Manager to Execute Change Orders for the Construction of the new Fleet Maintenance Garage

is hereby adopted, as follows:

Section 1. Recitals.

It is common practice for the Village to authorize the Village Manager to execute change order documents for construction contracts to allow for unforeseen items of work, scopes of work that may not be finalized at the time of award, or additional work if it is beneficial and economical to complete in accordance with the original project ("***Change Orders***"). This authority is permitted in accordance with Section 33E-9 of Article 33E of the Criminal Code of 1961, as well as the Village's Purchasing Policy. It is the Village's practice for this amount to be 10% of the awarded contract amount.

At the November 11, 2025 Village Board meeting, Resolution 2025-189 approved the construction of an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage ("***Project***"). In the Resolution, additional Village costs such as installing Furniture Fixtures and Equipment (FFE), IT Solutions, Utility Modifications and a contingency for the Fleet Maintenance Garage Project were identified as well. These additional costs are estimated to be $1,625,764 and include $490,764 in contingency.

The Village's Annual Budget for Fiscal Year 2026 and the Fiscal Year 2027 Draft Budget provides sufficient funds in Account No. 38-7800-703-08-33001 for costs related to change orders for construction of the Fleet Maintenance Garage in the amount of the previously contemplated contingency - $490,764 ("***Authority***").

The President and the Board of Trustees have considered the Authority and determined that it is in the best interests of the Village and the public to authorize the Village Manager to approve Change Orders for the Project up to the amount of the Authority. The President and Board of Trustees intend to retain this funding in the final Budget as approved.

Section 2. Designation and Authorization.

The President and Board of Trustees hereby designate and authorize the Village Manager to execute Change Orders in an amount not to exceed $490,764, in conjunction with the construction of Fleet Maintenance Garage, that have otherwise been approved in accordance with the ordinances and procedures of the Village of Northbrook and the laws of the State of Illinois.

Section 3. .

The Village Manager is hereby authorized and directed to execute and seal such Change Order documents and make such payments as are necessary to complete the Project in accordance with the authorization in Section 2.

Section 4. Authorization to Execute Change Orders.

The Village Manager is authorized to execute one or more Project Change Orders for additional work consisting of additional unforeseen items of work related to, or arising from other work contemplated by, the scope of work for the Project the amount of $490,764, subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the Project file.

Section 5. Effective Date.

This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

Fleet Maintenance Garage

	Space Needs	Schematic Design	Design Development	Construction Documents
Square Footage	30,156	31,330	31,329	31,330
Design Fees	$ 1,396,100	$ 1,189,000	$1,189,000	$1,189,000
Construction	$ 16,309,301	$ 16,030,271	$16,052,453	$17,502,481
Village FF&E	$ 652,372	$ 1,000,000	$1,006,500	$695,000
IT Solutions				$365,000
Utility Modifications				$75,000
Village Contingency	$ 367,155	$516,313	$519,727	$490,764
	$ 18,724,928	$ 18,735,584	$ 18,767,680	$ 20,317,245
Cost per Square Foot	$ 621	$ 598	$ 599	$ 648
Land Purchase	$0	$2,300,000	$2,300,000	$2,300,000
Geothermal/Sustainability	$0	$1,736,607	$1,736,607	$1,736,607
Total	$ 18,724,928	$ 22,772,191	$ 22,804,287	$ 24,353,852

Still need to finalize Furniture, Equipment and IT Solutions

Request for Change Order

PROJECT:
25-3648 LCI Northbrook Fleet Maintenance Building
3504 Commercial Avenue
Northbrook, Illinois 60062

CONTRACT INFORMATION:
Contract For: General Construction
Date: Nov 22, 2022

CHANGE ORDER INFORMATION:
Request for Change Order No.: RCO-004
Date: Feb 26, 2026

OWNER: Village of Northbrook (C)
1225 Cedar Lane
Northbrook, Illinois
60062

ARCHITECT: FGM Architects
1211 West 22nd Street
Oak Brook, Illinois
60523

CONTRACTOR: Leopardo Construction, Inc.
5200 Prairie Stone Parkway
Hoffman Estates, Illinois
60192

THE REQUEST FOR CONTRACT CHANGE IS AS FOLLOWS:

Scope of Work: Example RCO/OCO for Northbrook
Detailed Scope of Changes

Cost Recap:

Subcontractor Trade/Item	……..$	0
Amount:	$	0

NOTE: This authorization shall serve as notice that this change in scope of work may have an impact on the scheduled completion date. Leopardo Construction Inc. reserves the right to adjust the schedule as deemed necessary to incorporate the said change. The undersigned hereby authorizes Leopardo Construction Inc. to provide labor and material to complete the extra work for the above captioned project. Payment shall be made in accordance with the agreement between owner and contractor.

NOT VALID UNTIL SIGNED BY THE CONTRACTOR, AND OWNER

Leopardo Construction, Inc.	Village of Northbrook (C)
CONTRACTOR (Firm Name)	**OWNER** (Firm Name)
SIGNATURE	**SIGNATURE**
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**
DATE	**DATE**

AIA Document G701

Change Order

PROJECT:
25-3648 LCI Northbrook Fleet Maintenance Building
3504 Commercial Avenue
Northbrook, Illinois 60062

CONTRACT INFORMATION:
Contract For: General Construction
Date: Nov 22, 2022

CHANGE ORDER INFORMATION:
Change Order Number: OCO-003
Date: Feb 27, 2026

OWNER:
Village of Northbrook (C)
1225 Cedar Lane
Northbrook, Illinois 60062

ARCHITECT:
FGM Architects
1211 West 22nd Street
Oak Brook,Illinois 60523

CONTRACTOR: .
Leopardo Construction, Inc
5200 Prairie Stone Parkway
Hoffman Estates, Illinois 60192

THE CONTRACT IS CHANGED AS FOLLOWS:

RCO-004	Detailed Scope of Changes	$	0
TOTAL:		$	0

The Original Contract Sum was	$	59,962.00
Net change by previously authorized Change Orders	$	19,179,126.00
The Contract Sum prior to this Change Order was	$	19,239,088.00
The Contract Sum will change by this Change Order in the amount of	$	0
The new Contract Sum including this Change Order will be	$	19,239,088.00
The Contract Time will be Changed by		(5) days
The new date of Substantial Completion will be		Jan 15, 2027

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE CONTRACTOR, AND OWNER

	Leopardo Construction, Inc.	Village of Northbrook (C)
	CONTRACTOR (Firm Name)	**OWNER** (Firm Name)
	SIGNATURE	**SIGNATURE**
	PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**
	DATE	**DATE**

AIA Document G701 - 2021. Copyright © 2021 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, "G701", and "AIA Contract Documents" are registered trademarks and may not be used without permission. To report copyright violations, e-mail copyright@aia.org

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2026-04-14
Subject: A Resolution Authorizing the Village Manager to Execute Change Orders for the Construction of the New Fire Station 11.

Overview

At the December 9, 2025 Board meeting, Resolution 2025-203 approved the construction for new Fire Station 11 to be located at 820 Dundee Road. In the Resolution, additional Village costs such as installing Furniture Fixtures and Equipment (FFE), IT Solutions, Utility Modifications and a contingency for the Fire Station 11 Project were identified for budgeting purposes. These additional costs are estimated to be $1,288,784 and include $309,956 in contingency. This authorization is for only contingency amount and other expenditures will be considered at future meeting(s).

Fiscal Impact

The Village's Annual Budget for Fiscal Year 2026 and the Fiscal Year 2027 Draft Budget provides sufficient funds in Account No. 38-7800-703-08-33002 for costs related to change orders for construction of Fire Station 11 in the amount of $309,956.

Recommendation

Approval.

Background

During the design development and construction document phases of a facility project the intent is to have a complete set of plans which account for all aspects for the construction of facility. It is inevitable during a project that circumstances, issues or opportunities will arise which changes or modifies the scope of work. Sometimes these changes can decrease the cost of a project and other times they may increase the cost.

For Fire Station 11 and Fleet Maintenance Garage facility projects, the Village will use the request for change order (RCO) as an initial request for review/approval of a specific change. The RCOs will be issued as needed to ensure timely release of work as to not delay progress. It will detail out the scope of the change, each trade and their associated costs, change in time (if any), adjustments to general conditions and insurance/fee adjustments. Subcontractor backup will be attached to the RCO as well. A sample of this form is attached a supplemental information.

The owner change order (OCO) will be issued once a month and will be a recap of all RCO items approved in the previous month. The OCO follows the standard AIA G710 form document and provides the previous and new contract sum as well as any adjustments to contract time. A sample of this form is attached a supplemental information. The OCO provides a good high level cost summary for the Construction Manager At Risk Agreement with Leopardo Companies.

Within the construction budget for Fire Station 11, a contingency amount of $309,956 has be identified for potential change orders associated with the construction of the facility. This amount is roughly 1.5% of the construction value of the project.

Staff recommends Village Board approval of a Resolution authorizing the Village Manager to execute change orders for the Fire Station 11 facility construction project in the not to exceed amount of $309,956.

A historical cost summary of the project is attached in the supplemental information.

As the Board may recall, the Goals for the new facilities are stated as follows:

- Welcoming workplace for all employees and visitors
- Incorporate sustainable practices in the use of materials and long-term operations as part of planned facility improvements
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation
- Technology must be flexible to accommodate present and future needs
- A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services
- Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us)
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers is necessary. Each facility is core to Northbrook's public safety responsibilities and therefore, there will be Critical Facility Structural and Operational Requirements.

Major milestones that have been accomplished to reach this point include:

- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund as recommended by the Village Manager and CFO to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated. This has been critical to directing excess surplus funds each year into the Fund to pay as you go for costs associated with engagement of professional architect services, planning for new facilities and acquiring property. Subsequently, contracts for professional services with Leopardo Companies, Inc. for Owner's Representative/Construction Management Services and FGM Architects were approved for initial stages of these facilities and further engagements as the projects progressed.
- On April 25, 2023, the Village Board accepted the Space Needs report to identify size and service needs at each facility.
- On August 13, 2024, the Village Board approved the land purchases for both facilities.
- On June 10, 2025, the Village Board approved the Schematic Design and granted

authority to proceed with the Design Development phase. The approved Schematic Design established basic Site Plan, Floor Plan, Sustainability Goals, Schematic Design cost, elevations and related architectural elements for each facility. The Schematic Design was developed in accordance with the Space Needs Study as well as direction given to the Village Manager at the April 8 and 22, 2025 Village Board meetings.

- On August 26, 2025, the Village Board approved the Design Development and directed the Village's Architect, FGMA, to develop Construction Drawings, which Leopardo Construction utilized to undertake bidding for construction of the adaptive reuse facility. Design Development established building design, floor plan, and finishings.

Detailed Background

The Village has undertaken extensive evaluation of three key public safety facilities with public discussion beginning in 2016/2017, when an Ad Hoc Facilities Committee of the Board of Trustees directed staff to have facility assessments done for Fire Station 11, the Police Station, and the Public Works Fleet Maintenance Garage.

In March of 2019, the Village received a Facilities Conditions Assessment and Report Card, and a Facility Needs Assessment was completed by Healy Bender for Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. With the Covid-19 pandemic, further discussion was deferred until November 9, 2021, when the Village Board was provided a report/review of prior work in order to outline the steps required to move forward with policy considerations related to Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. As a result of the November review, several actions were taken:

- On December 21, 2021, staff issued a Request for Qualifications seeking Owner's Representative/Construction Management Services for the three facilities.
- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated. Following the start of the new fiscal year on May 1, 2022, and after staff review and evaluation of respondents, the Village Manager engaged Leopard Companies, Inc. for Owner's Representative/Construction Management Services for the three facilities.

On August 9, 2022, as part of the Regular Meeting of the Village Board, a presentation and status update on the Facilities Project was held to review the future options related to renovation/replacement of three Village Facilities: Fire Station 11/Headquarters, Police Station, and Public Works Fleet Maintenance Garage.

Following a presentation on August 17, 2022, a Request for Qualifications (RFQ) was issued seeking a qualified firm for professional architectural services to assist in the planning process for future construction or modifications to three Village facilities. The RFQ was developed to select an architect to perform facility planning services including, but not limited to, validate and update as necessary the Facilities Conditions Assessment and Facilities Needs Assessment including space and programming needs, development of preliminary plans, preliminary site parameters, and collaborate with the Construction Manager (Leopardo) to develop initial cost estimates for options which may include a comparison of renovation versus new construction of the selected facilities. The Village received 11 responses to the RFQ, and a cross-departmental staff team comprised of representative departments and the Village

Manager's Office and Leopardo conducted interviews with four firms. The cross-departmental team selected FGM Architects (FGMA).

At the October 25, 2022 Committee of the Whole Meeting, staff introduced the Consultant teams of Leopardo Companies that would be providing Construction Manager Services and FGM Architects (FGMA) who would be providing facility plan services to the Village Board. On November 8, 2022, the Village Board approved staff recommended professional services agreement with Leopardo Companies and FGM Architects.

At the February 28, 2023 Public Works and Facilities Committee Meeting of the Village Board, Leopardo Companies and FGM Architects presented a comprehensive update on the Space Needs and Facilities Conditions, work on Solutions Design and the development of the Facilities Plan Master Schedule for Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station.

On April 25, 2023, the Village Board accepted the Space Needs report which is the foundation for moving to the next step in the process of determining how to renovate/replace Fire Station 11/Fire Headquarters, Fleet Maintenance Garage, and the Police Station.

On April 29, 2023, the Village hosted public tours of Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station for residents to view the facilities to help better understand the space needs and conditions of the buildings. Subsequently, information videos about each facility were posted for community review.

At the August 13, 2024 Board Meeting, the Village Board approved Ordinance 24-43 and Ordinance 24-44 approving the land purchases for both properties. After the approval of these Ordinances, the Village had a due diligence period, during which staff worked with the Village's architect and construction manager, FMGA and Leopardo respectively, to review the cost to demolish the vacant home on the site and complete site fit tests for the 820 Dundee property for a new Fire Station #11. With this decision, the Village acknowledged additional land or an alternative site for the Fire Headquarters is still required and is required to be attached to a fire station. That site selection decision is in process.

At the September 24, 2024 Village Board Meeting, after a due diligence period and consensus from Committee of the Whole to continue, the Board made formal recommendations to purchase both properties for Village facilities.

- 3504 Commercial for $2.3 MM for a future Fleet Maintenance Garage
- 820 Dundee for $997,963 for a future Fire Station 11

At the November 12, 2024 Village Board Meeting, the Board approved amendments to the existing agreements for Construction Management and Architectural Services for the new Fire Station #11 and the Fleet Maintenance Garage. With Resolution 24-172 and 24-173 staff received direction to start the Schematic Design. At the November 12, 2024 Village Board Meeting, the Board directed the Village to proceed with facility design to reduce energy consumption and related measures to ensure a reduction in the long term operating costs of both facilities through High Performance Design and energy use per square foot reductions to minimize the environmental footprint of each building in conformance with the Climate Action Plan along with a focus on health, well-being, and quality of life for the employees working in these facilities was also directed. The Community and Sustainability Committee of the Village Board met on November 6, 2024, to consider policy matters related to sustainability with

guidance and input from FGM Architects and Leopardo Companies.

On April 8, 2025, staff, in conjunction with the Village's construction manager (Leopardo Companies) and architect (FGM Architects), presented the schematic designs for a new Fire Station #11 at 820 Dundee Road and the adaptive reuse of 3504 Commercial Avenue for the Fleet Maintenance Garage to the Committee of the Whole. At that meeting the elevations of proposed facilities, schematic design and various architectural elements, as well as the current estimated cost of the facilities were presented. Included with this agenda item as supplementation information are the materials from the April 8, 2025 Committee of the Whole Meeting.

At the conclusion of the April 8, 2025 Committee of the Whole meeting, the Village Board directed the following matters be presented at the April 22, 2025 Regular Meeting of the Village Board when they were approved by Resolution 25-R-66:

- Fire Station #11 at 820 Dundee Road:
  - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented
  - Move forward with the inclusion of geothermal heating and cooling for the site. Include the make-ready work for solar at this facility, with the right-sizing of the solar panel array to be reviewed for installation at a later date.
  - On this date, the estimated cost for the facility as discussed and directed was $22,007,348 inclusive of construction and land purchase.
- Fleet Maintenance Garage at 3504 Commercial Avenue:
  - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
  - Move forward with the inclusion of geothermal heating and cooling for the site. Do not include make-ready work for solar or solar panels at this facility due to the lack of sufficient roof area to support the solar array and the low electric generation rate of the remaining portion of the roof.
  - On this date, the estimated cost for the facility as discussed and directed was $22,657,842 inclusive of construction and land purchase.

At the May 27, 2025 Committee of the Whole Meeting, emergency backup power alternatives were reviewed in terms of reliability, maintenance, sustainability, cost and building code relative to the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. It was highlighted that generators are part of an early submittal bid package in order to manage the schedule to open of these new facilities.

At the December 9, 2025 Village Board Meeting, the Board approved resolution 2025-203 amending the Master Construction Manager At Risk Agreement with Leopardo Companies ("Leopardo") for the Final Guaranteed Maximum Price (GMP) for the construction cost of the new Fire Station 11 to be located at 820 Dundee Road for a total of $20,663,749.

Staff will be in attendance at the April 14, 2026 meeting to answer any questions.

A Resolution Authorizing the Village Manager to Execute Change Orders for the Construction of the New Fire Station 11

Supplemental Information - Fire Station 11 Cost Summary
Supplemental Information- RCO Sample
Supplemental Information- OCO Sample

Resolution No. 2026-_____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Village Manager to Execute Change Orders for the Construction of the New Fire Station 11

is hereby adopted, as follows:

Section 1. Recitals.

It is common practice for the Village to authorize the Village Manager to execute change order documents for construction contracts to allow for unforeseen items of work, scopes of work that may not be finalized at the time of award, or additional work if it is beneficial and economical to complete in accordance with the original project ("***Change Orders***"). This authority is permitted in accordance with Section 33E-9 of Article 33E of the Criminal Code of 1961, as well as the Village's Purchasing Policy. It is the Village's practice for this amount to be 10% of the awarded contract amount.

At the December 9, 2025 Village Board meeting, Resolution 2025-203 approved the construction for new Fire Station 11 to be located at 820 Dundee Road ("***Project***"). In the Resolution, additional Village costs such as installing Furniture Fixtures and Equipment (FFE), IT Solutions, Utility Modifications and a contingency for the Fire Station 11 Project were identified. These additional costs are estimated to be $1,288,784 and include $309,956 in contingency.

The Village's Annual Budget for Fiscal Year 2026 and the Fiscal Year 2027 Draft Budget provides sufficient funds in Account No. 38-7800-703-08-33002 for costs related to change orders for construction of Fire Station 11 in the amount of the previously contemplated contingency - $309,956 ("***Authority***").

The President and the Board of Trustees have considered the Authority and determined that it is in the best interests of the Village and the public to authorize the Village Manager to approve Change Orders for the Project up to the amount of the Authority. The President and Board of Trustees intend to retain this funding in the final Budget as approved.

Section 2. Designation and Authorization.

The President and Board of Trustees hereby designate and authorize the Village Manager to execute Change Orders in an amount not to exceed $309,956, in conjunction with the construction of Fire Station 11, that have otherwise been approved in accordance with the ordinances and procedures of the Village of Northbrook and the laws of the State of Illinois.

Section 3.

The Village Manager is hereby authorized and directed to execute such Change Order documents and make such payments as are necessary to complete the Project in accordance with the authorization in Section 2.

Section 4. Authorization to Execute Change Orders.

The Village Manager is authorized to execute one or more Project Change Orders for additional work consisting of additional unforeseen items of work related to, or arising from other work contemplated by, the scope of work for the Project in the amount of $309,956, subject to the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the Project file.

Section 5. Effective Date.

This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

Fire Station 11

	Space Needs *	Fire Station 11 Only Schematic Design	Fire Station 11 Only Design Development	Fire Station 11 Only Construction Documents
Square Footage	30,058	23,714	23,714	23,714
Design Fees	$ 1,552,862	$ 1,282,000	$1,282,000	$1,282,000
Construction	$ 16,672,864	$ 17,804,021	$17,341,828	$18,846,628
Village FF&E	$ 500,000	$ 325,000	$793,728	$506,921
IT Solutions				$396,907
Utility Modifications				$75,000
Village Contingency	$ 421,220	$ 369,317	$362,384	$309,956
	$ 19,146,946	$ 19,780,338	$ 19,779,940	$ 21,417,412
Cost per Square Foot	$ 637	$ 834	$ 834	$ 903
Land Purchase	$0	$997,963	$997,963	$997,963
Geothermal/Sustainability	$0	$1,817,121	$1,817,121	$1,817,121
Total	$ 19,146,946	$ 22,595,422	$ 22,595,024	$ 24,232,496

* Based on a combined Fire Station 11 and Fire Headquarters

Request for Change Order

PROJECT:
25-3648 LCI Northbrook Fleet Maintenance Building
3504 Commercial Avenue
Northbrook, Illinois 60062

CONTRACT INFORMATION:
Contract For: General Construction
Date: Nov 22, 2022

CHANGE ORDER INFORMATION:
Request for Change Order No.: RCO-004
Date: Feb 26, 2026

OWNER: Village of Northbrook (C)
1225 Cedar Lane
Northbrook,Illinois
60062

ARCHITECT: FGM Architects
1211 West 22nd Street
Oak Brook,Illinois
60523

CONTRACTOR: Leopardo Construction, Inc.
5200 Prairie Stone Parkway
Hoffman Estates, Illinois
60192

THE REQUEST FOR CONTRACT CHANGE IS AS FOLLOWS:

Scope of Work: Example RCO/OCO for Northbrook
Detailed Scope of Changes

Cost Recap:

Subcontractor Trade/Item	……..$	0
Amount:	$	0

NOTE: This authorization shall serve as notice that this change in scope of work may have an impact on the scheduled completion date. Leopardo Construction Inc. reserves the right to adjust the schedule as deemed necessary to incorporate the said change. The undersigned hereby authorizes Leopardo Construction Inc. to provide labor and material to complete the extra work for the above captioned project. Payment shall be made in accordance with the agreement between owner and contractor.

NOT VALID UNTIL SIGNED BY THE CONTRACTOR, AND OWNER

Leopardo Construction, Inc.	Village of Northbrook (C)
CONTRACTOR (Firm Name)	**OWNER** (Firm Name)
SIGNATURE	**SIGNATURE**
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**
DATE	**DATE**

AIA Document G701

Change Order

PROJECT:
25-3648 LCI Northbrook Fleet Maintenance Building
3504 Commercial Avenue
Northbrook, Illinois 60062

CONTRACT INFORMATION:
Contract For: General Construction
Date: Nov 22, 2022

CHANGE ORDER INFORMATION:
Change Order Number: OCO-003
Date: Feb 27, 2026

OWNER:
Village of Northbrook (C)
1225 Cedar Lane
Northbrook, Illinois 60062

ARCHITECT:
FGM Architects
1211 West 22nd Street
Oak Brook,Illinois 60523

CONTRACTOR: .
Leopardo Construction, Inc
5200 Prairie Stone Parkway
Hoffman Estates, Illinois 60192

THE CONTRACT IS CHANGED AS FOLLOWS:

RCO-004	Detailed Scope of Changes	$	0
TOTAL:		$	0

The Original Contract Sum was	$	59,962.00
Net change by previously authorized Change Orders	$	19,179,126.00
The Contract Sum prior to this Change Order was	$	19,239,088.00
The Contract Sum will change by this Change Order in the amount of	$	0
The new Contract Sum including this Change Order will be	$	19,239,088.00
The Contract Time will be Changed by		(5) days
The new date of Substantial Completion will be		Jan 15, 2027

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE CONTRACTOR, AND OWNER

	Leopardo Construction, Inc.	Village of Northbrook (C)
	CONTRACTOR (Firm Name)	**OWNER** (Firm Name)
	SIGNATURE	**SIGNATURE**
	PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**
	DATE	**DATE**

AIA Document G701 - 2021. Copyright © 2021 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, "G701", and "AIA Contract Documents" are registered trademarks and may not be used without permission. To report copyright violations, e-mail copyright@aia.org

MEMORANDUM

To: Village Board of Trustees
From: Village Manager Cara Pavlicek
Date: 2026-04-14
Subject: A Resolution Approving a Change to the Previously Authorized Dates for the Northbrook Civic Foundation's Use of the Commuter Parking Lot for 2026 Northbrook Days and Approving an Agreement For Use of Village Owned Property

Overview
The Northbrook Civic Foundation submitted a request to change the dates previously approved for the use the West Metra Lot to host the Northbrook Days Festival in 2026, subject to a Special Event Permit pursuant to Chapter 15, Article 24 of the Municipal Code, to August 5 - 9, 2026.

Fiscal Impact

The Village incurs expenditures related to closure and use of the West Commuter Parking Lot for Northbrook Days.

Regarding impact to Village services, the Village allocates staff resources to support the event and, in 2024 and 2025, tracked these personnel costs, as well as expenditure for materials, and the parking lot revenue loss from commuters due to the lot closure. Attached is details of these expenses and the 2025 summary for Village expenses and permit fees were as follows:

($62,296)	Village Personnel (Staff Regular Time & Overtime Hours)
($ 4,052)	Commuter Lot Parking Fees
($ 19)	Water Use
($ 2,177)	Sidewalk Repairs/Pothole Patching
($68,544)	Total Village Expense

$	275	Temporary Food Permit Fees Paid

Personnel costs are 63% Police, 19% Fire/EMS and 18% Public Works. First responders primary focus is on safety/security of the event. Responses reported include police locating a missing child, response to an individual who was intoxicated, escorted from the event and subsequently required medical treatment/transport to an area hospital by firefighter/paramedics from another location in the downtown and fire personnel response to an individual falling as they left the event. Police additionally took six reports for various matters. Primary Public Works support focused on traffic control signage, site preparation, and the removal and replacement of more than 450 parking lot numbered posts and delivery of roughly a ton of woodchips on the parking lot amusement area for them to build ramps.

As part of the October 28, 2025 Village Board Committee of the Whole meeting, staff presented data on the costs of all community special events and has subsequently held discussions with Civic regarding these costs and possible conditions of the Special Event Permit to include reimbursement of some or all of these expenses in the future.

As part of the FY27 budget process in March/April 2026, staff will make recommendations related to the impact on Village personnel and related expenses for Special Event permits that are not Village sponsored events approved annually through the budget process.

Recommendation
Approval.

Background

At the December 9, 2025 Regular Meeting of the Village Board, the Village Board approved Northbrook Civic Foundation's request to use the West Commuter Lot, subject to issuance of a Special Event Permit pursuant to the requirements of the Municipal Code. The Village has subsequently received the attached request to change the dates of event as approved by one week, to August 5 - 9. Staff recommends approval of this requested change.

As background, Northbrook Days is a five-day event which was traditionally held in the Village Green until 2018, when a change in policy regarding the locating of large rides in the Village Green park resulted in a change of location starting in 2019:

2019 Northbrook Court

2020 Cancelled

The relocation to the West Commuter Parking Lot was offered by the Village for the 2021 event as a temporary home during COVID. Following the 2021 event, Civic was granted a multi-year commitment from the Village for use of the West Commuter lot in 2022-2024 in order to hold the 100 Year celebration there in 2024. In the Fall of 2024, when Civic asked for use of the Commuter Lot for an additional year (2025), the request was granted by the Village Board on December 10, 2024, subject to the issuance of a Special Event Permit and it was noted that the Village would carefully evaluate the 2025 event related to impact on commuter parking and Village expenses related to the event prior to any future use of the West Commuter Lot after 2025.

Regarding impact on commuters, in 2025, Village Hall received more negative feedback than any prior year about the loss of commuter parking to accommodate Northbrook Days. For 2025, Public Works reports the highest consistent use of the Commuter Lot since COVID, with the heaviest utilization Tuesdays, Wednesdays, and Thursdays. This is following a doubling of the parking fee to $2 in July 2024. The Commuter Lot provides more than 730 parking spaces with roughly 62% on the west side of the Metra Station, 21% on the east side and 17% in the north lots. As such, the loss of 62% of commuter parking for as many as seven business days is not recommended after 2026. It should also be noted that 96 parking spaces at 1657 Shermer (Grainger) west lot were also made available to commuters during previous events and lessened the impact of the lost commuter lot spaces but should not be considered available for future events.

Staff recognizes the history of Northbrook Days as a community event that provides an important opportunity for families in Northbrook to gather and celebrate each year. The Northbrook Days website states:

Every year, volunteers across our community come together for five days and put on an exciting festival for residents of Northbrook and surrounding towns. The fest includes rides, games, live music, food, beer & wine, and much more! It's been a summer tradition in downtown Northbrook for decades. Did you know that all the net proceeds go back the community? Northbrook Days is a 100% volunteer organization, part of the Northbrook Civic Foundation. The festival is the foundation's sole fundraising event of the year.

Civic's initial request to use the West Commuter Lot was from Saturday, July 25, 2026 through Monday, August 3, 2026 and was approved, subject to a number of conditions, which remain in effect with the new event dates. This schedule continues to require early closure of the West Commuter Lot from Saturday, August 1 through Monday, August 10 in order to provide Civic use on the dates requested. Additionally, Civic has established a *2027 and Beyond Task Force* to concurrently plan for the future event activities and location and invited the Village to have staff participate on the Task Force.

Given the commitment of Civic to begin reviewi ng new locations for 2027, it is recommended that the attached resolution be approved to allow use of the West Commuter Lot in 2026 from Saturday, August 1, 2026 through Monday, August 10 2026, subject to the following conditions:

1. Issuance of Special Event Permit pursuant to Chapter 15, Article 24 of the Municipal Code; and
2. Village Attorney Review and Approval of the Civic Foundation's event Insu rance and Indemnification of the Village with special attention to carnival rides; and
3. Confirmation that Civic will establish their proposed *2027 and Beyond Task Force* by January 2026 and include staff from the Village and Park District on the Task Force in recognition of the challenges of closing the commuter parking lot; and
4. Payment of Village's lost parking revenues (not to exceed $4,500) for use of the West Commuter Lot from 8 a.m. Saturday, August 1, 2026 to 4 p.m. Monday, August 10, 2026 and payment for use outside of the approved hours of use; and
5. Reimbursement to the Village for the cost incurred by the Village for any lo t damage; and
6. Open Book visibility by Village on Northbrook Days expenditures and revenues related to the event.

Staff will be in attendance at the meeting to answer any questions.

A Resolution Approving a Change to the Previously Authorized Dates for the Northbrook Civic Foundation's Use of the Commuter Parking Lot for 2026 Northbrook Days and Approving an Agreement For Use of Village Owned Property
Exhibit A - Agreement for Use of West Metra Lot
Supplemental - NBCF NB Days Date Change Letter 04-2026

Resolution 2026-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving a Change to the Previously Authorized Dates for the Northbrook Civic Foundation's Use of the Commuter Parking Lot for 2026 Northbrook Days and Approving an Agreement For Use of Village Owned Property

is hereby adopted, as follows:

Section 1. Background.

Since 2021, the Northbrook Civic Foundation ("***Civic***") has used the Village-owned property known as the West Metra Commuter Parking Lot ("***West Commuter Lot***") to host the Northbrook Days Festival. Pursuant to Resolution 2025-R-205, adopted by the Village Board of Trustees on December 9, 2025, the Village agreed to allow Civic use the West Commuter Lot from Saturday, July 25 – Monday August 3, 2026 for the 2026 Northbrook Days Festival, subject to certain conditions.

Civic has encountered a scheduling conflict with their carnival partner and has requested that the Village approve a change to the previously authorized dates to allow Civic the use of the West Commuter Lot from Saturday, August 1 – Monday August 10, 2026 for the 2026 Northbrook Days Festival, subject to certain conditions.

In order to formalize this arrangement, the Village and Civic desire to enter into an agreement to set forth their respective rights and responsibilities regarding Civic's use of the West Commuter Lot for the 2026 Northbrook Days Festival ("***Agreement***").

The President and the Board of Trustees have considered this request and the Agreement and determined that it is in the best interests of the Village and the public to approve the request and Agreement.

Section 2. Approval of Change in Dates.

The President and Board of Trustees hereby approve Civic's use of the West Commuter Lot from 8 a.m. August 1 – 4 p.m. August 10, 2026 for the Northbrook Days Festival, subject to the conditions and requirements contained in Resolution 2025-R-205 and the Agreement.

Section 3. Authorization.

The Village Manager shall be and is hereby authorized and directed to take such actions necessary to facilitate this approval and authorization.

Section 4. Approval of Agreement.

The Agreement shall be, and is hereby, approved in substantially the form attached to this Resolution as ***Exhibit A*** and in a final form approved by the Village Manager and Village Attorney.

Section 5. Authorization to Execute Agreement.

The Village Manager and the Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement and all necessary documentation related thereto.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

AGREEMENT FOR USE OF VILLAGE OWNED PROPERTY
WEST METRA COMMUTER PARKING LOT

THIS AGREEMENT (***"Agreement"***) is dated as of this __ day of April, 2026, (***"Effective Date"***) and is by and among the **VILLAGE OF NORTHBROOK**, an Illinois home rule municipal corporation (***"Village"***) and the **NORTHBROOK CIVIC FOUNDATION** (*"**Civic"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the Village's statutory and home rule powers, the Parties agree as follows:

SECTION 1. RECITALS.

A. The Village is the owner of certain property commonly known as the West Metra Commuter Parking Lot (***"West Commuter Lot"***).

B. Since 2021, Civic has used the West Commuter Lot to host the Northbrook Days Festival.

C. Civic has requested that it be allowed use of the West Commuter Lot for its 2026 Northbrook Days Festival ("***Festival***") currently planned for August 5 – August 9, 2026. To account for Festival set up/tear down and various preparations for the Festival, Civic is requesting use of the West Commuter Lot from Saturday, August 1 – Monday, August 10, 2026.

D. Pursuant to Resolution 2025-R-205, adopted by the Village Board of Trustees on December 9, 2025, the Village has agreed to allow Civic to use the West Commuter Lot for the Festival subject to certain conditions.

E. The Village and Civic desire to enter into this Agreement to set forth their respective rights and responsibilities regarding Civic's use of the West Commuter Lot for the Festival.

SECTION 2. APPROVAL OF USE; LIMITATION OF INTEREST.

A. Approval of Use. Subject to the terms and conditions set forth in this Agreement, Resolution 2025-R-205, and Resolution 2026-R-_____, the Village hereby approves Civic's use of the West Commuter Lot from 8:00 a.m. August 1 through 4:00 p.m. August 10, 2026 for the Festival (***"Use"***).

B. Special Event Permit. Civic must apply for and obtain a Special Event Permit from the Village pursuant to Chapter 15, Article 24 of the Village of Northbrook Municipal Code for the Festival. Civic may not use the West Commuter Lot for the Festival unless a Special Event Permit has been issued.

C. Limitation of Interest. Except for the Use approved pursuant to this Agreement and Resolution 2025-R-205, Civic has no legal, beneficial, or equitable interest, whether by adverse possession or prescription or otherwise, in the West Commuter Lot.

D. As-Is, Where-Is. Civic hereby accepts the West Commuter Lot in its condition at the time of the execution of this Agreement, **WHERE-IS** and **AS-IS**, and subject to applicable requirements of law. Civic acknowledges and agrees that: (i) the Village has made no representation or warranty as to the suitability of the West Commuter Lot for Civic's intended purposes; and (ii) the Village will have no responsibility to maintain the West Commuter Lot in any particular condition or manner. Civic waives any implied warranty that the West Commuter Lot is or will be suitable for the Civic's intended purposes.

E. Limited Use of the Village Property. Civic acknowledges and agrees that nothing in this Agreement may be construed to provide Civic a right to use or alter the West Commuter Lot for any purpose other than as expressly set forth in this Agreement.

F. Payment for Lost Parking Revenue. In exchange for the approval of the Use, Civic agrees to pay to the Village the Village's lost parking revenue for the West Commuter Lot from 8:00 a.m. Saturday, August 1, 2026 to 4:00 p.m. Monday, August 10, 2026, not exceed a total of $4,500, as well as payment for any use of the West Commuter Lot outside of the approved hours of Use. Lost parking revenue will be calculated by the Village based on normal revenue generated during these times and the anticipated revenue for this period, as determined in the sole discretion of the Village, The Village will provide Civic with an invoice for lost parking revenue which must be paid by Civic within 15 days of receipt.

G. Task Force. Civic agrees to establish and operate the *2027 and Beyond Task Force*. Staff from both the Village and the Northbrook Park District will be included in such task force.

H. Open Book. Civic will provide the Village with documents and information relating to all expenditures and revenues relating to the Festival. Civic will make available for review by the Village and its agents the books and records relating to Civic's costs and revenue with respect to the Festival. These records will be available for inspection, audit and examination upon at least 24 hours prior written notice. The Village agrees to keep all financial information of Civic confidential, except to the extent required for compliance with any applicable law, rule or regulation. The foregoing Village review and audit rights will terminate upon the termination of this Agreement.

SECTION 3. RESERVATION OF RIGHTS.

A. Village Use. The Village hereby reserves the right to use the West Commuter Lot in any manner that will not unreasonably prevent, impede, or interfere with the exercise by Civic of the rights granted pursuant to this Agreement. Notwithstanding anything to the contrary contained in this Agreement, the Village has the right to maintain and improve the West Commuter Lot in any manner it so desires.

B. **Non-Exclusive Use**. The Village has the right to grant other non-exclusive licenses or easements, including, without limitation, licenses or easements for utility purposes, over, along, upon, or across the West Commuter Lot. The Village further reserves its right of full and normal access to the West Commuter Lot for the maintenance of any existing or future utility located thereon.

SECTION 4. LIABILITY AND INDEMNITY OF VILLAGE.

A. **Indemnity**. Civic agrees to, and does hereby, hold harmless and indemnify the Village and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of those parties in connection with: (i) the Festival; (ii) Civic's Use of the West Commuter Lot; or (iii) Civic's performance of, or failure to perform, their obligations under this Agreement (collectively, ***"Indemnified Claims"***), whether or not any such Indemnified Claim is due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or willful misconduct or fault of Civic; provided, however, that this indemnity does not apply to willful misconduct or gross negligence on the part of the Village.

B. **Defense Expense.** Civic, only as to its own acts or omissions, must, and does hereby agree to, pay all expenses, including legal fees and administrative expenses, incurred by the Village in defending itself with regard to any and all of the Indemnified Claims.

C. **Waiver of Liability.** Civic will, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that Civic may have against the Village and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the use of the West Commuter Lot, or as a result of the condition, maintenance, and use of the West Commuter Lot.

D. **Assumption of Risk**. Civic agrees to assume the full risk of any injuries, including death, and all costs, damages, and losses that Civic or its employees, agents, contractors, agents, servants, employees, contractors, guests, customers, or invitees may sustain while on the West Commuter Lot, or as a result of the condition, maintenance, or use of the West Commuter Lot.

SECTION 5. INSURANCE.

Civic agrees to obtain and maintain commercial general liability insurance, workers' compensation insurance, and if applicable, liquor liability insurance covering its use of the West Commuter Lot throughout the term of this Agreement. The amount of the required coverage shall be approved by the Village, but in no event shall liability coverage be in an amount less than two million dollars ($2,000,000.00) combined single limit per occurrence with a general aggregate of no less than four million dollars ($4,000,000.00) per person. The Village shall be

named as an additional insured by policy endorsement, and the insurer shall have a rating and be of a class size satisfactory to the Village's Director of Finance. All policies of insurance or liability coverage shall contain a waiver of subrogation as against the Village, its officials, employees, agents and volunteers except with respect to the sole gross negligence of the Village.

SECTION 6. TERM, TERMINATION AND RESTORATION.

A. Term. The approval granted by the Village to Civic for the Use of the West Commuter Lot will be valid through August 10, 2026 and this Agreement will terminate at 4:00 p.m. on August 10, 2026. This Agreement may only be renewed by the written agreement of all Parties.

B. Restoration of West Commuter Lot.

1. Civic's Obligations. Upon termination of this Agreement, Civic, at its sole cost and expense, must restore the West Commuter Lot as nearly as practicable to its condition as of the Effective Date, including, without limitation replacement of any and all asphalt, paving, or cement removed or damaged by Civic.

2. Failure to Restore. In the event that Civic fails or refuses to restore the West Commuter Lot in accordance with Section 6.B.1 of this Agreement within a reasonable period of time after receipt of written notice from the Village, the Village has the right, but not the obligation, to perform and complete the restoration, and to charge Civic for all actual, reasonable costs and expenses, including reasonable legal and administrative costs incurred by the Village, for such work. If Civic does not fully reimburse the Village for such costs, the Village has the right to place a lien on Civic's property for all such costs and expenses in the manner provided by law. The rights and remedies provided in this Section 6.B.2 are in addition to, and not in limitation of, any other rights and remedies otherwise available to the Village.

C. Survival of Obligations. All obligations of Civic pursuant to this Agreement that have not been fully performed as of the termination of this Agreement survive such termination, including, without limitation, the liability and indemnity obligations set forth in Section 4 of this Agreement, and the restoration obligations set forth in Section 6.B of this Agreement.

SECTION 7. ENFORCEMENT.

A. Enforcement. The Village and Civic may, in law or in equity, by suit, action, mandamus or any other proceeding, including, without limitation, specific performance, enforce or compel the performance of this Agreement; provided, however, that Civic agrees that it will not seek, and does not have the right to seek, recovery of a judgment for monetary damages against the Village or any Village elected or appointed officials, agents, representatives,

attorneys or employees on account of the negotiation, execution, or breach of any of the terms and conditions of this Agreement.

B. **Prevailing Party.** In the event of a judicial proceeding brought by one party against the other party or parties, the prevailing party or parties in the judicial proceeding are entitled to reimbursement from the unsuccessful party or parties of all costs and expenses, including reasonable attorneys' fees, incurred in connection with the judicial proceeding.

SECTION 8. GENERAL PROVISIONS.

A. Notices. All notices required or permitted to be given under this Agreement must be given by the parties by: (i) personal delivery; (ii) deposit in the United States mail, enclosed in a sealed envelope with first class postage thereon; or (iii) deposit with a nationally recognized overnight delivery service, addressed as stated in this Section 8.A. The address of any party may be changed by written notice to the other parties. Any mailed notice will be deemed to have been given and received within three days after the same has been mailed and any notice given by overnight courier will be deemed to have been given and received within 24 hours after deposit. Notices and communications to the parties will be addressed to, and delivered at, the following addresses:

If to the Village: Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062
Attention: Cara Pavlicek, Village Manager

with a copy to: Elrod and Friedman
350 N. Clark Street, 2nd Floor
Chicago, IL 60654
Attention: Steven M. Elrod, Village Attorney

If to Civic: _____
_____
_____
Attention:

B. Time of the Essence. Time is of the essence in the performance of all of the terms and conditions of this Agreement.

C. Amendments. No amendment or modification to this Agreement will be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with all applicable statutory procedures.

D. Authority To Execute. The Village hereby warrants and represents to Civic that the persons executing this Agreement on its behalf have been properly authorized to do so by the Village. Civic hereby warrants and represents to the Village that Civic has the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement.

E. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement are cumulative and are not be exclusive of any other such rights, remedies, and benefits allowed by law.

F. Non-Waiver. The Village will be under no obligation to exercise any of the rights granted to it in this Agreement. The failure of the Village to exercise at any time any right granted to the Village will not be deemed or construed to be a waiver of that right, nor will the failure void or affect the Village's right to enforce that right or any other right.

G. Governing Law. This Agreement will be governed by, construed, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

H. Severability. If any provision of this Agreement is construed or held to be void, invalid, illegal, or unenforceable in any respect, the remaining part of that provision and the remaining provisions of this Agreement will not be affected, impaired, or invalidated thereby, but remain in full force and effect. The unenforceability of any provision of this Agreement does not affect the enforceability of that provision in any other situation.

I. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to this Agreement.

J. Interpretation. This Agreement will be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement will be construed as though all parties participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party is not applicable to this Agreement.

K. No Third-Party Beneficiaries. No claim as a third-party beneficiary under this Agreement by any person may be made, or be valid, against the Village or Civic.

L. Counterparts. This Agreement may be executed in counterparts, each of which will be deemed to constitute a duly authorized original.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed, effective as of the date first written above.

ATTEST:

By: _____

THE VILLAGE OF NORTHBROOK

By:_____
Cara L. Pavlicek

Its: Village Manager

NORTHBROOK CIVIC FOUNDATION

By:_____
Name:_____
Its:_____

NORTHBROOK CIVIC FOUNDATION
SINCE 1907
SUPPORTING THE NORTHBROOK COMMUNITY

April 6, 2026

To President Ciesla and members of the Village Board of Trustees

Due to unforeseen circumstances, we have encountered a scheduling conflict with the carnival and need to move the Northbrook Days Festival back one week to August 5-9, 2026. We are currently finalizing the event permits and will submit them with the new dates. Thank you for taking the time to review this matter and approving the change of date.

We greatly appreciate the support provided by the village and look forward to another great year at Northbrook Days Festival as we join in the Northbrook 125th Anniversary Celebration.

Please feel free to contact us with any further questions or clarifications.

The Officers and Board of Directors
of the Northbrook Civic Foundation

Steve Amberg, President
Steve Satkiewicz, Vice President
Michael Daly, Treasurer

Northbrook Civic Foundation
PO Box 232 • Northbrook, IL 60065-0232

northbrookcivic.com

Northbrook Civic Foundation is a
501(C)3 Non-profit Charitable Organization

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Assistant to the Village Manager Sam Reiss
Date: 2026-04-14
Subject: A Motion Directing Staff to take the Necessary Actions to Engage Braver Angels of Illinois for a Special Event as Proposed by the Community Commission

Overview

The Village's Community Commission requests Village Board of Trustees approval and Village Staff support, for the Village, through the Community Commission, to partner with Braver Angels of Illinois and the Northbrook Public Library for a special event titled *Depolarizing Ourselves.*

Fiscal Impact

N/A.

Recommendation

Approve.

Background

The Village's Community Commission requests Village Board of Trustees approval and Village Staff support for the Village, through the Community Commission, to engage Braver Angels of Illinois and the Northbrook Public Library for a special event on Sunday, October 11, 2026 from 1:00pm - 5:00pm. At their March 12, 2026 special meeting, the Community Commission unanimously approved moving forward with proposing this event to the Village Board for consideration.

Braver Angels of Illinois is a 501(c)(3) non-profit organization that works with local communities by holding workshops, debates, and public presentations designed to bridge the polarizing political divide experienced throughout the country. These events allow those with different political beliefs to get past destructive stereotypes so they can have civil conversations about real issues that lead to productive problem-solving.

The proposed workshop - *Depolarizing Ourselves* - teaches participants how they may inadvertently be complicit in, or possibly even encourage, polarization. As stated in Exhibit A**,** the goals of the workshop are to teach participations how to be more aware of their own "inner polarizer," and how to interact with those they disagree with without demonizing, dismissing, or

stereotyping those with opposite opinions over policies, issues, or philosophy.

If approved, the Commission has requested the special event be publicized as appropriate through various Village communication methods (print newsletter, e-news, etc.).

In September 2025, the Commission hosted a similar event with Braver Angels of Illinois - *Skills for Disagreeing Better* - which focused on building skills to have better, more respectful conversations with people whose perspectives differ from your own.

The Commission's Staff Liaison and a member of the Community Commission will attend the meeting to answer any questions.

Exhibit A - Braver Angels Depolarizing Ourselves Workshop

Braver Angels

Depolarizing Ourselves Introductory Workshop

A first step toward civil engagement

Workshop Overview

Civil discourse requires mutual respect. Respect, not agreement, is an essential key for a healthy discussion. This workshop addresses how we may inadvertently be complicit in, or possibly even encourage, polarization.

What is the Depolarizing Ourselves Introductory Workshop?

The Depolarizing Ourselves Introductory Workshop is designed to help you lessen the effects of polarization when you encounter them in your political conversations. Note that by "polarization," we are not referring to healthy disagreements over issues or philosophy. We are talking about how we regard and talk about large groups of ordinary people on the other side of our own politics as if they were enemies.

This is a group session that is approximately 1.5 hours long. It is led by a volunteer Braver Angels Facilitator. Braver Angels is a non-religious organization that develops educational tools to build bridges between people divided over politics. We also partner with religious and other groups who use our tools in the context of their own traditions.

Goals

To teach participants:

- How to be more aware of their own "inner polarizer".
- How to interact without demonizing, dismissing or stereotyping large swaths of the population.

In our current political climate, much of our conflict stems not from healthy disagreement over policies, issues, or philosophy. Instead, it's created by the often emotional, rancor-escalating, and highly polarizing conversations that we typically have with others. Braver Angels has created our Depolarizing Ourselves Workshop to help you reframe how you view the other side in the face of disagreements around politics. Successfully 'taming' our inner polarizer starts with recognizing our tendencies around harmful generalizations about the other side. This requires acknowledging how we often attribute negative intent and motivations to the other side without first trying to understand them.