

Item #14B:

Village Trustee Marshall

Shared Code Enforcement & Adjudication Services - Update

**VILLAGE OF
BUFFALO GROVE**



Fifty Raupp Blvd.
Buffalo Grove, IL 60089-2196

Dane Bragg
Village Manager
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April 28, 2015

Mr. David Lothspeich
Village Manager
3110 Old McHenry Road
Long Grove, IL 60047

RE: Shared Municipal Services

Dear Dave:

It was a pleasure meeting with you last week to discuss how the Village of Buffalo Grove may be able to share services with the Village of Long Grove. Based on our discussion, the Village of Buffalo Grove would be interested in offering Long Grove the following services:

Property Maintenance Inspections/Administrative Adjudication

Utilizing the Village of Buffalo Grove's Administrative Adjudication process, the Village of Buffalo Grove could offer up to eight (8) hours per week of property maintenance inspections and enforcement. This may include, but not be limited to:

- Responds to and documents complaints of alleged code violations relating to the International Property Maintenance Code and Long Grove Zoning Code; and
- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures and reports relating to code enforcement issues and actions; and
- Meets with property owners and others to review and explain code requirements and violations or potential violations; secures code compliance; and
- Utilizing the Village of Buffalo Grove Administrative Adjudication process, the Inspector will review cases being prepared for adjudication and testify in court. This includes preparing detailed reports of activities & investigations and assists in obtaining, preparing and presenting exhibits or other evidence in court as required.

Environmental Health Services/Inspections

The Village of Buffalo Grove could offer inspection and plan review services for Long Grove's food handling establishments. This may include, but not be limited to:

- Conducts inspections of food handling establishments and retail food stores; notes deficiencies in equipment, facilities, storage, food handling and preparation; advises owners and operators of legal requirements and corrective measures; prepares reports of inspectional findings; and
- Performs re-inspections as necessary to secure compliance and issues citations in cases where voluntary compliance is not obtained; and
- Reviews plans and specifications for new and remodeled food stores and food service operations; ensures that plans and specifications meet applicable sanitation standards; inspects facilities during the course of construction or renovation to ensure compliance; conducts final inspections for business license approval.

Overweight Truck Enforcement

The Village of Buffalo Grove and its traffic enforcement team could provide enforcement of overweight trucks in Long Grove. This may include, but not be limited to:

- Conduct a survey to determine the truck routes and frequency of potential violations for feasibility; and
- Issue citations for violations.

While further review and approval will be required by both municipalities, including the development of a fee schedule, desired hours of service and performance metrics, the Village of Buffalo Grove is ready to work with you and your staff on finding ways to share services.

Should you have any questions, please feel free to contact me at (847) 459-2525.

Sincerely,



Dane Bragg,
Village Manager