Village President P. Sean Michels Village Clerk Cynthia Galbreath Village Administrator Brent M. Eichelberger	SUGAR GROVE 10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-466-4507 Fax: 630-466-4521	Village Trustees Robert Bohler Kevin Geary Sean Herron Mari Johnson Rick Montalto David Paluch

August 20, 2013
Board Meeting
6:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearing:
   a. None
5. Appointments and Presentations
   a. None
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
   a. Approval: Minutes August 06, 2013 Meetings
   b. Approval: Vouchers
   c. Resolution: Approving the FY 2014-14 CIP
8. General Business
   a. Resolution: Authorizing execution of an IGA between the Illinois Department of Transportation and the Village of Sugar Grove for the Dugan Road / Granart Road Intersection Improvement Project, STAR
   b. Resolution: Authorizing an Agreement with TADI for the Professional Engineering Services Associated with the Dugan Road / Granart Road Intersection Improvement Project, STAR
9. New Business
10. Reports
    a. Staff Reports
    b. Trustee Reports
    c. Presidents Report
11. Public Comments
12. Airport Report
13. Closed Session: Land Acquisition, Personnel, Litigation
14. Adjournment

*The consent agenda is made up of items that have been previously discussed, non-controversial, or routine in subject manner and are voted on as a 'package'. However, by simple request any member of the Board may remove an item from the consent agenda to have it voted upon separately. Items that are marked as * STAR – indicate that the item is Subject to Attorney Review*

Members of the public wishing to address the Board shall adhere to the following rules and procedures:

1. Complete the public comment sign-in sheet prior to the start of the meeting.
2. The Village President will call members of the public to the podium at the appropriate time.
3. Upon reaching the podium, the speaker should clearly state his or her name and address.
4. Individual comment is limited to three (3) minutes. The Village President will notify the speaker when time has expired.
5. Persons addressing the Board shall refrain from commenting about the private activities, lifestyles, or beliefs of others, including Village employees and elected officials, which are unrelated to the business of the Village Board. Also, speakers should refrain from comments or conduct that is uncivil, rude, vulgar, profane, or otherwise disruptive. Any person engaging in such conduct shall be requested to leave the meeting.
6. The aforementioned rules pertaining to public comment may be waived by the Village President, or by a majority of a quorum of the Village Board.
7. Except during the time allotted for public discussion and comment, no person, other than a member of the Board, shall address that body, except with the consent of two (2) of the members present.

Village President P. Sean Michels Village Clerk Cynthia Galbreath Village Administrator Brent M. Eichelberger	SUGAR GROVE 10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-466-4507 Fax: 630-466-4521	Village Trustees Robert Bohler Kevin Geary Sean Herron Mari Johnson Rick Montalto David Paluch

August 20, 2013
Committee of the Whole
6:30 P.M.

1. Call to Order
2. Roll Call
3. Public
4. Discussion: Comprehensive Sign Ordinance Update
5. Discussion: Personnel Policies Manual
6. Discussion: Accomplishments & Action Plans
7. Closed Session: Land Acquisition, Personnel, Litigation
8. Adjournment

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	49,954	51,202	26,241	127,397
Finance	-	-	-	-	-	425,000	425,000	850,000
Police	-	-	89,920	139,239	-	-	199,571	428,730
Public Works	514,923	2,010,377	3,865,916	1,651,549	4,224,471	2,323,152	7,120,079	21,710,467
TOTAL	$ 514,923	$ 2,010,377	$ 3,955,836	$ 1,790,788	$ 4,274,425	$ 2,799,354	$ 7,770,891	$ 23,116,594

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Public Buildings (PB)	$ -	$ -	$ 60,000	$ -	$ 2,317,000	$ -	$ 184,000	$ 2,561,000
Transportation (TR)	206,433	195,435	2,930,891	357,836	1,156,757	232,074	232,074	5,311,500
Water (WA)	-	43,044	620,385	-	-	760,396	4,631,699	6,055,524
Sanitary Sewer (SA)	-	-	-	-	-	-	250,000	250,000
Storm Sewer (ST)	308,490	1,771,898	254,640	36,125	-	-	841,118	3,212,271
Fleet (FL)	-	-	89,920	1,094,703	763,546	1,164,077	1,207,000	4,319,246
Equipment (EQ)	-	-	-	302,124	37,122	642,807	425,000	1,407,053
TOTAL	$ 514,923	$ 2,010,377	$ 3,955,836	$ 1,790,788	$ 4,274,425	$ 2,799,354	$ 7,770,891	$ 23,116,594

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ 206,433	$ 21,358	$ 1,254,735	$ 87,451	$ 231,185	$ -	$ -	$ 1,801,162
2. Motor Fuel Tax	-	-	300,648	270,385	232,017	232,074	232,074	1,267,198
3. Equipment Replacement Fees	-	-	89,920	1,396,827	407,910	835,013	419,717	3,149,387
4. Capital Improvement Fees	-	-	60,000	-	2,709,758	971,871	1,396,283	5,137,912
5. Water Tap-On Fees	-	43,044	304,785	-	-	335,916	1,067,699	1,751,444
6. Sewer Tap-On Fees	-	-	-	-	-	-	841,118	841,118
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	424,480	3,814,000	4,238,480
11. County Grant/Loan	-	1,271,525	4,500	-	-	-	-	1,276,025
12. State Grant/Loan	-	-	144,000	-	-	-	-	144,000
13. Federal Grant/Loan	-	174,077	1,542,608	-	693,555	-	-	2,410,240
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	308,490	500,373	254,640	36,125	-	-	-	1,099,628
TOTAL	$ 514,923	$ 2,010,377	$ 3,955,836	$ 1,790,788	$ 4,274,425	$ 2,799,354	$ 7,770,891	$ 23,116,594

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
PUBLIC BUILDINGS SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Outdoor Salt Storage Facility	$ -	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
Paint Interior & Exterior - PW	-	-	-	-	300,000	-	-	$ 300,000
Additional Salt Storage Facility	-	-	-	-	379,500	-	-	379,500
Anti-Icing Facility	-	-	-	-	137,500	-	-	137,500
Expansion of Public Works Facility	-	-	-	-	1,500,000	-	-	1,500,000
Fueling Facility	-	-	-	-	-	-	184,000	184,000
TOTAL	$ -	$ -	$ 60,000	$ -	$ 2,317,000	$ -	$ 184,000	$ 2,561,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
PUBLIC BUILDINGS SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	-	-	60,000	-	2,317,000	-	184,000	2,561,000
TOTAL	$ -	$ -	$ 60,000	$ -	$ 2,317,000	$ -	$ 184,000	$ 2,561,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	60,000	-	2,317,000	-	184,000	2,561,000
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 60,000	$ -	$ 2,317,000	$ -	$ 184,000	$ 2,561,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
TRANSPORTATION SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Cross Street and IL Route 47 Intersection STP Project	$ 206,433	$ 21,358	$ 1,398,225	$ -	$ -	$ -	$ -	$ 1,626,016
MFT Program - 2014	-	-	300,648	-	-	-	-	300,648
2012 Street Maintenance Program	-	-	200,000	-	-	-	-	200,000
Dugan Road STP Project	-	174,077	887,022	-	-	-	-	1,061,099
Bliss Road and IL Route 47 Intersection STP Project	-	-	104,996	87,451	924,740	-	-	1,117,187
Galena and IL Rte. 47 Bike Path	-	-	40,000	-	-	-	-	40,000
MFT Program - 2015	-	-	-	270,385	-	-	-	270,385
MFT Program - 2016	-	-	-	-	232,017	-	-	232,017
MFT Program - 2017	-	-	-	-	-	232,074	-	232,074
MFT Program - 2018	-	-	-	-	-	-	232,074	232,074
TOTAL	$ 206,433	$ 195,435	$ 2,930,891	$ 357,836	$ 1,156,757	$ 232,074	$ 232,074	$ 5,311,500

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
TRANSPORTATION SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	206,433	195,435	2,930,891	357,836	1,156,757	232,074	232,074	5,311,500
TOTAL	$ 206,433	$ 195,435	$ 2,930,891	$ 357,836	$ 1,156,757	$ 232,074	$ 232,074	$ 5,311,500

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ 206,433	$ 21,358	$ 939,135	$ 87,451	$ 231,185	$ -	$ -	$ 1,485,562
2. Motor Fuel Tax	-	-	300,648	270,385	232,017	232,074	232,074	1,267,198
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	-	-	-	-	-	-
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	-	4,500	-	-	-	-	4,500
12. State Grant/Loan	-	-	144,000	-	-	-	-	144,000
13. Federal Grant/Loan	-	174,077	1,542,608	-	693,555	-	-	2,410,240
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ 206,433	$ 195,435	$ 2,930,891	$ 357,836	$ 1,156,757	$ 232,074	$ 232,074	$ 5,311,500

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
WATER SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Mallard Point to Settlers Ridge Water Main	-	43,044	304,785	-	-	-	-	347,829
Fays Lane Water Main Replacement	-	-	315,600	-	-	-	-	315,600
75 Railroad Street Paving	-	-	-	-	-	19,000	83,810	102,810
Settlers Ridge to Hankes and Winthrop Water Main	-	-	-	-	-	316,916	983,889	1,300,805
Denny Road EWST	-	-	-	-	-	424,480	3,564,000	3,988,480
TOTAL	$ -	$ 43,044	$ 620,385	$ -	$ -	$ 760,396	$ 4,631,699	$ 6,055,524

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
WATER SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	-	43,044	620,385	-	-	760,396	4,631,699	6,055,524
TOTAL	$ -	$ 43,044	$ 620,385	$ -	$ -	$ 760,396	$ 4,631,699	$ 6,055,524

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ 315,600	$ -	$ -	$ -	$ -	315,600
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	-	-	-	-	-	-
5. Water Tap-On Fees	-	43,044	304,785	-	-	335,916	1,067,699	1,751,444
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	424,480	3,564,000	3,988,480
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ 43,044	$ 620,385	$ -	$ -	$ 760,396	$ 4,631,699	$ 6,055,524

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
SANITARY SEWER SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
1st and Grove Street - line under tracks	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
SANITARY SEWER SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	250,000	250,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	-	-	-	-	-	-
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	250,000	250,000
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
STORM SEWER SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Mallard Point/Rolling Oaks Drainage Improvements	$ 308,490	$ 1,771,898	$ 254,640	$ 36,125	$ -	$ -	$ -	$ 2,371,153
East Stormwater/Street Improvements	-	-	-	-	-	-	841,118	841,118
TOTAL	$ 308,490	$ 1,771,898	$ 254,640	$ 36,125	$ -	$ -	$ 841,118	$ 3,212,271

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
STORM SEWER SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	308,490	1,771,898	254,640	36,125	-	-	841,118	3,212,271
TOTAL	$ 308,490	$ 1,771,898	$ 254,640	$ 36,125	$ -	$ -	$ 841,118	$ 3,212,271

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	-	-	-	-	-	-
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	841,118	841,118
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	1,271,525	-	-	-	-	-	1,271,525
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	308,490	500,373	254,640	36,125	-	-	-	1,099,628
TOTAL	$ 308,490	$ 1,771,898	$ 254,640	$ 36,125	$ -	$ -	$ 841,118	$ 3,212,271

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FLEET SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Ford Crown Victoria - #41	$ -	$ -	$ -	$ -	$ -	$ -	$ 49,627	$ 49,627
Ford Crown Victoria - #42	-	-	44,960	-	-	-	-	44,960
Ford Crown Victoria - #43 (C)	-	-	22,480	-	-	-	-	22,480
Ford Crown Victoria - #44	-	-	-	-	-	-	49,627	49,627
Ford Crown Victoria - #45	-	-	-	46,084	-	-	-	46,084
Ford Crown Victoria - #46	-	-	-	46,084	-	-	-	46,084
Ford Crown Victoria - #47 (I)	-	-	22,480	-	-	-	-	22,480
Ford Crown Victoria - #48 (S)	-	-	-	-	-	-	50,690	50,690
Ford Crown Victoria - #49	-	-	-	-	-	-	49,627	49,627
Ford Crown Victoria - #50 (S)	-	-	-	47,071	-	-	-	47,071
Subtotal - Police	-	-	89,920	139,239	-	-	199,571	428,730
10 Yard Dump with Plow (200)	-	-	-	152,300	-	-	-	152,300
4 x 4 Pickup Truck with Plow (02)	-	-	-	44,960	-	-	-	44,960
4 x 4 Pickup Truck with Plow (05)	-	-	-	44,960	-	-	-	44,960
10 Yard Dump with Plow (201)	-	-	-	152,300	-	-	-	152,300
1 Ton Dump with Plow (09)	-	-	-	80,022	-	-	-	80,022
4 x 4 Pickup Truck with Plow (12)	-	-	-	-	46,084	-	-	46,084
5 Yard V-Box with Plow (203)	-	-	-	-	118,642	-	-	118,642
5 Yard Dump with V-Box & Wing (B)	-	-	-	-	164,485	-	-	164,485
10 Yard Dump with V-Box (C)	-	-	-	-	156,108	-	-	156,108
1 1/2 Ton Bucket Truck (10)	-	-	-	-	-	131,210	-	131,210
1 1/2 Ton Dump with Plow (E)	-	-	-	-	-	84,074	-	84,074
Sweeper (F)	-	-	-	-	-	196,813	-	196,813
5 Yard Dump with Plow (205)	-	-	-	-	-	-	144,328	144,328
5 Yard Dump with Plow (G)	-	-	-	-	-	-	144,328	144,328
5 Yard Dump with Plow (H)	-	-	-	-	-	-	172,812	172,812
4 x 4 Utility Truck with Plow (I)	-	-	-	-	-	-	75,818	75,818
Subtotal - Streets	-	-	-	474,542	485,319	412,097	537,286	1,909,244
4 x 4 Utility Truck with Plow (13)	-	-	-	-	-	-	73,969	73,969
4 x 4 Utility Truck with Plow (B)	-	-	-	-	-	-	73,969	73,969
Subtotal - Building Maintenance	-	-	-	-	-	-	147,938	147,938
Dodge Dakota Pickup - CD 2	-	-	-	-	24,977	-	-	24,977
Dodge Dakota Pickup - CD 5	-	-	-	-	24,977	-	-	24,977
Dodge Dakota Pickup - CD 3	-	-	-	-	-	25,601	-	25,601
Dodge Dakota Pickup - CD 4	-	-	-	-	-	25,601	-	25,601
Dodge Dakota Pickup - CD 6	-	-	-	-	-	-	26,241	26,241
Subtotal - Community Development	-	-	-	-	49,954	51,202	26,241	127,397
4 x 4 Pickup Truck with Plow (01)	-	-	-	44,960	-	-	-	44,960
4 x 4 Utility Truck with Plow (08)	-	-	-	70,405	-	-	-	70,405
Ford Explorer - #1 (06)	-	-	-	30,461	-	-	-	30,461
4 x 4 Utility Truck with Plow (04)	-	-	-	70,405	-	-	-	70,405
5 Yard Dump with Plow (202)	-	-	-	134,023	-	-	-	134,023
4 x 4 Club Cab with Plow (07)	-	-	-	50,646	-	-	-	50,646
1 Ton Dump with Plow (14)	-	-	-	80,022	-	-	-	80,022
10 Yard Dump with Plow (204)	-	-	-	-	156,108	-	-	156,108
4 x 4 Utility Truck with Plow (D)	-	-	-	-	72,165	-	-	72,165
4 x 4 Utility Truck with Plow (11)	-	-	-	-	-	73,969	-	73,969
Vactor (206)	-	-	-	-	-	360,825	-	360,825
Ford Explorer - #4 (C)	-	-	-	-	-	32,004	-	32,004
4 x 4 Utility Truck with Plow (E)	-	-	-	-	-	73,969	-	73,969
10 Yard Dump with Plow (F)	-	-	-	-	-	160,011	-	160,011
4 x 4 Utility Truck with Plow (15)	-	-	-	-	-	-	75,818	75,818
4 x 4 Utility Truck with Plow (G)	-	-	-	-	-	-	75,818	75,818
5 Yard Dump with Plow (H)	-	-	-	-	-	-	144,328	144,328
Subtotal - Utilities	-	-	-	480,922	228,273	700,778	295,964	1,705,937
TOTAL	$ -	$ -	$ 89,920	$ 1,094,703	$ 763,546	$ 1,164,077	$ 1,207,000	$ 4,319,246

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FLEET SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	49,954	51,202	26,241	127,397
Finance	-	-	-	-	-	-	-	-
Police	-	-	89,920	139,239	-	-	199,571	428,730
Public Works	-	-	-	955,464	713,592	1,112,875	981,188	3,763,119
TOTAL	$ -	$ -	$ 89,920	$ 1,094,703	$ 763,546	$ 1,164,077	$ 1,207,000	$ 4,319,246

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	89,920	1,094,703	370,788	617,206	419,717	2,592,334
4. Capital Improvement Fees	-	-	-	-	392,758	546,871	787,283	1,726,912
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 89,920	$ 1,094,703	$ 763,546	$ 1,164,077	$ 1,207,000	$ 4,319,246

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Wheel Loader with Plow	$ -	$ -	$ -	$ 127,093	$ -	$ -	$ -	$ 127,093
Tractor	-	-	-	37,657	-	-	-	37,657
Backhoe	-	-	-	137,374	-	-	-	137,374
Brush Chipper	-	-	-	-	37,122	-	-	37,122
Financial Software and Related Hardware	-	-	-	-	-	425,000	425,000	850,000
Excavator	-	-	-	-	-	53,796	-	53,796
125 Kw Generator	-	-	-	-	-	164,011	-	164,011
TOTAL	$ -	$ -	$ -	$ 302,124	$ 37,122	$ 642,807	$ 425,000	$ 1,407,053

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	425,000	425,000	850,000
Police	-	-	-	-	-	-	-	-
Public Works	-	-	-	302,124	37,122	217,807	-	557,053
TOTAL	$ -	$ -	$ -	$ 302,124	$ 37,122	$ 642,807	$ 425,000	$ 1,407,053

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	302,124	37,122	217,807	-	557,053
4. Capital Improvement Fees	-	-	-	-	-	425,000	425,000	850,000
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ 302,124	$ 37,122	$ 642,807	$ 425,000	$ 1,407,053

VILLAGE OF SUGAR GROVE
BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: JUSTIN VANVOOREN, FINANCE DIRECTOR

SUBJECT: APPROVAL: CAPITAL IMPROVEMENT PROGRAM

AGENDA: AUGUST 20, 2013 REGULAR BOARD MEETING

DATE: AUGUST 15, 2013

ISSUE

Shall the Village Board approve a Capital Improvement Program (CIP) plan.

DISCUSSION

The Village Board approved the fiscal year 2013-2014 Budget at the April 16, 2013 Regular Board meeting. The approved fiscal year 2013-2014 budget and projected fiscal year 2014-2015 and fiscal year 2015-2016 budgets contain the first 3 years of projects as delineated in the CIP. Finance staff met with each department to update the out years.

Standard & Poor's, the Villages credit rating agency, looks favorably upon the approval of a separate CIP due to the foresight and planning involved. Approval will allow the Village to maintain or improve the Village's current bond rating.

Attached is a resolution to approve the Capital Improvement Program for May 1, 2013 through April 30, 2018, as well as an executive summary, the overall summary sheet, and summary sheets for each project type.

COST

There are no costs associated with approval of the CIP.

RECOMMENDATION

That the Village Board adopt a resolution approving the fiscal year 2014 – 2018 Capital Improvement Program (CIP) plan.

RESOLUTION NO. 20130820F1

APPROVING A CAPITAL IMPROVEMENT PROGRAM

WHEREAS, a Capital Improvement Program facilitates coordination between capital needs and the operating budgets;

WHEREAS, a Capital Improvement Program enhances the community's credit rating, control of its tax rate, and avoids sudden changes in its debt service requirements;

WHEREAS, a Capital Improvement Program identifies the most economical means of financing capital projects;

WHEREAS, a Capital Improvement Program increases opportunities for obtaining federal and state aid;

WHEREAS, a Capital Improvement Program relates long-range planning to public facilities and other public and private development;

WHEREAS, a Capital Improvement Program focuses attention on community objectives and fiscal capacity;

WHEREAS, a Capital Improvement Program keeps the public informed about future needs and projects;

WHEREAS, a Capital Improvement Program coordinates the activities of neighboring and overlapping units of local government to reduce duplication;

WHEREAS, a Capital Improvement Program encourages careful project planning and design to avoid costly mistakes and help a community reach desired goals; and

WHEREAS, the Village of Sugar Grove devotes a large portion of its annual budget to capital projects in order to maintain or improve the level of service expected by its citizens.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees for the Village of Sugar Grove, Kane County, Illinois:

SECTION ONE: PLAN APPROVAL

1. The Capital Improvement Program for May 1, 2013 through April 30, 2018 is attached hereto and by this reference incorporated herein and made a part hereof, and is hereby adopted and approved in all respects.

2. The Capital Improvements Program represents a spending plan, but does not obligate the Village to complete any project therein.

3. The Capital Improvements Program is to be updated on an annual basis, is meant to serve as a guide only, and is subject to change and modification in subsequent years.

SECTION TWO: GENERAL PROVISIONS

REPEALER: All resolutions or portions thereof in conflict with this resolution are hereby repealed.

SEVERABILITY: Should any provision of this resolution be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this resolution.

EFFECTIVE DATE: This resolution shall be in full force and effect on and after its approval and passage.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 20th day of August, 2013.

ATTEST: _____
Cynthia Galbreath, Village Clerk,
Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Robert Bohler	_____	_____	_____	_____
Trustee Kevin Geary	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____

Village of Sugar Grove
What is a capital improvement program?

A capital improvement program (CIP) is a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity and physical development.

A CIP should not be confused with a capital improvement budget. The CIP consists of a five year plan which identifies projects to be undertaken during that time while the capital improvement budget represents the first year of the CIP. Projects outside of the first year act to serve as a guide only and are subject to change and modification in subsequent years.

The Village of Sugar Grove (Village) devotes a large portion of its annual budget to capital projects in order to maintain or improve the level of service expected by its citizens. That level of service can only be assured if adequate consideration is given to maintaining and expanding public facilities and infrastructure. If a government fails to maintain its capital assets, equipment, facilities and infrastructure will deteriorate more quickly and necessitate costly emergency allocations of financial resources. Development of a CIP will ensure sound fiscal management and allow for careful planning of projects.

A complete, properly developed CIP has the following benefits:

- Facilitates coordination between capital needs and the operating budgets.
- Enhances the community's credit rating, control of its tax rate, and avoids sudden changes in its debt service requirements.
- Identifies the most economical means of financing capital projects.
- Increases opportunities for obtaining federal and state aid.
- Relates long-range planning such as the Comprehensive Plan, Water System Study, and other long-term planning to public facilities and other public and private development.
- Focuses attention on community objectives and fiscal capacity.
- Keeps the public informed about future needs and projects.
- Coordinates the activities of neighboring and overlapping units of local government to reduce duplication.
- Encourages careful project planning and design to avoid costly mistakes and help a community reach desired goals.

Village of Sugar Grove
Steps to the Capital Improvement Program

There are certain steps that should be undertaken during the development of a CIP which are as follows:

1) Capital planning requires effective leadership and the involvement and cooperation of all municipal departments. The Finance Director was designated as the CIP Coordinator. The Coordinator is responsible for initiating the process, scheduling all meetings, involving the necessary staff, and keeping the process moving forward.

2) An inventory of existing capital assets was taken for the April 30, 2005 financial statement audit due to the requirements under Governmental Accounting Standards Board (GASB) Standard 34. Details of all infrastructure have not been obtained at this time because it was not required due to the Village's size.

3) The next step is to identify projects underway, determine whether additional funds are required, and determine the amount of unspent funds available from completed and discontinued projects. The Finance Director and Public Works Department examine the previous CIP to determine the status of each project included. The Village updates its CIP every year during the budget process.

4) There are only so many projects that the Village can take on during a given period financially. The Finance Director analyzed the Village's ability to afford major expenditures. This analysis included examining recent and anticipated trends in revenues, expenditures, debt and unfunded liabilities such as pension costs.

5) A form was developed, using multiple examples, to be used to submit CIP projects. The CIP Coordinator met with and solicited departmental recommendations for CIP projects. The project requests included a clear statement of the need and justification for the project, its costs, its net effect on the operating budget, and an implementation schedule.

6) The Finance Director then examined each project to determine the best funding source available. Staff felt that it was extremely important to identify a funding source because without it, the project would most likely not be completed.

7) The presentation to and approval by the Board is just the beginning. The CIP is a dynamic document that must be monitored, reviewed, and updated as necessary.

Village of Sugar Grove
The Village of Sugar Grove Capital Improvement Program

The current CIP covers fiscal years ending (FYE) 2014 through 2018. The 5 year plan reflects a wide variety of capital projects, including infrastructure, at a total cost of approximately $23.1 million.

Page 14 – 4 of the CIP includes summary level information as follows:

1) Project Summary by Department – categorizes projects under Administration, Community Development, Finance, Police, and Public Works
2) Project Summary by Type – categorizes projects under Public Buildings, Transportation, Water, Sanitary Sewer, Storm Sewer, Fleet, and Equipment
3) Fund Source by Type – categorizes which funding sources will be utilized

Each type of project as listed above (in #2) then has its own summary page. Pages 14 – 5 through 14 – 12 of the CIP contain a listing by project type. In addition, these pages also categorize the applicable projects into department and funding source.

The remainder of the CIP is comprised of a collection of individual capital project detail sheets (not included here due to the volume of data). The project detail sheet includes the name, description, justification, estimated cost, the year in which it will be started or acquired, the amount expected to be expended each year, the proposed method of financing, and the annual impact on the operating budget.

The Village has done its best to estimate the annual impact on the operating budget

Fleet will have an operating cost over the next:

- 1 year decrease of $19,622 (($556) – General Fund, ($19,066) – Waterworks and Sewerage Fund) to $262,531 ($153,254 – General Fund, $109,277 – Waterworks and Sewerage Fund)
- 5 years of $354,442 ($243,543 – General Fund, $110,899 – Waterworks and Sewerage Fund) to $636,595 ($397,353 – General Fund, $239,242 – Waterworks and Sewerage Fund).

Equipment will have an operating cost over the next:

- 1 year decrease of $2,289 (($2,289) – General Fund, $0 – Waterworks and Sewerage Fund) to $20,451 ($3,712 – General Fund, $16,739 – Waterworks and Sewerage Fund)
- 5 years of $49,946 ($17,215 – General Fund, $32,731 – Waterworks and Sewerage Fund) to $72,686 ($23,216 – General Fund, $49,470 – Waterworks and Sewerage Fund).

The Village does realize we will also have increased operating costs for most Public Buildings, Transportation, Water, Sanitary Sewer, and Storm Sewer assets included in the CIP and is actively working toward a means of identifying that information. However, we have only been able to obtain operating costs for current year projects under each of these five (5) categories, which is contained in the letter of transmittal on pages 1-10 through 1-11 of this budget document.

July 16, 2013 Draft

Sugar Grove Sign Ordinance

11-14-1: PURPOSE

11-14-2: DEFINITIONS

11-14-3: SCOPE

11-14-4: EXCLUDED SIGNS

11-14-5: PROHIBITED SIGNS

11-14-6: EXISTING NONCONFORMING SIGNS

11-14-7: ALL PERMITTED SIGNS

11-14-8: PERMANENT RESIDENTIAL PERMITTED SIGNS

11-14-9: PERMANENT NON-RESIDENTIAL PERMITTED SIGNS

11-14-10: TEMPORARY FOR LAND DEVELOPMENT PERMITTED SIGNS

11-14-11: TEMPORARY FOR BUSINESS PERMITTED SIGNS

11-14-12: DESIGN, ENGINEERING, MAINTENANCE, COMPLIANCE

11-14-1: PURPOSE

This Chapter establishes the regulations for the installation, design, erection, construction, engineering, alteration, maintenance, repair, removal, relocation, and use of signs which are meant to be observed from the exterior, together with their appurtenant and auxiliary devices and supporting structures, within the village for the following purposes:

A. To enhance the economy of the Village by promoting the reasonable, orderly and effective display of signage and advertising. Attractive, readable signs can improve the appearance of the Village by avoiding the “canceling out” effect of conflicting adjacent signs.

B. To enhance the physical appearance of the Village. Signage which compliments the architecture, is in keeping with the scale of a building and the zoning district, and makes for an easily understandable streetscape, results in a more appealing community.

C. To provide uniform regulations and orderly development of signage throughout the Village.

D. To increase traffic safety by reducing distractions. With a reasonable level of signage confronting a motorist, one is better able to notice, consider and react to traffic-control devices in a timely and safe manner.

E. To promote and protect the public health, safety, comfort, morals, convenience, and general welfare of the residents of the Village.

F. To promote signage appropriate to the zoning district and to assure compatibility of signage with surrounding land uses.

G. To recognize the critical nature of and encourage solutions for the special or unique signage needs and circumstances found within certain locations of the Village.

H. The Community Development Director or his / her designee shall be responsible for determining compliance with this Chapter and approving any permit.

11-14-2: DEFINITIONS:

Unless otherwise expressly stated, the following words or terms shall, for the purposes of Title 11, Chapter 14, have the meanings indicated below:

ADVERTISING SIGN: Any sign for which the purpose is only advertising of a business, non-profit, service, development, real estate, project, accommodation, attraction, event, or other enterprise or activity that exists or is conducted, sold, offered, maintained, provided, or rendered OR signs which draw attention to or advertise an article or product manufactured, assembled, processed, repaired or sold.

ARTERIAL STREET: A street identified as “Existing Arterial” or “Proposed Arterial” in the Village of Sugar Grove Comprehensive Plan Transportation Plan Map.

AWNING OR CANOPY SIGN: Any hood, canopy or awning made of cloth, fabric, metal or other permanent construction materials projecting from the wall of a building supported solely by the building to which it is attached and which contains a sign.

BILLBOARD: A type of off-premises sign owned by a person, corporation or other entity that engages in the business of selling the advertising space on that sign.

BOX OR CABINET SIGN: A type of wall-mounted sign where lettering is placed on a box or cabinet unit consuming greater area than just the lettering alone consumes and that unit is attached to the wall.

BUSINESS ADVERTISING SIGN: A type of temporary sign used to advertise grand openings, temporary advertising, special events, etc. for a business in operation on the subject lot.

CHANNEL LETTER SIGN: A type of wall-mounted sign where individual letters are joined together by a raceway attached to the wall.

COLLECTOR STREET: A street identified as “Existing Collector” or “Proposed Collector” in the Village of Sugar Grove Comprehensive Plan Transportation Plan Map.

COMPREHENSIVE SIGN PLAN: A plan that shows all existing and proposed signage on a subdivision or lot.

DIRECTIONAL SIGN: Any sign for which the purpose is only providing directions, including traffic and emergency routing, identification of entrances and exits, and address or suite numbers.

ELECTRONIC MESSAGE CENTER (EMC) SIGN: A portion of a ground sign on which copy is changed electronically utilizing LED technology to do so.

EXCLUDED SIGN: Various signs listed in Title 11, Chapter 14, Section 4 that are generally excluded from requiring permits, inspections, and fees.

EXISTING NONCONFORMING SIGN: Signs which exist at the time of adoption of Title 11, Chapter 14 and are not in conformance with Title 11, Chapter 14.

FENCE-MOUNTED SIGN OR FENCE SIGN: Any sign mounted directly to a fence.

FREE-STANDING / SINGLE-TENANT BUILDING: A building which contains or is intended to contain only one user or tenant.

GASOLINE STATION FUEL PRICE SIGNS: A type of Electronic Message Center that is a portion of a ground sign indicating the price of up to three grades of gasoline.

GROUND-MOUNTED SIGN OR GROUND SIGN: Any sign mounted to the ground, whether it is a monument sign or a pole sign.

ILLUMINATED SIGN: Any sign which has characters, letters, figures, designs or outline illuminated by electric lights, luminous tubes or any other means of illumination, whether external or internal.

INDIVIDUAL LETTER SIGN: A type of wall-mounted sign where individual letters are not joined together by a raceway on the wall.

INFORMATIONAL SIGN: Any sign for which the purpose is only providing general information, including property regulation, names of owners or buildings, public notification, municipal information, memorials, holiday decorations, non-advertising flags, and menu boards.

LANDSCAPED AREA: A portion of a lot that is not covered by a specified use, building, structure, or paved area.

MAILBOX-MOUNTED SIGN OR MAILBOX SIGN: Any sign mounted directly to a mailbox.

MANUAL-CHANGEABLE MESSAGE CENTER (MMC) SIGN: A portion of a ground sign on which copy is changed manually in the field.

MENU BOARD: A type of ground sign that displays a restaurant menu.

MONUMENT SIGN: A type of ground sign where the sign is in full and continuous contact (from edge to edge) with the ground and is not a pole sign (or variant thereof).

MOUNTING HEIGHT: The top of the sign as measured from the grade.

MULTI-TENANT BUILDING: A building which contains or is intended to contain more than one tenant.

NIT: A unit of illuminative brightness equal to one candle per square meter, measured perpendicular to the rays of the source.

NON-PROFIT OR GOVERNMENTAL EVENT SIGN: A type of temporary sign used to advertise, provide directions, or provide information about a non-profit or government service, attraction, event, or other non-profit or government enterprise or activity.

NON-RESIDENTIAL SIGN: Any sign, whether excluded from permit or requiring permit that may be located in the non-residential districts (A-1, B-1, B-2, B-3, BP, OR-2, M-1, and I-1) of the Village of Sugar Grove.

OPAQUE: Impenetrable by light, not translucent, not transparent.

PAVED AREA: A portion of a lot that is not covered by a specified use, building, structure or landscaped area.

PERMANENT SIGN: Any sign permanently affixed to a building, structure, or the ground; a sign not designed to be moved from place to place.

PERMITTED SIGN: Various signs listed in Title 11, Chapter 14, Sections 7 through 11 that generally require a permit, inspection, and fee before they are erected, constructed, altered, removed, relocated, or used.

PLATTING UNIT: A development may be divided into multiple units or phases. This term refers to those units or phases.

POLE SIGN: A type of ground sign where the sign is in less than full and continuous contact (from edge to edge) with the ground and is not a monument sign. A pole sign may be single-pole, two-pole, etc.

POLITICAL SIGN: Signs announcing candidates seeking public office or expressing political issue positions.

PROHIBITED SIGN: Various signs listed in Title 11, Chapter 14, Section 5 that are generally not allowed in any form or placement by any means.

PROJECT CONSTRUCTION / CONTRACTOR / FINANCING ADVERTISING SIGN: A type of temporary sign used to only advertise the company or companies' name/s (such as architect, engineer, contractor and / or financing institutions) and contact information within a subdivision or lot that has been approved, but where construction was completed less than five (5) days ago in a non-residential subdivision / lot or where 90% of occupancy permits have not yet been issued in a residential subdivision.

PROJECT DIRECTIONAL SIGN: A type of temporary sign used to display directional information and some advertising within a residential subdivision that has been approved, but where 90% of occupancy permits have not yet been issued.

PROJECT MODEL HOME INFORMATIONAL SIGN: A type of temporary sign used to display model home location information and some advertising within a residential subdivision that has been approved, but where 90% of occupancy permits have not yet been issued.

PROJECT SALES & MARKETING SIGN: A type of temporary sign used to advertise sale and marketing information within a residential subdivision that has been approved, but where 90% of occupancy permits have not yet been issued.

PROJECTING SIGN: Any sign which is mounted to a building such that the sign message is perpendicular to the wall it is mounted to and projects beyond the plane of the wall (excluding awning or canopy signs).

REAL ESTATE ADVERTISING SIGN: A type of temporary sign used only to advertise the land within a subdivision or a lot for sale, lease, or rent and with contact information.

RESIDENTIAL SIGN: Any sign, whether excluded from permit or requiring permit that may be located in the residential districts (E-1, R-1, R-2, and R-3) of the Village of Sugar Grove.

SIGN: Any display, device, notice, figure, painting, drawing, message, placard, poster, bulletin board, symbol, letter, word, numeral, emblem, trademark, flag, banner, pennant or other thing which is designed, intended or used to advertise or direct attention to, provide directions, or inform.

By this Chapter, all signs fall into one of the following divisions of each of the following classes of signs. Signs may be according to:

a) Legal Type: excluded, prohibited, existing nonconforming, or permitted
b) Permanence: permanent or temporary
c) Zoning: non-residential, residential
d) Mounting Location: ground-mounted, wall-mounted (including awning, canopy, and projecting), fence-mounted, or mailbox-mounted

e) Sign Purpose: advertising, directional, informational, decorative, political, or non-profit / governmental event
f) Illumination: illuminated or non-illuminated
g) Other specific types of signs may be further defined in this Chapter, especially in the Excluded and Prohibited Sign sections.

A sign is a type of accessory structure.

Also, as used in this Chapter, “sign” may be used to refer to the sign face only or both the sign structure and sign face together.

SIGN FACE: In a sign, the area that includes the extreme limits of the lettering / writing, logo / emblem or other representation or display, together with any material framing or color forming an integral part of the background of the display or used to differentiate the sign from the sign structure, wall, or other backdrop against which it is placed, but not including any supporting framework or bracing that is clearly incidental to the display itself.

SIGN STRUCTURE: In a ground sign, the portion of the ground sign not including the sign face.

TEMPORARY SIGN: Any sign not permanently affixed to a building structure or the ground; a sign designed to be in place for a limited amount of time. Temporary signs primarily include, but are not limited to, signs attached to wood or metal frames designed to be self-supporting and movable; paper, plastic, cardboard, or canvas signs wrapped around supporting poles.

TENANT PANEL: A single panel or portion of a sign face which is used to advertise a single lot within a non-residential subdivision or which is used to advertise a single tenant within a multi-tenant building.

TIME AND TEMPERATURE SIGNS: A type of Electronic Message Center that is a portion of a ground sign indicating current time and temperature only.

WALL-MOUNTED SIGN OR WALL SIGN: Any sign mounted to, attached to, part of, or painted on the exterior wall of a building or structure, including canopies and awnings and projecting signs.

11-14-3: SCOPE

This Chapter regulates all signs and places them into four general categories: excluded signs (signs generally not requiring permits, inspections, and fees, but which still must meet various requirements), prohibited signs (signs not allowed in any form or placement by any means), existing non-conforming signs (any sign that exists lawfully at the time this Chapter is adopted that may be continued according to certain regulations), and permitted signs (signs requiring permits, inspections, and fees and which must meet various requirements).

A. It shall be unlawful to install, design, erect, construct, engineer, alter, maintain, repair, remove, relocate, and use signs in the Village except as provided by this Chapter.

B. In its interpretation and application, this Chapter shall be held to provide the requirements necessary for the promotion and protection of the public health, safety and general welfare.

C. Where the regulations imposed by any provision of this Chapter are inconsistent with comparable provisions of any other ordinance, the more restrictive provisions shall control.

D. Where any portion of this Chapter is inconsistent with the intent of the Highway Advertising Control Act of 1971 (the Act), and with customary usage there under, then that portion and only that portion of this Chapter shall be considered superseded, and only to the specific extent that the Act thus supersedes that portion of this Chapter.

E. Where any portion of the Chapter is inconsistent with the Federal Highway Beautification Act of 1965, then that portion and only that portion of this Chapter shall be considered superseded, and only to the specific extent that said federal law supersedes that portion of this Chapter.

F. This Chapter shall apply insofar as it is not contrary to the respective provisions of any applicable annexation agreement, now or hereafter authorized by law.

G. If the applicant requests approval of signage at the same time as approval of a Special Use or Planned Unit Development under the Sugar Grove Zoning Ordinance, the signage shall be approved under the Special Use procedure of the said Sugar Grove Zoning Ordinance, but by using the standards of this Chapter, where applicable, for the evaluation and consideration of the signage. Signs approved as part of a Special Use or Planned Unit Development are not relieved from requiring a sign permit.

11-14-4: EXCLUDED SIGNS

The following signs are excluded from requiring permits, inspections, and fees unless exceptions are noted. The following signs do need to meet the General Requirements of Title 11, Chapter 14, Section 7-B and the requirements below:

A. Permanent, Wall or Fence or Ground-Mounted, Informational:

Property Regulating Signs: Signs regulating the use of a property, such as “no trespassing”, "no hunting", "no fishing", “beware of dog”, towing signs, etc., of no more than four (4) square feet in area and not located in the right-of-way.

Public Utility Company Signs: Signs indicating danger or which serve as an aid to public safety or which show the location of underground utilities of no more than four (4) square feet in area and may be located in the right-of-way.

B. Permanent, Wall or Mailbox-Mounted, Directional:

Address Numbers: Address numbers of the building are allowed and required to meet the requirements of Title 13, Chapter 1, Section 3. The numbers may be included on permanent, ground-mounted, advertising signs for non-residential lots without counting toward the allowable sign area calculation.

C. Permanent, Wall-Mounted, Informational:

Residential Nameplates: Signs displaying resident names. One (1) sign is allowed of no more than one (1) square foot in area.

Non-Residential Integral Signs: Signs denoting names of buildings, names of officers and officials and date of erection when cut into any masonry surface or when constructed of bronze or other incombustible materials. Two tablets are allowed of no more than four (4) square feet in area each.

Non-Residential Bulletin Boards: Bulletin boards for government or non-profit institutions. One (1) bulletin board is allowed of no more than twelve (12) square feet in area.

D. Permanent, Wall-Mounted, Advertising:

Residential Home Occupation: Advertising a home occupation business name only. One (1) sign is allowed of no more than one (1) square foot in area.

E. Permanent or Temporary, Ground-Mounted, Directional or Informational:

Public Traffic and Emergency Signs: Traffic signs, railroad crossing signs, danger signs, and temporary emergency signs of any size and number may

be, with the owner's permission, located in the right-of-way or on private property.

Village of Sugar Grove Signs: public hearing, community entrance, community center, or way-finding signs of any size may be, with the owner's permission, located in the right-of-way, except for public hearing signs which must be located according to Title 11, Chapter 13, Section 8-D.

F. Permanent, Ground-Mounted, Informational:

Memorial Signs: Gravestones, head markers, memorial statuary, plaques, or other remembrances of persons or events which are non-commercial in nature. These signs shall not be located in the right-of-way.

G. Temporary, Ground-Mounted, Advertising:

Residential or Non-Residential Real Estate Advertising Signs: only advertising the platted and recorded lot and/or building space for sale, lease, or rent and with contact information. These include builder signs and / or lot markers for single-family lots. One (1) sign is permitted, unless the lot abuts two or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. Each sign shall not exceed four (4) square feet and must be located upon the lot being sold, leased, or rented. These signs shall be removed within five (5) days following the sale, lease, or rental of the property being advertised for sale, lease, or rent. These signs shall not be located in the right-of-way. If a sign is utilized under this Section, no additional Real Estate Advertising Sign can be permitted under Title 11, Chapter 14, Section 10.

H. Temporary, Wall or Fence or Ground-Mounted, Advertising:

Residential Garage or Patio Sale Signs: Temporary signs including, but not limited to, garage sale, patio sale, yard sale, porch sale, basement sale or any similarity thereto. One (1) sign is permitted, unless the lot abuts two or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. Each sign shall not exceed four (4) square feet and must be located upon the lot where the sale is taking place. These signs shall be removed within twenty four (24) hours following the completion of the sale. These signs shall not be located in the right-of-way.

I. Temporary, Wall-Mounted, Advertising:

Non-Residential Window Signs: only advertising items for sale or rent on the windows of the business where the signs will be placed. Signs may not exceed 40% of an individual window and may not frame the window. These signs may be exposed neon. If they involve the use of electricity including prewired / cord with plug, they require an electrical permit.

J. Temporary, Wall or Fence or Ground-Mounted, Decorative:

Residential Holiday Decorations: Decorations customarily and commonly associated with a national, local, religious, or secular holiday, celebration, or anniversary provided that such decorations shall not be displayed for more than ninety (90) consecutive days.

K. Temporary, Wall or Fence or Ground-Mounted, Political:

Residential or Non-Residential Political Signs: Temporary signs for political purposes. There is no limit to the number of signs on each zoning lot, however a maximum of sixteen (16) square feet of sign on each residential zoning lot and a maximum of thirty-two (32) square feet of sign on each non-residential zoning lot shall apply. These signs shall not be located in the right-of-way or sight triangle.

L. Temporary, Ground-Mounted, Non-Profit / Governmental Event:

Residential or Non-Residential Non-Profit or Governmental Event Signs: Temporary signs for non-profit organizations or government agencies advertising temporary events. One (1) sign is permitted per lot, unless the lot abuts two or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. Each sign shall not exceed sixteen (16) square feet on a residential zoning lot or thirty-two (32) square feet on a non-residential zoning lot. With the written permission of the property owner, these signs may be located off-site of the non-profit organization location. These signs shall not be displayed for more than fifteen (15) consecutive days in any three-month time period. These signs shall not be located in the right-of-way.

M. Any sign one (1) square foot or less, up to 5 per lot, non-residential lots only.

11-14-5: PROHIBITED SIGNS

The following signs are not allowed in any form or placement by any means unless exceptions are noted:

A. Right-of-way Signs (signs located on the ground in the right-of-way or mounted on an object that is located on the ground in the right-of-way, except as allowed for certain excluded signs, see Title 11, Chapter 14, Section 4).

B. Off-premises signs (signs, including billboards, that draw attention to or advertise a business, non-profit, service, development, real estate, project, accommodation, attraction, event, or other enterprise or activity that exists or is conducted, sold, offered, maintained, provided, or rendered elsewhere other than the lot on which the sign is located OR signs which draw attention to or advertise an article or product not manufactured, assembled, processed, repaired or sold upon the lot which the sign is located OR signs providing directions to a lot other than the one on which they are located OR signs providing information for a lot other than the one on which they are located are not allowed unless specified in Title 11, Chapter 14, Section 4).

C. Roof-mounted Signs (signs mounted upon or above a roof or parapet).

D. Pole Signs (ground signs utilizing exposed poles for their support, except as for non-residential directional signs, as outlined in Title 11, Chapter 14, Section 9-B).

E. Accessory Structure-mounted Signs (signs mounted on Accessory Structures, except for gasoline station canopy signs, as outlined in Title 11, Chapter 14, Section 9-A3).

F. Moving or Rotating Signs (signs, sign structures and / or sign faces that physically move or rotate, except barber poles).

G. Painted Signs (signs which are painted directly onto any exterior wall of any building or other structure).

H. Exposed / Reflective Lighting Signs (bare, unshielded light, including neon, incandescent, and LED bulbs, lamps, or tubes on the exterior of a sign or structure. Shop window signs are not included in this prohibition (see Title 11, Chapter 14, Section 4-I).

I. Nuisance Signs (signs which emit an audible sound or visible matter).

J. Hologram Signs (signs utilizing hologram technology).

K. Electronic or Flashing Signs (signs which exhibit changing natural or artificial light or color effects by any means whatsoever, whether stationary or animated, whether direct or indirect, except for electronic message center (EMC) signs, as outlined in Title 11, Chapter 14, Section 9-A-3).

L. Strobe Lights.

M. Search Lights.

N. Banners, Balloons, Streamers, Spinners, Posters, Cold Air Inflatable Devices, and A-frame (sidewalk or sandwich board) Signs are not allowed unless permitted as part of a Temporary Sign permit as outlined in Title 11, Chapter 14, Section 11.

O. Portable Signs (signs which are intended to be moved from site to site; these are typically trailer-mounted and utilize a manual-changeable message center or readerboard).

P. Vehicle / Trailer Signs (when the vehicle / trailer is parked so as to be visible from a public right-of-way where the apparent purpose is to advertise or direct people to a business located on the same or nearby property and where the vehicle / trailer has been parked in the same place for more than 48 hours).

Q. Objectionable Signs (signs which contain characters, cartoons, statements, works or pictures of an obscene, indecent, prurient, or immoral character or are untruthful).

R. Confusing Signs (signs which interfere with, obstruct the view of, or may be confused with traffic and emergency signs or emergency and construction vehicle signs / lights by way of their position, shape, color, content, size, manner of illumination, etc.).

S. Hazardous Signs (signs which constitute a hazard to public health or safety, including, but not limited to signs which obstruct ingress / egress from any fire escape, door, window, ventilation, etc.)

T. Obsolete Signs (signs which were in place to serve a business, non-profit, service, development, real estate, project, accommodation, attraction, event, or other enterprise or activity, etc. no longer in operation or signs which were in place to advertise products, provide directions, or provide information for something that no longer is available, accurate, and / or useful. In the case of wall signs, these must be removed within 45 days of the cessation of operations. In the case of ground signs, these must be either removed entirely (sign face and sign structure) or removed and replaced by a blank tenant panel (sign face only) within 45 days of the cessation of operations. A permit is required for removal or removal and replacement. If this

requirement is not complied with, the Community Development Director or his / her designee may remove or cause to be removed such sign at the expense of the owner or lessee thereof).

U. Manual-changeable message centers (MMC) or readerboards.

V. Any sign not listed as Excluded in Title 11, Chapter 14, Section 4 or Permitted in Title 11, Chapter 14, Sections 7 through 11 is Prohibited.

11-14-6: EXISTING NONCONFORMING SIGNS

Any existing, nonconforming sign that exists lawfully at the time this Chapter is adopted may be continued according to Title 11, Chapter 5, Section 2, except that:

A. Existing permanent, ground-mounted or wall-mounted, non-residential advertising signs that do not meet the requirements of this Chapter at the time of adoption of this ordinance are hereby allowed three (3) years to discontinue use of the nonconforming sign. These sign owners may apply for a sign permit for a new sign meeting the requirements of this Chapter.

B. With adoption of this Ordinance, the Community Development Director or his / her designee will take a photo of all permanent, ground-mounted or wall-mounted, non-residential advertising signs in the Village and mark their location. For any signs that appear to not meet the provisions of this Ordinance, the Community Development Director or his / her designee will send a letter to the owner informing the owner that they will need to be altered, removed, or relocated within the three (3) year timeframe.

11-14-7: ALL PERMITTED SIGNS

Permitted Signs are permitted subject to the requirements below:

A. Sign Permit: A sign permit application (including sign plan) is required to be submitted and approved before the installation, design, erection, construction, engineering, alteration, major repair, removal, relocation, or use of all signs in this Section. It shall be the responsibility and duty of the owner or lessee of the premises upon which such sign is to be located, or the sign owner, if different there from, to secure a proper sign permit. In the case of new developments or complete redevelopments, a comprehensive sign plan shall be submitted. In the case of signage modifications to existing developments, information on existing signs may be required to be submitted. Also, an electrical permit application is required to be submitted for signs involving illumination, whether external or internal. Signs are considered accessory structures or appurtenances and shall comply with all applicable provisions of the Village of Sugar Grove Building Code.

B. General Requirements: These requirements apply to all permitted signs and excluded signs where applicable:

1) Ground signs shall be setback from all property lines a minimum of one foot (1') for every one foot (1') in height and in the case of side and rear lot lines no closer than ten feet (10').

2) Ground signs shall be setback from all drive aisles that access a public street a minimum of one foot (1') for every one foot (1') in height.

3) Ground signs shall not be placed in the sight triangle as defined in Title 11, Chapter 4, Section 11.

4) Ground signs shall be setback a minimum of ten (10') from electric power poles.

5) Ground signs shall not be located within the paved area of a parking lot and must be located in a landscaped area.

6) Ground signs shall not exceed their respective maximum allowed height plus five (5) feet when measured from the crown of the roads adjacent to the property on which the sign is placed.

7) Ground sign lettering shall be at least three inches (3") in height, except along arterial and collector roads it shall be at least six inches (6") in height, except for tenant panel lettering which in all cases shall be at least three inches (3") in height.

8) With respect to two (2) sided, multisided, or three-dimensional signs, the sign surface area shall be computed by including the total of all sides designed to attract attention or communicate information that can be seen at any one time by a person from one vantage point. Without otherwise limiting the generality of the foregoing:

   a. The sign surface area of a double faced, back to back sign shall be calculated by using the area of only one side of such sign, so long as the distance between the backs of such signs does not exceed three feet (3'). If the various sides are unequal, then the largest is counted for area calculation purposes. Also, both sides of the sign must display the same content.

   b. The sign surface area of a double faced sign constructed in the form of a "V" shall be calculated by using the area of only one side of such sign (the larger side if there is a size difference), so long as the angle of the "V" does not exceed thirty degrees (30°) and at no point does the distance between the backs of such sides exceed five feet (5').

9) The area of a sign face shall be computed by including the entire area within a single, continuous, rectilinear perimeter of not more than eight (8) straight lines, or a circle or an ellipse.

10) Wall sign permitted area calculations are based on each side of a building facing a lot line, unless the walls facing a side are more than 15 feet apart, then the walls are each counted separately for calculation purposes.

11) Wall sign permitted area is limited to a maximum of one (1) square foot for every one (1) foot in width of the building side, with a maximum of two hundred (200) square feet.

12) Wall signs for tenants of multi-tenant buildings must be placed on the portion of the wall in which the tenant occupies and the allowable area for these signs is limited to one (1) square foot for every one (1) foot in width of the tenant space, with a maximum of two hundred (200) square feet for the building side. Also, the wall sign may not be mounted within one (1) foot of the tenant space division line. The wall sign shall generally be centered on the tenant space. If the tenant is not adjacent to an exterior wall, the tenant is not allowed to have wall-mounted advertising signage.

13) Wall signs shall not project beyond the property line of the property in question.

14) Wall signs shall not extend beyond the wall of the building more than eighteen inches (18”), except for awning or canopy and projecting signs (see Title 11, Chapter 14, Section 9-E).

15) Wall signs shall be mounted so that the center of the wall sign does not exceed the actual proposed or constructed building height, except that no portion of the sign shall exceed the height of the wall to which it is attached. Building height is as defined by Title 11, Chapter 3, Section 2.

16) Flagpoles shall be setback a minimum of ten feet (10’) from all property lines and may be placed in any yard.

17) All Temporary signs shall not be illuminated.

18) Excluded signs do not count toward wall sign allowable area calculations.

11-14-8: PERMANENT RESIDENTIAL PERMITTED SIGNS

Specific Permitted Signs and Specific Requirements:

A. Permanent, Ground-Mounted, Advertising:

There are two types permitted:

1) Residential, Single-family subdivision ten (10) or more acres in size: Monument signs only advertising the subdivision name and must include the lettering “of Sugar Grove” at a height of three (3) inches in the official Village of Sugar Grove font and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 8-D. When signs and monuments are located at both sides of a street, directly across from one another, they are considered to count as only one sign. One (1) sign is permitted for a 10-50 acre subdivision. Two (2) signs are permitted for a 51-99 acre subdivision. One (1) additional sign is permitted for each additional 100 acres over the first 99 acres. These signs are not permitted for subdivisions under 10 acres. All single-family platting units within one development are considered to be one subdivision for these purposes. These signs may not be internally illuminated.

2) Residential, Multi-family subdivision three (3) or more acres in size: Monument signs only advertising the subdivision name and must include the lettering “of Sugar Grove” at a height of three (3) inches in the official Village of Sugar Grove font and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 8-D. One (1) sign is permitted. These types of signs are not permitted for subdivisions under 3 acres. All multi-family platting units with similar housing type within one development are considered to be one subdivision for these purposes. These signs may not be internally illuminated.

B. Permanent, Ground-Mounted, Directional:

Residential: For lots with multiple multi-family buildings, monument signs only that state directions within the lot such as “entrance” or “exit” or list address / suite numbers for directional purposes and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 8-D. One (1) is allowed per building. These signs may not be illuminated.

C. Permanent, Wall or Ground-Mounted, Informational:

Residential Flags: Up to five (5) total United States, State of Illinois, County, and Municipal Flags, Non-Profit or Cause Flags, or Sports Flags none of which are the same are permitted per lot, subject to the maximum flagpole height and maximum height, width, and area for the flag specified in Title 11, Chapter 14, Section 8-D.

D.

Residential	**Sign Structure / Flagpole**			**Sign Face / Flag**		
	Max Height	Max Width	Max Area	Max Height	Max Width	Max Area
Advertising						
Single-family Subdivision (10 or more acres)	8 feet	10 feet	64 sf	5 feet	10 feet	40 sf
Multi-family Subdivision (3 or more acres)	6 feet	8 feet	40 sf	4 feet	8 feet	24 sf
Directional						
Multi-family Buildings	3 feet	3 feet	9 sf	3 feet	3 feet	9 sf
Informational						
Residential Flags (wall-mounted)	6 feet	N/A	N/A	4 feet	6 feet	24 sf
Residential Flags (ground-mounted)	20 feet	N/A	N/A	4 feet	6 feet	24 sf

11-14-9: PERMANENT NON-RESIDENTIAL PERMITTED SIGNS

Specific Permitted Signs and Specific Requirements:

A. Permanent, Ground-Mounted, Advertising:

There are two primary types and one secondary type permitted:

1) Non-Residential, Subdivision ten (10) or more acres in size: Monument signs only advertising the subdivision name and must include the lettering “of Sugar Grove” at a height of three (3) inches in the official Village of Sugar Grove font at the top of the sign with up to five (5) tenant panels for five (5) individual lots within that subdivision and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 9-G. Tenant panels are counted as part of the allowable sign face area. Tenant panels may include building name if the lot includes a multi-tenant building or up to two of the following if the lot includes a freestanding / single-tenant building: business name, logo, type of business. Only one business may be listed per panel. All panels on a sign shall utilize the same style and be either flush, cut-out push-through, or raised no more than six inches (6”). One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. All non-residential platting units within one development are considered to be one subdivision for these purposes.
2) Non-Residential Lot: There are three sub-types permitted:
    a. Lot with multiple buildings: Monument signs only advertising the subdivision name and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 9-G. One (1) sign is permitted, unless the lot abuts two or more public rights-of-way. In that case, up to two (2) signs are permitted. If two (2) signs are utilized, they each must be placed along a separate right-of-way.
    b. Lot with multi-tenant building: Monument signs only advertising the building name at the top of the sign with up to four (4) tenant panels for four (4) individual tenants within that building and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 9-G. Tenant panels are counted as part of the allowable sign face area. Tenant panels may include up to two of the following: business name, logo, type of business. Only one business may be listed per panel. All panels on a sign shall utilize the same style and be either flush, cut-out push-through, or raised no more than six inches (6”). One (1) sign is permitted, unless the site abuts two or more public rights-of-way. In that case, up to two (2) signs

are permitted. If two (2) signs are utilized, they each must be placed along a separate right-of-way.

c. Lot with freestanding / single-tenant building: Monument signs only advertising up to two of the following: business name, logo, type of business and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 9-G. One (1) sign is permitted, unless the site abuts two or more public rights-of-way. In that case, up to two (2) signs are permitted. If two (2) signs are utilized, they each must be placed along a separate right-of-way.

3) Non-Residential Lots with freestanding / single-tenant buildings only are also allowed one of the following on one sign:

a. Electronic message center (EMC) signs utilizing LED technology are permitted subject to the following standards:

i. Display Area. No more than forty (40%) percent of the allowable sign face shall be dedicated to the EMC, up to a maximum of twenty (20) square feet of EMC area.

ii. Design. The EMC area must be integral to the design of the sign and shall not be the dominant element. The EMC portion of the sign face shall not be the uppermost element. It shall be located in the bottom one half (1/2) of the sign face.

iii. Display Duration. The EMC message shall remain fixed for a minimum of five (5) seconds before changing its appearance.

iv. Brightness and Color. The EMC must not display light of such intensity or brilliance to cause glare or otherwise impair the vision of the driver, or result in a nuisance to the driver. Any one of the following colors are permitted for electronic display with a black background or field and the EMC light intensity shall not exceed the following luminous intensity levels (measured in Nits):

Color	Sunrise-Sunset	Sunset-Sunrise
Red only	3,150	1,125
Green only	6,300	2,250
Amber only	4,690	1,675

The installed EMC shall not physically be able to produce Nit levels higher than the sunrise-sunset maximum listed above. A written certification from the EMC manufacturer that the light intensity has been pre-set by the factory not to exceed the sunrise-sunset maximum listed above and

is secured with password-protected software or other method deemed appropriate by the Village to ensure there can be no tampering of the light levels by the end-user shall be submitted. A photoelectric sensor shall be installed on the sign structure and set to register the ambient light produced at sunset on any given day. This ambient light level shall determine the cutoff between the two maximum luminous intensity levels. Upon installation of the EMC, a Community Development Department staff person or consultant shall confirm compliance with the light intensity levels.

v. Effects. The EMC message shall not grow, melt, x-ray, scroll, write on, travel, inverse, roll, twinkle, snow, rotate, flash, blink, move, spin, wave, or rumble or present pictorials or other animation. The message shall be limited to alphanumeric characters.
vi. Malfunction. The EMC shall be programmed to automatically turn off or be turned off within twenty four (24) hours of a malfunction.
vii. Setbacks from Residential Areas. The sign must be setback a minimum distance of two hundred (200) feet from any abutting properties planned, zoned, or used for residential use.
viii. Time and temperature signs shall be considered a type of EMC and meet the same standards.
ix. Gasoline station fuel price signs shall be considered a type of EMC and meet the same standards.

B. Permanent, Ground-Mounted, Directional:

Non-Residential: Monument or two-pole signs only that state directions within the lot such as “entrance” or “exit’ or list address / suite numbers and the respective business name for directional purposes and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 9-G. Three (3) signs are allowed per lot, with the exception of lots with multiple buildings which are allowed one (1) per building. Advertising matter is not allowed on these signs. These signs may not be illuminated. These are permitted in addition to those permitted by Title 11, Chapter 14, Section 9-F.

C. Permanent, Ground-Mounted, Informational:

Non-Residential Menu Boards: Two (2) menu boards are permitted for drive-thru restaurants, subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 9-G.

D. Permanent, Wall or Ground-Mounted, Informational or Advertising:

Non-Residential Flags: Up to five (5) total United States, State of Illinois, County, and Municipal Flags, Non-Profit or Cause Flags, or Business Flags none of which are the same are permitted per lot, subject to the maximum flagpole height and maximum height, width, and area for the flag specified in Title 11, Chapter 14, Section 9-G.

E. Permanent, Wall-Mounted, Advertising:

Non-Residential: The following types of wall signs are permitted: individual letter or channel letter signs (no box or cabinet signs except for logos only), awnings or canopies, and projecting signs. Only one of these three types of signs are permitted on any one building. These wall signs are limited to up to two (2) sides of the building, both of which must face a public right-of-way. These wall signs may advertise up to two of the following: business name, logo, type of business. There is no limit on the number of wall signs. There is a limit on total area as specified by Title 11, Chapter 14, Section 7-B. These wall signs are further limited as follows:

1) Awnings or canopies:
    a. Shall not project more than four (4) feet out from the wall surface on which it is mounted.
    b. Shall be placed at least nine (9) feet above the grade below.
    c. Shall not be internally illuminated.
    d. Shall be opaque.
    e. The entire canopy is counted towards the allowable wall sign area calculation.
    f. The business name, logo, and / or type of business information shall not exceed 20% of the awning or canopy area (as measured by the vertical height of the awning or canopy).
    g. Shall be placed such that the majority of the awning or canopy is above windows and doors.
2) Projecting signs:
    a. Shall not project less than eighteen (18) inches nor more than three (3) feet out from the wall surface on which it is mounted.
    b. Shall be placed a least nine (9) feet above the grade below.
    c. Shall not be internally illuminated.
    d. Shall be constructed of wood.
    e. Shall be limited to nine (9) square feet.

In addition, gasoline station canopies are permitted to have signage mounted to the side of the top of the canopy. These accessory structure-mounted signs are counted with the principal structure for wall area calculation purposes. These wall signs must be individual letter or channel letter signs (no box or cabinet signs except for logos only). These wall signs are limited

to up to two (2) sides of a canopy facing public rights-of-way. These wall signs may either advertise the business name or the logo. There is a limit of two (2) signs. Each gasoline station pump is also permitted one (1) sign at a maximum of four (4) square feet. Like other ground-mounted signs, these signs may be double-faced and still count as one (1) sign. These signs do not count towards the wall area calculation and they may either advertise the business name or the logo and may include a video screen.

F. Permanent, Wall-Mounted, Directional:

Non-Residential: Signs that state directions within the lot such as “entrance” or “exit’ or list suite numbers and the respective business name for directional purposes and subject to the maximum height, width, and area for the structure and face specified in Title 11, Chapter 14, Section 9-G. Three (3) signs are allowed per lot, with the exception of lots with multiple buildings which are allowed one (1) per building. Advertising matter is not allowed on these signs. These signs may not be illuminated. These are permitted in addition to those permitted by Title 11, Chapter 14, Section 9-B and 9-E.

G.

Non-Residential	**Sign Structure / Flagpole**			**Sign Face / Flag**		
	Max Height	Max Width	Max Area	Max Height	Max Width	Max Area
Advertising						
Subdivision (10 or more acres)	16 feet	12 feet	170 sf	10 feet	12 feet	100 sf
Lot: Multiple Buildings	10 feet	12 feet	100 sf	5 feet	12 feet	50 sf
Lot: One Multi-tenant Building	10 feet	12 feet	100 sf	5 feet	12 feet	50 sf
Lot: One Single-tenant Building	10 feet	12 feet	100 sf	5 feet	12 feet	50 sf
Directional						
Ground-mounted	3 feet	3 feet	9 sf	3 feet	3 feet	9 sf
Wall-mounted	3 feet	3 feet	9 sf	3 feet	3 feet	9 sf
Informational / Advertising						
Menu Boards	8 feet	6 feet	48 sf	6 feet	6 feet	36 sf
Non-Residential Flags (wall-mounted)	8 feet	N/A	N/A	5 feet	8 feet	40 sf
Non-Residential Flags (ground-mounted)	25 feet	N/A	N/A	5 feet	8 feet	40 sf

11-14-10: TEMPORARY FOR LAND DEVELOPMENT PERMITTED SIGNS

A. Temporary, Ground-Mounted, Advertising:

There are eleven types permitted:

1) Non-Residential or Residential, Real Estate Advertising Signs for parcels or subdivisions or lots 10 or more acres in size: only advertising the land for sale, lease, or rent and with contact information. If a building exists on the site, this type of sign may not be utilized. Instead, a sign from Title 11, Chapter 14, Section 10-B-1 may be utilized. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. These signs may not exceed 64 square feet. They also may not exceed 8 feet in height and 8 feet in width. Maximum mounting height is 12 feet. These signs shall be removed within five (5) days following the sale, lease, or rental of the property being advertised for sale, lease, or rent. If a sign is permitted under this paragraph, no additional Real Estate Advertising Sign can be permitted under Title 11, Chapter 14, Section 3-G.
2) Non-Residential, Real Estate Advertising Signs for parcels or subdivisions or lots under 10 acres in size: only advertising the land for sale, lease, or rent and with contact information. If a building exists on the site, this type of sign may not be utilized. Instead, a sign from Title 11, Chapter 14, Section 10-B-1 may be utilized. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. These signs may not exceed 32 square feet. They also may not exceed 4 feet in height and 8 feet in width. Maximum mounting height is 8 feet. These signs shall be removed within five (5) days following the sale, lease, or rental of the property being advertised for sale, lease, or rent. If a sign is permitted under this paragraph, no additional Real Estate Advertising Sign can be permitted under Title 11, Chapter 14, Section 3-G.
3) Non-Residential, Project Construction / Contractor / Financing Advertising Signs for subdivisions 10 acres or more in size: only advertising the company or companies' name/s and contact information for the project under construction on that subdivision. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. These signs may not exceed 64 square feet. They also may not exceed 8 feet in height and 8 feet in width. Maximum mounting height is 12 feet. These signs shall be removed within five (5) days after

completion of the project. All non-residential platting units within one development are considered to be one subdivision for these purposes.

4) Non-Residential, Project Construction / Contractor / Financing Advertising Signs for subdivisions under 10 acres in size or individual platted and recorded lots: only advertising the company or companies' name/s and contact information for the project under construction on that subdivision or lot. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. These signs may not exceed 32 square feet. They also may not exceed 4 feet in height and 8 feet in width. Maximum mounting height is 8 feet. These signs shall be removed within five (5) days after completion of the project. All non-residential platting units within one development are considered to be one subdivision for these purposes.
5) Residential, Real Estate Advertising Signs for parcels or subdivisions or lots 5-10 acres in size: only advertising the land for sale, lease, or rent and with contact information. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. These signs may not exceed 32 square feet. They also may not exceed 4 feet in height and 8 feet in width. Maximum mounting height is 8 feet. These signs shall be removed within five (5) days following the sale, lease, or rental of the property being advertised for sale, lease, or rent. If a sign is permitted under this Section, no additional sign can be permitted under Title 11, Chapter 14, Section 3-G.
6) Residential, Project Construction / Contractor / Financing Advertising Signs for subdivisions over 100 acres in size: only advertising the company or companies' name/s and contact information for the project under construction on that subdivision. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. These signs may not exceed 100 square feet. They also may not exceed 10 feet in height and 10 feet in width. Maximum mounting height is 14 feet. These signs shall be removed once 90% of the occupancy permits have been issued. All residential platting units within one development are considered to be one subdivision for these purposes.
7) Residential, Project Construction / Contractor / Financing Advertising Signs for subdivisions 10-100 acres in size: only advertising the company or companies' name/s and contact information for the project under construction on that subdivision. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. These signs may not

exceed 64 square feet. They also may not exceed 8 feet in height and 8 feet in width. Maximum mounting height is 12 feet. These signs shall be removed once 90% of the occupancy permits have been issued. All residential platting units within one development are considered to be one subdivision for these purposes.

8) Residential, Project Construction / Contractor / Financing Advertising Signs for subdivisions under 10 acres in size: only advertising the company or companies' name/s and contact information for the project under construction on that subdivision. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate right-of-way. These signs may not exceed 32 square feet. They also may not exceed 4 feet in height and 8 feet in width. Maximum mounting height is 8 feet. These signs shall be removed once 90% of the occupancy permits have been issued. All residential platting units within one development are considered to be one subdivision for these purposes.
9) Residential, Project Sales & Marketing Advertising Signs for subdivisions: only displaying sale and marketing information for the project under construction on that subdivision. One (1) sign is permitted per 100 acres of subdivision area and each must be spaced 600 feet from any other such sign. These signs may not exceed 32 square feet. They also may not exceed 4 feet in height and 8 feet in width. Maximum mounting height is 8 feet. They may not be located along the subdivision's external boundaries or arterial or collector streets. These signs shall be removed once 90% of the occupancy permits have been issued. All residential platting units within one development are considered to be one subdivision for these purposes.
10) Residential, Project Directional Signs for subdivisions: providing directions (some advertising is permitted) within the project under construction on that subdivision. One (1) sign is permitted per 100 acres of subdivision area and each must be spaced 600 feet from any other such sign. These signs may not exceed 16 square feet. They also may not exceed 4 feet in height and 4 feet in width. Maximum mounting height is 8 feet. They may not be located along the subdivision's external boundaries or arterial or collector streets. These signs shall be removed once 90% of the occupancy permits have been issued. All residential platting units within one development are considered to be one subdivision for these purposes.
11) Residential, Project Model Home Informational Signs for subdivisions: providing identification of the model home/s location (some advertising is permitted) within the project under construction on that subdivision. One (1) sign is permitted for each model home lot. These signs may not exceed 12 square feet. They also may not exceed 4 feet in height and 3 feet in width. Maximum mounting height is 4 feet. These signs shall be removed once 90% of the occupancy permits have been

issued or that home ceases to be used as model, whichever comes first.

B. Temporary, Wall-Mounted, Advertising:

There is one type permitted:

1) Non-Residential, Real Estate Advertising Signs for lots: only advertising the building space for sale, lease, or rent and with contact information. If a building exists on the site, this is the only type of Real Estate Advertising Sign that may be utilized. One (1) sign is permitted, unless the site abuts two (2) or more public rights-of-way. In that case, up to two (2) signs are permitted. If two signs are utilized, they each must be placed along a separate side of the building fronting a public right-of-way. These signs may not exceed 32 square feet. They also may not exceed 4 feet in height and 8 feet in width. Maximum mounting height is 8 feet. These signs shall be removed within five (5) days following the sale, lease, or rental of the property being advertised for sale, lease, or rent. If a sign is permitted under this paragraph, no additional Real Estate Advertising Sign can be permitted under Title 11, Chapter 14, Section 3-G.

11-14-11: TEMPORARY FOR BUSINESS PERMITTED SIGNS

A. Temporary, Ground- or Wall-Mounted, Advertising:

There is one type permitted:

1) Non-Residential, Business Advertising Signs: only advertising a business in operation on the lot. These may be for grand openings, temporary advertising, special events, etc., but must be located on site.

    a. Up to four (4) signs are permitted (as long as they are erected simultaneously and advertise the same event) that total no more than 32 square feet each and no more than 100 square feet total.
    b. They may not exceed 10 feet in height and 10 feet in width. Maximum mounting height is 14 feet.
    c. Permitted signs include banners, posters, and A-frame (sidewalk or sandwich board) signs constructed of a durable material. Balloons, streamers, spinners, pennants, cold air inflatable devices, and flags are not permitted.
    d. Internal illumination is prohibited.
    e. These signs are limited to a forty-five (45) day maximum exposure period per calendar year, which may be split into increments, with a separate permit to accompany each increment (e.g. zoning lot 101 may apply for three separate 15 day periods, nine separate 5 day periods, one 45 day period, etc.); provided however that all such signs may not be erected prior to 12:01 AM on the first date of the permit and must be removed by 11:59 PM on the date of the expiration of the permit.
    f. In the case of single zoning lots with multiple tenants, all of the above provisions apply except that each tenant shall be limited to forty-five (45) days and one (1) sign.
    g. Up to four (4) signs shall only be required to pay one fee for each increment of time applied for. Permit fees shall not be reduced or prorated due to the applicant's choice to select a permit for a shorter period of time than they are otherwise entitled.
    h. Mobile vendors (Title 3, Chapter 8) or vendors permitted as a temporary use (Title 11, Chapter 4, Section 8) may have one (1) temporary advertising sign with permission from the property owner of the host lot and a permit from the Village.

11-14-12: DESIGN, ENGINEERING, MAINTENANCE, COMPLIANCE:

This Chapter includes Design Standards, Engineering Requirements, and Maintenance and Repair Requirements and apply as specified below.

A. Design Standards: The items listed below shall be met with all permitted permanent signage.

1. Sign design and layout shall be carefully integrated with site and building design to create a unified appearance for the total property.

2. Signs shall be designed to be compatible with the building design in terms of relative scale, overall size, and quantity.

3. Permanent ground sign structure materials and color shall match the building's materials and color.

4. All permanent advertising and directional signs on a lot shall utilize uniform scale, materials, and colors.

5. Signs on lots with older buildings are encouraged to use a typeface from the period the building was built or renovated.

6. All sign typefaces shall be chosen for their simplicity and clarity.

7. Channel letter sign raceways shall be painted to match the wall color. Returns and trimcaps shall either match the wall color or be of a dark color. All returns and trimcaps on a building shall match each other.

8. Ground sign structure and sign face design shall express high quality construction.

9. Ground signs shall be located near the center of the lot frontage when possible.

10. Ground signs shall be placed generally with the sign face perpendicular to the lot frontage, rather than parallel to the lot frontage.

11. Ground sign faces or individual panels on ground signs with multiple allowed panels shall each be limited to no more than three colors.

12. Ground sign faces shall have an opaque background, at least as dark as the background surface. Ground sign face lettering may be translucent.
13. For signs that are permitted to be illuminated, either externally or internally, they shall be illuminated only by steady, stationary, shielded or shaded light sources directed solely at the sign, or internal to it so that

the light intensity or brightness does not create either a nuisance to adjacent property or a traffic hazard for motorists and pedestrians. More specifically, externally illuminated signs shall produce no more than 10.0 foot candles of illumination when measured at night five (5) feet perpendicular from the sign.

B. Engineering: The items listed below are to be met with all permitted permanent signage.

1. All applicable building code requirements must be met, including structural materials, wind load, and safety requirements.

2. All signs shall be designed and constructed to withstand a wind pressure of thirty (30) pounds per square foot and shall be constructed to receive dead loads as required in the Village of Sugar Grove Building Code.

3. All glass that is part of a sign shall be safety glass.

C. Maintenance / Repair: All signage shall be maintained in a clean, safe, neat and orderly condition and in good working order, including all illumination sources at all times. Signs shall be erected and maintained in compliance with all applicable Village of Sugar Grove Building Code requirements. No permit is required for general maintenance and minor repairs, however a permit is required for major repairs.

D. Compliance: If any sign shall become unlawfully installed, designed, erected, constructed, engineered, altered, maintained, repaired, relocated, or used in violation of any of the ordinances of the village (except obsolete signs which have their own separate provision), the owner thereof, or the person or firm maintaining the same, shall, upon written notice of the Community Development Director or his / her designee, within not more than ten (10) days, make such sign conform to the ordinances of the Village or shall remove it. If after ten (10) days the order is not complied with, the Community Development Director or his / her designee may remove or cause to be removed such sign at the expense of the owner or lessee thereof.

The following sections are not part of the Sign Ordinance and are parts of other sections of the Zoning Ordinance and one section from the Subdivision Ordinance. These sections discuss signage and therefore are being amended (partially or completely deleted) with the amendment to the Sign Ordinance.

Other sections of the Village Code to be partially or completely deleted:

11-7-2: E-1, ESTATE RESIDENTIAL DISTRICT

11-7-3: R-1, LOW DENSITY RESIDENTIAL DISTRICT

11-7-4: R-2, SINGLE-FAMILY DETACHED RESIDENTIAL DISTRICT

11-9A-2: (OR-2, OFFICE RESEARCH DISTRICT) PURPOSE AND PROVISIONS

11-12-3: OFF STREET PARKING REGULATIONS AND REQUIREMENTS

11-12-6: OFF STREET LOADING REGULATIONS AND REQUIREMENTS

12-6-10: (SUBDIVISION REGULATIONS) REQUIRED IMPROVEMENTS

11-7-2: E-1, ESTATE RESIDENTIAL DISTRICT:

This entire section is not printed here. The following portions (part of B. 1. and all of G.) would be deleted:

"B. Permitted Uses

1. Residential:

Signs as permitted in this title" would be deleted as a permitted use, as a sign is a type of accessory structure and is covered by the recently amended Section 11-4-7 Accessory Uses, Structures, and Buildings.

"G. Permitted Obstructions" would be deleted entirely as this Section was intended to be removed with the recent update to Section 11-4-7, where these are covered.

11-7-3: R-1, LOW DENSITY RESIDENTIAL DISTRICT:

This entire section is not printed here. The following portions (part of B. 1. and all of G.) would be deleted:

"B. Permitted Uses

1. Residential:

Signs as permitted in this title" would be deleted as a permitted use, as a sign is a type of accessory structure and is covered by the recently amended Section 11-4-7 Accessory Uses, Structures, and Buildings.

"G. Permitted Obstructions" would be deleted entirely as this Section was intended to be removed with the recent update to Section 11-4-7, where these are covered.

11-7-4: R-2, SINGLE-FAMILY DETACHED RESIDENTIAL DISTRICT:

This entire section is not printed here. The following portions (part of B. 1. and all of G.) would be deleted:

"B. Permitted Uses

1. Residential:

Signs as permitted in this title" would be deleted as a permitted use, as a sign is a type of accessory structure and is covered by the recently amended Section 11-4-7 Accessory Uses, Structures, and Buildings.

“G. Permitted Obstructions” would be deleted entirely as this Section was intended to be removed with the recent update to Section 11-4-7, where these are covered.

11-9A-2: (OR-2, OFFICE RESEARCH DISTRICT) PURPOSE AND PROVISIONS:

This entire section is not printed here. The following portion (H.) would be deleted in its entirety as all of these requirements are adequately addressed in the Sign Ordinance.

H. Signs: Nonflashing but illuminated business signs with no moving parts (provided that time and/or temperature signs which change lights within a panel of stationary lights shall not be construed to be flashing or to have moving parts), awnings and marquees are permitted subject to regulations set forth elsewhere in the ordinances of the village and the following:

1. Where a sign is illuminated by light reflected upon it, direct rays of light shall not beam upon any part of any existing residential buildings, nor into a residence district, nor into a street. A sign in direct line of vision of a traffic signal shall not be in red, green or amber illumination.

2. The gross surface area in square feet of all signs on a lot or building shall not exceed two (2) times the number of linear feet of the building frontage; and each side of a building which abuts upon a street shall be considered as a separate frontage; and the gross area of all signs located on a side of a lot or building abutting a street shall not exceed the number of linear feet of such building frontage.

3. One ground sign shall also be permitted for each building on a lot, except that on a corner or through lot, a sign may be erected along each street frontage. A ground sign may not exceed eight feet (8') in height. A ground sign shall not be closer than ten feet (10') from a side or rear lot line; fifteen feet (15') from a front lot line; or three feet (3') from a driveway or parkway area.

4. A sign affixed to a building shall not project higher than the building height.

5. Time and/or temperature signs, in accordance with the following:

a. Construction: Time and/or temperature signs shall be constructed of incombustible material, including the frames, braces, and supports thereof.

(1) Regulation Of Size: Such time and/or temperature signs shall not be more than 9.6 square feet in area.

(2) Requirements On Glass: Any glass forming a part of a clock of the sign thereon shall be safety glass, or plate glass at least one-fourth inch ($^1/_4$") thick, or an approved plastic securely held in place.

(3) Cover Or Service Opening To Be Secured: Any cover or service opening of a time and/or temperature sign shall be securely fastened thereto by metal hinges.

(4) Time Sign: A time sign shall be permitted to change no more frequently than thirty (30) second intervals.

(5) Temperature Sign: A temperature sign shall not change except when the temperature changes one degree (1°).

(6) Time And Temperature Sign Combination: If the same surface area is provided for both time and temperature, the frequency of change shall be not more frequently than two (2) second intervals. If separate space is provided on the sign surface area for time and temperature, subsections H5a(1) and H5a(5) of this section shall apply.

b. Exterior Of Building: All time and/or temperature signs erected on the exterior of any building shall comply with the requirement set forth in provisions of wall signs.

c. Advertising: No advertising shall be placed upon a time and/or temperature sign other than the name of the owner or a reference to the business, industry, or pursuit conducted within the premises to which the time and/or temperature sign is attached.

11-12-3: OFF STREET PARKING REGULATIONS AND REQUIREMENTS:

This entire section is not printed here. The following portion (b.) would be deleted as this would now be covered by Section 11-14-4-E or Section 11-14-9-B:

“H. Design:

5. Access Control And Signage:

b. Accessory, or directional signs may be double sided, but shall be limited to four (4) square feet of sign area per sign face. Signs shall not be greater than four feet (4') in height. The village engineer may, however, approve exceptions to these requirements if additional height and area is necessary to include essential informational copy.”

11-12-6: OFF STREET LOADING REGULATIONS AND REQUIREMENTS:

This entire section is not printed here. The following portion (3.) would be deleted as this would now be covered by Section 11-14-4-E:

"F. Design:

3. Accessory Signs: Accessory signs for loading facilities shall be subject to review and approval by the village engineer."

12-6-10: (SUBDIVISION REGULATIONS, REQUIRED IMPROVEMENTS) LANDSCAPING:

Most of this section of the Subdivision Ordinance has to do with residential subdivision signage, not landscaping. All of the sign requirements are adequately addressed in the Sign Ordinance. The parkway landscape requirement in Letter A references an incorrect location for parkway landscape requirements. This entire section will be deleted in its entirety.

A. Parkway Landscaping: All parkway landscaping shall be in accordance with chapter 11 of this title.

B. Entryway Landscaping: Permanent landscape entryway features shall be permitted at subdivision entrances, but not within right of way or roadway easements, provided the following criteria are met:

1. A landscaping plan shall be submitted showing sign dimensions, landscaped area with species names and distance from right of way. Provisions for maintenance of the entryways shall be described.

2. Sign display areas shall be placed upon fencing, masonry, timbers or other approved material.

3. Only one single faced sign with a maximum display area of thirty two (32) square feet and a maximum height of five feet (5') above grade shall be permitted on each approved corner.

4. No entrance sign shall be erected which identifies the subdivision by any name other than the name displayed on the final plat.

5. A building permit shall be obtained prior to placing of an entryway sign. (Ord. 604, 9-8-1994)

VILLAGE OF SUGAR GROVE
BOARD REPORT

TO:	VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM:	CINDY GALBREATH, VILLAGE CLERK
SUBJECT:	DISCUSSION OF DEPARTMENTAL ACCOMPLISHMENTS AND ACTION PLANS
AGENDA:	AUGUST 20, 2013 COMMITTEE OF THE WHOLE
DATE:	AUGUST 16, 2013

ISSUE

Should the Village Board review the Departmental Accomplishments and Action Plans.

DISCUSSION

Attached for the Board's review are the Accomplishments of fiscal year 2012-13 and the Action Plans (goals) of the current (2013-14) fiscal year of the Finance, Police and Public Works Departments. The Departmental Accomplishments reflect the major accomplishments of the past fiscal year. The Action Plans reflect items that are budgeted items, are of a Village wide concern, or that have an upcoming due date for a renegotiation of a contract etc. Action Plans do not include day to day tasks.

As in years past all basic services residents have come to expect from the Village will remain stable in spite continued tight economic times. The provision of basic services shall continue to be the highest priority for all departments. Administration Staff will continue to assist other departments in day-to-day functions as needed. While given the resources available the Action Plan can be considered an ambitious plan, and recognizing that circumstances that arise during the year may cause a change in priorities, it is believed that the plan as presented is attainable.

Please note some Action Plans contain items that have already been completed. It is appropriate however to show these in the Action Plans as opposed to Accomplishments as both plans are intended to reflect projects planned or completed in the appropriate fiscal year.

COSTS

There is no cost associated with this item at this time.

RECOMMENDATION

That the Board review the Departmental Accomplishments and Action Plans.

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	49,954	51,202	26,241	127,397
Finance	-	-	-	-	-	425,000	425,000	850,000
Police	-	-	89,920	139,239	-	-	199,571	428,730
Public Works	514,923	2,010,377	3,865,916	1,651,549	4,224,471	2,323,152	7,120,079	21,710,467
TOTAL	$ 514,923	$ 2,010,377	$ 3,955,836	$ 1,790,788	$ 4,274,425	$ 2,799,354	$ 7,770,891	$ 23,116,594

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Public Buildings (PB)	$ -	$ -	$ 60,000	$ -	$ 2,317,000	$ -	$ 184,000	$ 2,561,000
Transportation (TR)	206,433	195,435	2,930,891	357,836	1,156,757	232,074	232,074	5,311,500
Water (WA)	-	43,044	620,385	-	-	760,396	4,631,699	6,055,524
Sanitary Sewer (SA)	-	-	-	-	-	-	250,000	250,000
Storm Sewer (ST)	308,490	1,771,898	254,640	36,125	-	-	841,118	3,212,271
Fleet (FL)	-	-	89,920	1,094,703	763,546	1,164,077	1,207,000	4,319,246
Equipment (EQ)	-	-	-	302,124	37,122	642,807	425,000	1,407,053
TOTAL	$ 514,923	$ 2,010,377	$ 3,955,836	$ 1,790,788	$ 4,274,425	$ 2,799,354	$ 7,770,891	$ 23,116,594

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ 206,433	$ 21,358	$ 1,254,735	$ 87,451	$ 231,185	$ -	$ -	$ 1,801,162
2. Motor Fuel Tax	-	-	300,648	270,385	232,017	232,074	232,074	1,267,198
3. Equipment Replacement Fees	-	-	89,920	1,396,827	407,910	835,013	419,717	3,149,387
4. Capital Improvement Fees	-	-	60,000	-	2,709,758	971,871	1,396,283	5,137,912
5. Water Tap-On Fees	-	43,044	304,785	-	-	335,916	1,067,699	1,751,444
6. Sewer Tap-On Fees	-	-	-	-	-	-	841,118	841,118
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	424,480	3,814,000	4,238,480
11. County Grant/Loan	-	1,271,525	4,500	-	-	-	-	1,276,025
12. State Grant/Loan	-	-	144,000	-	-	-	-	144,000
13. Federal Grant/Loan	-	174,077	1,542,608	-	693,555	-	-	2,410,240
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	308,490	500,373	254,640	36,125	-	-	-	1,099,628
TOTAL	$ 514,923	$ 2,010,377	$ 3,955,836	$ 1,790,788	$ 4,274,425	$ 2,799,354	$ 7,770,891	$ 23,116,594

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
PUBLIC BUILDINGS SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Outdoor Salt Storage Facility	$ -	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
Paint Interior & Exterior - PW	-	-	-	-	300,000	-	-	$ 300,000
Additional Salt Storage Facility	-	-	-	-	379,500	-	-	379,500
Anti-Icing Facility	-	-	-	-	137,500	-	-	137,500
Expansion of Public Works Facility	-	-	-	-	1,500,000	-	-	1,500,000
Fueling Facility	-	-	-	-	-	-	184,000	184,000
TOTAL	$ -	$ -	$ 60,000	$ -	$ 2,317,000	$ -	$ 184,000	$ 2,561,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
PUBLIC BUILDINGS SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	-	-	60,000	-	2,317,000	-	184,000	2,561,000
TOTAL	$ -	$ -	$ 60,000	$ -	$ 2,317,000	$ -	$ 184,000	$ 2,561,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	60,000	-	2,317,000	-	184,000	2,561,000
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 60,000	$ -	$ 2,317,000	$ -	$ 184,000	$ 2,561,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
TRANSPORTATION SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Cross Street and IL Route 47 Intersection STP Project	$ 206,433	$ 21,358	$ 1,398,225	$ -	$ -	$ -	$ -	$ 1,626,016
MFT Program - 2014	-	-	300,648	-	-	-	-	300,648
2012 Street Maintenance Program	-	-	200,000	-	-	-	-	200,000
Dugan Road STP Project	-	174,077	887,022	-	-	-	-	1,061,099
Bliss Road and IL Route 47 Intersection STP Project	-	-	104,996	87,451	924,740	-	-	1,117,187
Galena and IL Rte. 47 Bike Path	-	-	40,000	-	-	-	-	40,000
MFT Program - 2015	-	-	-	270,385	-	-	-	270,385
MFT Program - 2016	-	-	-	-	232,017	-	-	232,017
MFT Program - 2017	-	-	-	-	-	232,074	-	232,074
MFT Program - 2018	-	-	-	-	-	-	232,074	232,074
TOTAL	$ 206,433	$ 195,435	$ 2,930,891	$ 357,836	$ 1,156,757	$ 232,074	$ 232,074	$ 5,311,500

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
TRANSPORTATION SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	206,433	195,435	2,930,891	357,836	1,156,757	232,074	232,074	5,311,500
TOTAL	$ 206,433	$ 195,435	$ 2,930,891	$ 357,836	$ 1,156,757	$ 232,074	$ 232,074	$ 5,311,500

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ 206,433	$ 21,358	$ 939,135	$ 87,451	$ 231,185	$ -	$ -	$ 1,485,562
2. Motor Fuel Tax	-	-	300,648	270,385	232,017	232,074	232,074	1,267,198
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	-	-	-	-	-	-
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	-	4,500	-	-	-	-	4,500
12. State Grant/Loan	-	-	144,000	-	-	-	-	144,000
13. Federal Grant/Loan	-	174,077	1,542,608	-	693,555	-	-	2,410,240
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ 206,433	$ 195,435	$ 2,930,891	$ 357,836	$ 1,156,757	$ 232,074	$ 232,074	$ 5,311,500

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
WATER SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Mallard Point to Settlers Ridge Water Main	-	43,044	304,785	-	-	-	-	347,829
Fays Lane Water Main Replacement	-	-	315,600	-	-	-	-	315,600
75 Railroad Street Paving	-	-	-	-	-	19,000	83,810	102,810
Settlers Ridge to Hankes and Winthrop Water Main	-	-	-	-	-	316,916	983,889	1,300,805
Denny Road EWST	-	-	-	-	-	424,480	3,564,000	3,988,480
TOTAL	$ -	$ 43,044	$ 620,385	$ -	$ -	$ 760,396	$ 4,631,699	$ 6,055,524

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
WATER SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	-	43,044	620,385	-	-	760,396	4,631,699	6,055,524
TOTAL	$ -	$ 43,044	$ 620,385	$ -	$ -	$ 760,396	$ 4,631,699	$ 6,055,524

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ 315,600	$ -	$ -	$ -	$ -	315,600
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	-	-	-	-	-	-
5. Water Tap-On Fees	-	43,044	304,785	-	-	335,916	1,067,699	1,751,444
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	424,480	3,564,000	3,988,480
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ 43,044	$ 620,385	$ -	$ -	$ 760,396	$ 4,631,699	$ 6,055,524

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
SANITARY SEWER SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
1st and Grove Street - line under tracks	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
SANITARY SEWER SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	250,000	250,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	-	-	-	-	-	-
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	250,000	250,000
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
STORM SEWER SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Mallard Point/Rolling Oaks Drainage Improvements	$ 308,490	$ 1,771,898	$ 254,640	$ 36,125	$ -	$ -	$ -	$ 2,371,153
East Stormwater/Street Improvements	-	-	-	-	-	-	841,118	841,118
TOTAL	$ 308,490	$ 1,771,898	$ 254,640	$ 36,125	$ -	$ -	$ 841,118	$ 3,212,271

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
STORM SEWER SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Public Works	308,490	1,771,898	254,640	36,125	-	-	841,118	3,212,271
TOTAL	$ 308,490	$ 1,771,898	$ 254,640	$ 36,125	$ -	$ -	$ 841,118	$ 3,212,271

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	-	-	-	-	-
4. Capital Improvement Fees	-	-	-	-	-	-	-	-
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	841,118	841,118
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	1,271,525	-	-	-	-	-	1,271,525
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	308,490	500,373	254,640	36,125	-	-	-	1,099,628
TOTAL	$ 308,490	$ 1,771,898	$ 254,640	$ 36,125	$ -	$ -	$ 841,118	$ 3,212,271

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FLEET SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Ford Crown Victoria - #41	$ -	$ -	$ -	$ -	$ -	$ -	$ 49,627	$ 49,627
Ford Crown Victoria - #42	-	-	44,960	-	-	-	-	44,960
Ford Crown Victoria - #43 (C)	-	-	22,480	-	-	-	-	22,480
Ford Crown Victoria - #44	-	-	-	-	-	-	49,627	49,627
Ford Crown Victoria - #45	-	-	-	46,084	-	-	-	46,084
Ford Crown Victoria - #46	-	-	-	46,084	-	-	-	46,084
Ford Crown Victoria - #47 (I)	-	-	22,480	-	-	-	-	22,480
Ford Crown Victoria - #48 (S)	-	-	-	-	-	-	50,690	50,690
Ford Crown Victoria - #49	-	-	-	-	-	-	49,627	49,627
Ford Crown Victoria - #50 (S)	-	-	-	47,071	-	-	-	47,071
Subtotal - Police	-	-	89,920	139,239	-	-	199,571	428,730
10 Yard Dump with Plow (200)	-	-	-	152,300	-	-	-	152,300
4 x 4 Pickup Truck with Plow (02)	-	-	-	44,960	-	-	-	44,960
4 x 4 Pickup Truck with Plow (05)	-	-	-	44,960	-	-	-	44,960
10 Yard Dump with Plow (201)	-	-	-	152,300	-	-	-	152,300
1 Ton Dump with Plow (09)	-	-	-	80,022	-	-	-	80,022
4 x 4 Pickup Truck with Plow (12)	-	-	-	-	46,084	-	-	46,084
5 Yard V-Box with Plow (203)	-	-	-	-	118,642	-	-	118,642
5 Yard Dump with V-Box & Wing (B)	-	-	-	-	164,485	-	-	164,485
10 Yard Dump with V-Box (C)	-	-	-	-	156,108	-	-	156,108
1 1/2 Ton Bucket Truck (10)	-	-	-	-	-	131,210	-	131,210
1 1/2 Ton Dump with Plow (E)	-	-	-	-	-	84,074	-	84,074
Sweeper (F)	-	-	-	-	-	196,813	-	196,813
5 Yard Dump with Plow (205)	-	-	-	-	-	-	144,328	144,328
5 Yard Dump with Plow (G)	-	-	-	-	-	-	144,328	144,328
5 Yard Dump with Plow (H)	-	-	-	-	-	-	172,812	172,812
4 x 4 Utility Truck with Plow (I)	-	-	-	-	-	-	75,818	75,818
Subtotal - Streets	-	-	-	474,542	485,319	412,097	537,286	1,909,244
4 x 4 Utility Truck with Plow (13)	-	-	-	-	-	-	73,969	73,969
4 x 4 Utility Truck with Plow (B)	-	-	-	-	-	-	73,969	73,969
Subtotal - Building Maintenance	-	-	-	-	-	-	147,938	147,938
Dodge Dakota Pickup - CD 2	-	-	-	-	24,977	-	-	24,977
Dodge Dakota Pickup - CD 5	-	-	-	-	24,977	-	-	24,977
Dodge Dakota Pickup - CD 3	-	-	-	-	-	25,601	-	25,601
Dodge Dakota Pickup - CD 4	-	-	-	-	-	25,601	-	25,601
Dodge Dakota Pickup - CD 6	-	-	-	-	-	-	26,241	26,241
Subtotal - Community Development	-	-	-	-	49,954	51,202	26,241	127,397
4 x 4 Pickup Truck with Plow (01)	-	-	-	44,960	-	-	-	44,960
4 x 4 Utility Truck with Plow (08)	-	-	-	70,405	-	-	-	70,405
Ford Explorer - #1 (06)	-	-	-	30,461	-	-	-	30,461
4 x 4 Utility Truck with Plow (04)	-	-	-	70,405	-	-	-	70,405
5 Yard Dump with Plow (202)	-	-	-	134,023	-	-	-	134,023
4 x 4 Club Cab with Plow (07)	-	-	-	50,646	-	-	-	50,646
1 Ton Dump with Plow (14)	-	-	-	80,022	-	-	-	80,022
10 Yard Dump with Plow (204)	-	-	-	-	156,108	-	-	156,108
4 x 4 Utility Truck with Plow (D)	-	-	-	-	72,165	-	-	72,165
4 x 4 Utility Truck with Plow (11)	-	-	-	-	-	73,969	-	73,969
Vactor (206)	-	-	-	-	-	360,825	-	360,825
Ford Explorer - #4 (C)	-	-	-	-	-	32,004	-	32,004
4 x 4 Utility Truck with Plow (E)	-	-	-	-	-	73,969	-	73,969
10 Yard Dump with Plow (F)	-	-	-	-	-	160,011	-	160,011
4 x 4 Utility Truck with Plow (15)	-	-	-	-	-	-	75,818	75,818
4 x 4 Utility Truck with Plow (G)	-	-	-	-	-	-	75,818	75,818
5 Yard Dump with Plow (H)	-	-	-	-	-	-	144,328	144,328
Subtotal - Utilities	-	-	-	480,922	228,273	700,778	295,964	1,705,937
TOTAL	$ -	$ -	$ 89,920	$ 1,094,703	$ 763,546	$ 1,164,077	$ 1,207,000	$ 4,319,246

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FLEET SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	49,954	51,202	26,241	127,397
Finance	-	-	-	-	-	-	-	-
Police	-	-	89,920	139,239	-	-	199,571	428,730
Public Works	-	-	-	955,464	713,592	1,112,875	981,188	3,763,119
TOTAL	$ -	$ -	$ 89,920	$ 1,094,703	$ 763,546	$ 1,164,077	$ 1,207,000	$ 4,319,246

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	89,920	1,094,703	370,788	617,206	419,717	2,592,334
4. Capital Improvement Fees	-	-	-	-	392,758	546,871	787,283	1,726,912
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ -	$ 89,920	$ 1,094,703	$ 763,546	$ 1,164,077	$ 1,207,000	$ 4,319,246

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT SUMMARY BY PROJECT

Project	Through FY2011-12	Estimated FY2012-13	Approved FY2013-14	Projected FY2014-15	Projected FY2015-16	Projected FY2016-17	Projected FY2017-18	TOTAL
Wheel Loader with Plow	$ -	$ -	$ -	$ 127,093	$ -	$ -	$ -	$ 127,093
Tractor	-	-	-	37,657	-	-	-	37,657
Backhoe	-	-	-	137,374	-	-	-	137,374
Brush Chipper	-	-	-	-	37,122	-	-	37,122
Financial Software and Related Hardware	-	-	-	-	-	425,000	425,000	850,000
Excavator	-	-	-	-	-	53,796	-	53,796
125 Kw Generator	-	-	-	-	-	164,011	-	164,011
TOTAL	$ -	$ -	$ -	$ 302,124	$ 37,122	$ 642,807	$ 425,000	$ 1,407,053

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT SUMMARY BY DEPARTMENT

Department	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Community Development	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	425,000	425,000	850,000
Police	-	-	-	-	-	-	-	-
Public Works	-	-	-	302,124	37,122	217,807	-	557,053
TOTAL	$ -	$ -	$ -	$ 302,124	$ 37,122	$ 642,807	$ 425,000	$ 1,407,053

VILLAGE OF SUGAR GROVE
FYE 2014 - 2018 CAPITAL IMPROVEMENT PROGRAM
FUNDING SOURCE BY TYPE

Type	Through FY2011-12	Estimated FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	TOTAL
1. Operating Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2. Motor Fuel Tax	-	-	-	-	-	-	-	-
3. Equipment Replacement Fees	-	-	-	302,124	37,122	217,807	-	557,053
4. Capital Improvement Fees	-	-	-	-	-	425,000	425,000	850,000
5. Water Tap-On Fees	-	-	-	-	-	-	-	-
6. Sewer Tap-On Fees	-	-	-	-	-	-	-	-
7. General Obligation Bonds	-	-	-	-	-	-	-	-
8. Alternate Revenue Bonds	-	-	-	-	-	-	-	-
9. Revenue Bonds	-	-	-	-	-	-	-	-
10. Developer Contributions	-	-	-	-	-	-	-	-
11. County Grant/Loan	-	-	-	-	-	-	-	-
12. State Grant/Loan	-	-	-	-	-	-	-	-
13. Federal Grant/Loan	-	-	-	-	-	-	-	-
14. Road Impact Fees	-	-	-	-	-	-	-	-
15. Tower Leases	-	-	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ 302,124	$ 37,122	$ 642,807	$ 425,000	$ 1,407,053

VILLAGE OF SUGAR GROVE
BOARD REPORT

TO: VILLAGE PRESIDENT AND BOARD OF TRUSTEES

FROM: TONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR

SUBJECT: RESOLUTION: AUTHORIZING AN INTERGOVERMENTAL AGREEMENT WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION FOR THE DUGAN ROAD / GRANART ROAD IMPROVEMENT PROJECT

AGENDA: AUGUST 20, 2013 REGULAR BOARD MEETING

DATE: AUGUST 15, 2013

ISSUE

Should the Village authorize an Intergovernmental Agreement with the Illinois Department of Transportation (IDOT) for the Dugan Road / Granart Road Improvement Project.

DISCUSSION

The Village, in cooperation with IDOT, is proposing to improve the Dugan Road / Granart Road intersection in an effort to facilitate a free flow of traffic and increase safety for the motoring public. The Village is intending to realign Granart Road to provide greater spacing from the intersection with US 30 and the BNSF at grade crossing, while facilitating increase storage capacity with improved geometrics and intersection controls.

The Village has been coordinating with IDOT in regards to cost participation towards the proposed improvement. The Village will be the lead agency for surveys, right of way acquisition, engineering and constructing the improvement. The estimated delivery cost of the project is $4,000,000.00. IDOT has agreed to fund 100% of project up to the agreed upon $4,000,000.00 estimate, utilizing a reimbursement method of payment. If the project is bid and costs exceed $4,000,000.00 and the parties agree not to continue the project, the Village will not be liable to repay any portion of the funds already expending for engineering, etc. Attached is the Intergovernmental Agreement describing the cost participation.

COST

The estimated cost to complete the Dugan Road / Granart Road Intersection Improvement Project is $4,000,000.00. The project is unbudgeted. Staff recommends allocating funds from the Street / ROW Capital budget, account numbers 35-53-6303: Engineering Services and 35-53-7008: Streets/ROW Improvements.

RECOMMENDATION

The Village Board approves Resolution # 20130820PW1 authorizing execution of an Intergovernmental Agreement between the Illinois Department of Transportation and the Village of Sugar Grove for the Dugan Road / Granart Road Intersection Improvement Project, Subject to Attorney Review.

RESOLUTION NO. 20130820PW1

RESOLUTION AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF ILLINOIS DEPARTMENT OF TRANSPORTATION AND THE VILLAGE OF SUGAR GROVE FOR THE DUGAN ROAD / GRANART ROAD INTERSECTION IMPROVEMENTS PROJECT

WHEREAS, the Illinois Constitution Act of 1970, Article VII, Section 10 and 5 ILCS220/1 et seq. authorizes the State of Illinois Department of Transportation (hereinafter the "State") and Village of Sugar Grove (hereinafter the "Village") to cooperate in the performance of their respective duties and responsibilities by contract and other agreements; and,

WHEREAS, the State and the Village have deemed it appropriate to make improvements to Dugan Road and Granart Road (hereinafter the "improvement"); and,

WHEREAS, the State and the Village have determined a mutually satisfactory allocation of responsibilities and costs for the improvement to the Village are estimated to be $4,000,000.00; and,

WHEREAS, the improvement is deemed by the State and the Village to be of immediate benefit to the residents of Kane County in that it shall facilitate the safe and efficient movement of traffic and shall provide for the safety of the motoring public,

NOW, THEREFORE, BE IT RESOLVED by the Village President and the Board of Trustees of the Village of Sugar Grove as follows:

That attached hereto and incorporated herein by reference as Exhibit A is an intergovernmental agreement between the State of Illinois Department of Transportation and the Village of Sugar Grove. The President and Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms and spirit of said intergovernmental agreement.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 20th day of August, 2013.

_____
P. Sean Michels
President of the Board of Trustees of the
Village of Sugar Grove, Kane County, Illinois

ATTEST: _____
Cynthia L. Galbreath
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Robert E. Bohler	_____	_____	_____	_____
Trustee Kevin M. Geary	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____

August 18, 2013

Mr. Brent Eichelberger
Village Administrator
10 Municipal Drive
Sugar Grove, Illinois 60554

RE: Transportation Engineering Services for Realignment of Granart Road
Sugar Grove, Illinois

Dear Brent:

TADI is pleased to submit this proposal for traffic engineering and design services for the proposed realignment of Granart Road at Dugan Road in Sugar Grove, Illinois. Under the proposed scope of work, TADI will collecting existing data related to the study area, prepare design year traffic projections, and assess up to five (5) geometric design alternatives for the realigned Granart Road/Dugan Road intersection. A brief description of our understanding of this project and an itemized scope of work are provided herein.

PROJECT UNDERSTANDING

Granart Road currently intersects Dugan Road approximately 300 feet south of US Route 30. This existing "T" intersection is stop-controlled on eastbound Granart Road and on northbound Dugan Road, allowing southbound traffic to flow freely from the signalized US Route 30 intersection to the north and preventing queue spillback onto the at-grade Burlington Northern Santa Fe (BNSF) railroad crossing located between US 30 and Granart Road. The Village of Sugar Grove (henceforth referred to as Client) intends to realign Granart Road to provide greater spacing from the Granart/Dugan intersection to US 30 and the BNSF at-grade crossing, while also facilitating increased capacity with improved geometrics and alternate options for intersection control. Both Granart Road and Dugan Road are classified as major collectors and under the jurisdiction of the Client.

In general, this agreement governs the scope of services associated with the alternatives analysis for the realignment of Granart Road, the associated improvements to Dugan Road, and the necessary provisions to maintain access to adjacent property. These services will include, but are not limited to: data collection, preliminary geometric layout of the alternatives, capacity analyses and signal warrant analysis, stakeholder coordination, and preparation of a technical memorandum summarizing the study findings. TADI assumes that a separate agreement for Phase II engineering services, including more detailed design and preparation of contract documents, could be developed in the future at the request of the Client once the preferred alternative is selected and clearly defined.

For the purposes of this agreement, TADI assumes that the project limits will remain south of the BNSF right-of-way (ROW) and, as a result, coordination with the railroad will not be required. It is also assumed

that the project limits will remain east of Duffin Drain, and thus will not impact the channel, its floodplain, or the structure carrying Granart Road over the channel.

It should also be noted that the proposed scope of services is not intended to formally evaluate area transportation operation under special event conditions, such as the future International Crown golf event at Rich Harvest Farms. Traffic projections developed as a part of this study are intended to represent typical design hourly volumes at the subject intersection for the given design year, rather than the heavier vehicle demand anticipated as a part of special event traffic. In order to facilitate a more comprehensive study of special event conditions in the future, traffic data collection efforts included in this scope of work are intended to coincide with the study periods that would presumably be evaluated as a part of a future special events transportation master plan for Rich Harvest Farms. However, TADI will use various estimating techniques to evaluate the potential for increased demand through the study intersection during special events as a part of the alternatives analysis.

The engineering and construction for this project will be funded entirely by the IDOT through the Client. Though IDOT funding is involved, it is TADI's understanding that IDOT oversight of the project through the Bureau of Local Roads (BLR) will not be required. Close coordination will be maintained with IDOT during alternatives analysis to ensure compatibility with the adjacent US 30/Dugan Road improvement, but the IDOT BLR policies and procedures pertaining to project development will not be followed. Design guidelines that will apply to this project include: IDOT *Bureau of Local Roads and Streets Manual*, *Highway Capacity Manual 2010,* and *Manual on Uniform Traffic Control Devices*.

SCOPE OF SERVICES

Task A – Data Collection & Base Mapping

Task A.1 – Requests for Information

In order to support the expedited schedule identified for the subject realignment, TADI will request a variety of available data from applicable authorities, including, but not limited to:

- From the Client:
  - Existing geometric plans for Granart Road and/or Dugan Road.
  - Traffic studies, site plans, and/or land use and density information for other area developments expected to impact the intersections at US Route 30/Dugan Road and/or Granart Road/Dugan Road, if any.
- From utility companies with facilities located within the vicinity of the project limits: Available maps of existing facilities for placement into a CAD base map.
- From the Chicago Metropolitan Agency for Planning (CMAP): Year 2040 traffic projections for Granart Road, Dugan Road, and other study roadways that will not be covered by a parallel request for the US Route 30 improvement project (under separate contract to IDOT).

Each of the aforementioned items will be reviewed by TADI for information pertinent to the alternatives development. It is understood that survey data completed by IDOT as part of the adjacent improvement of US Route 30 is available. IDOT's survey extends several hundred feet along both Granart Road and Dugan Road within the project area and will be supplemented as detailed in Task A.3.

Task A.2 – Traffic Count Data Collection

TADI will visit the site area and study intersections to observe existing peak period traffic conditions and gather pertinent data regarding roadway lane configuration, traffic controls, and other relevant roadway characteristics in the site vicinity. Manual turning movement counts will also be collected at several intersections within the study area. In order to coincide with the anticipated start and end days of the future International Crown golf event at Rich Harvest Farms, traffic count data will be collected on Thursdays during the morning and evening peak periods (7:00-9:00AM and 4:00-6:00PM, respectively) and on Sundays from noon until 6:00PM at the following locations:

- IL 47/Cross Street
- IL 47/Main Street/Prairie Street (east leg)
- IL 47/Prairie Street (west leg)
- IL 47/Jericho Road
- IL 47/Baseline Road
- IL 47/Galena Road
- Granart Road/Jericho Road
- Granart Road/Rhodes Street
- US Route 30/Rhodes Street

In addition to the above, TADI will collect 12-hour turning movement count data at the intersections of Granart Road/Dugan Road and Dugan Road/Bucktail Road between the hours of 6:00AM and 6:00PM on a Thursday in anticipation of a traffic signal warrant analysis for the realigned study intersection. Sunday count data (12:00-6:00PM) will be collected at these locations as well. All count data will include vehicle classification in order to better identify existing operational characteristics.

Task A.3 – Survey Services

Survey data obtained from IDOT will be supplemented by collecting additional survey data along Granart Road, Dugan Road, Bucktail Lane, and within the Rich Harvest Farms property to ensure adequate topographic information is available for the alternatives analysis.

Task A.3.a – Right-of-Way Survey

Existing ROW evidence for approximately 1,600 feet along Granart Road, Dugan Road, and Bucktail Lane will be delineated. The existing ROW shall be developed as shown on adjacent subdivision plats and provided ROW documents to be included on the base map.

Task A.3.b – Roadway Topographic Survey

Roadway survey will include the area lying within and 10 feet beyond the existing ROW for an additional 750 feet along Granart Road from the west end of the IDOT survey, an additional 500 feet along Dugan Road from the south end of the IDOT survey, and 350 feet along Bucktail Lane east of Dugan Road. The survey will include topography and existing visible features and improvements within the project limits. Existing utilities will be surveyed from visible flags or markings. Storm sewer, sanitary sewer, and water main structures will be surveyed, including rim elevation, inverts, pipe sizes, and direction of flow as observed at manholes. Survey will reference existing control and benchmarks used on the IDOT survey.

Task A.3.c – Topographic and Tree Survey

The topographic survey will include a 200-foot wide swath of the proposed realignment of Granart Road through the Rich Harvest Farms property from the tie-in location on Granart Road to Dugan Road. The survey will include topography and existing visible features and improvements within the project limits. Existing trees greater than six (6) inches in diameter will be located within the project limits. Tree size and type (coniferous or deciduous) will be referenced within the topographic base map.

Task A.3.d – Survey Base Map

A base map for in-house engineering will be created that depicts existing visible improvements as well as the location of ROW within the project corridor as described above. The drawing will be completed in MicroStation V8 format with data processed in GEOPAK. One (1) foot contours will be generated with the elevations referenced to NAVD 88 (U.S. Survey Feet). Neither a Topographic Survey nor a Boundary Survey Plat will be provided, and these documents are not included in this agreement.

Task B – Develop Future Traffic Projections

TADI will develop design year 2040 traffic projections for the Granart Road/Dugan Road and Dugan Road/Bucktail Road intersections. In order to accomplish this task, several factors will be considered:

- Future growth projections produced by CMAP
- Other area development plans provided by the Client
- Anticipated changes to existing travel patterns within the study area following the proposed Granart Road realignment
- Balanced traffic volume projections with the nearby US 30/Dugan Road intersection (being developed by IDOT as part of a separate contract)

The resulting traffic volume projections will be used as the basis for analyzing operation of each of the five (5) design alternatives developed for this project, as detailed in Task C.

Task C – Alternatives Analysis

TADI will develop up to five (5) alternatives for the realignment of Granart Road at Dugan Road. This process will involve an iterative collaboration to achieve satisfactory traffic operation and efficient geometric design, as well as cohesive design between the subject project and the improvements at US 30/Dugan Road to the north. In order to accomplish this task, the following work items will be performed.

Task C.1 – Geometric Design Alternatives

Geometric plans for up to five (5) alternatives will be developed, each of which will be coordinated with IDOT to ensure compatibility with the adjacent improvement of US 30/Dugan Road. The following tasks will be completed as part of each alternative:

- Development of preliminary horizontal and vertical geometrics to ensure the alternative will meet current design standards and accommodate future traffic.
- Abbreviated drainage investigation to identify any impacts the alternative might have on existing drainage patterns. Existing floodplain and wetland locations will be considered. The need for new drainage structures and detention will be assessed.
- Evaluation of ROW impacts and effects on adjacent properties and access.
- Evaluation of potential utility conflicts.
- Preliminary Engineer's Opinion of Probable Construction Cost (EOPC).
- Preparation of an exhibit showing the horizontal layout of the alternative on an aerial base map at a scale of 1"=100'.

The above tasks will be repeated, as needed, based on the findings of capacity analyses performed for each alternative, as detailed in Task C.2.

Task C.2 – Alternatives Capacity Analysis

Utilizing HCS2010 software (for conformance with the adjacent IDOT project), TADI will perform capacity analyses for each of up to five (5) design alternatives for the Granart Road/Dugan Road. As a part of this work task, TADI will evaluate the potential to improve operation of each alternative through such

opportunities as dedicated turn lanes, free-flow turn lanes, and/or alternative intersection control (including signalization, if warranted, as discussed in Task C.3), among others. Queue projections will also be evaluated as a part of the overall intersection operation assessment, particularly with regard to the potential for vehicles to back up onto the at-grade railroad crossing and/or into the US 30/Dugan Road intersection. As appropriate, TADI may analyze traffic progression along Dugan Road between US 30 and Granart Road to ensure adequate corridor operation, particularly if a traffic signal is expected to be warranted in the future at Granart Road/Dugan Road. Geometric elements that may help support increased traffic demand at the subject intersection as a result of special events at Rich Harvest Farms may also be recommended. Suggested improvements to each alternative will be used to modifying each design, and capacity analysis will then be revised accordingly to match the updated geometrics.

Task C.3 – Signal Warrant Analysis

Design year traffic volumes for the Granart Road/Dugan Road study intersection will be evaluated to determine whether or not a traffic signal may warranted at this location. Signal warrant analysis will be performed in accordance with IDOT (Illinois Department of Transportation) standards as well as criteria provided in the Manual on Uniform Traffic Control Devices. The findings of this analysis will be used in intersection capacity analyses, as detailed in Task C.2.

Task D – Documentation

TADI will prepare a technical memo summarizing the study methodology, analyses, and findings. A comparison of each design alternative will be provided, including a discussion of the respective operational characteristics, area impacts, compatibility with the US 30/Dugan Road improvement, anticipated costs, and more. Based on this discussion, the memorandum will identify the preferred design alternative, as chosen by the Client and approved by IDOT, as well as the reasoning behind its selection. A draft copy of the study will be provided to the Client for review, and comments will be incorporated into a final version of the study for submittal to IDOT, the Kane County Division of Transportation (KDOT), and other jurisdictional agencies, as appropriate.

Task E – Project Meetings

Throughout the project schedule, TADI will be available to attend up to fifteen (15) project meetings with the Client, IDOT, KDOT, and/or other project stakeholders. Following each meeting, TADI will prepare minutes for distribution to and approval by all attending parties. Attendance at meetings beyond those specifically included in the scope of work will require an amendment to this agreement.

SCHEDULE

This agreement is based upon an assumed project duration of approximately fifteen (15) weeks, which is to begin with TADI's receipt of written Notice to Proceed from the Client. This schedule enables TADI to comply with IDOT direction to have a preferred alternative chosen no later than November 29, 2013, and also includes reasonable allowances for review and approval times required by the Client, IDOT, and other jurisdictional agencies involved the project. Adherence to this aggressive project schedule requires timely attentions from TADI, the Client, and IDOT alike. TADI shall not be held responsible for schedule delays resulting from changes in the scope of the project requested by the Client or by IDOT or other causes beyond its control.

EXCLUSIONS

The following items are not included as part of this agreement:

- ROW and/or easement plans
- Environmental Studies (wetlands, special waste, air quality, noise, etc.). It is understood that environmental studies will be performed under IDOT's Phase I Study for US 30.
- Location Drainage Studies
- Intersection Design Studies
- Project Development Report
- Phase II design plans and/or specifications
- Permitting

Supplemental services not included in the agreement, if desired, can be provided by TADI under an amendment to the existing contract.

SERVICES BY OTHERS

TADI shall retain such additional subcontractors as it deems necessary to fulfill the requirements of this Agreement's scope without additional compensation. Should TADI be required to hire a subcontractor to address items not in the current scope, a supplement to this agreement will be required.

COMPENSATION

For the services outlined above in the ***Scope of Services***, the Client shall pay a lump sum fee of Two Hundred Twenty-Eight Thousand Four Hundred Dollars ($228,400). These fees include all labor and direct expenses related to the work items described herein. Additional work, not specifically included in the project scope, will be performed upon the Client's approval and will be charged on an hourly basis according to then applicable hourly rates.

Invoices for the Services will be sent to the Client monthly. All services not cited in the Scope of Services will be conducted as additional services under an amendment to this Agreement.

The Village of Sugar Grove may terminate this agreement at any time upon written notice to TADI, provided that the Village shall make payment (on a pro-rata basis) for all services rendered until the termination date.

TADI agrees that all books and records and other recorded information developed specifically in connection with this agreement shall remain the property of the Village. TADI agrees to keep such information confidential and not to disclose or disseminate the information to third parties without the consent of the Village. This confidentiality shall not apply to material or information, which would otherwise be subject to public disclosure through the Freedom of Information Act or if already previously disclosed by a third party. Upon termination of this agreement, TADI agrees to return all such materials to the Village. TADI acknowledges that the Freedom of Information Act, 5 ILCS 140/1 et seq. (the "Act") places an obligation on the Village to produce certain records that may be in the possession of TADI. TADI shall comply with the record retention and documentation requirements of the Local Records Act 50 ILCS 205/1 et seq. and the Act and shall maintain all records relating to this Agreement in compliance with the Local Records Retention Act and the Act (complying in all respects as if TADI was, in fact, the Village). TADI shall review its records promptly and produce to the Village within two business days of contact from the Village the required documents responsive to a request under the Act. If additional time is necessary to comply with the request, TADI may request the Village to extend the time do so, and the Village will, if time and a basis for extension under the Act permits, consider such extensions.

If the proposal is acceptable, please sign and return one copy of the attached agreement for our records. Thank you for the opportunity to work with you on this challenging project.

Sincerely,
TADI

Timothy Sjogren, P.E., PTOE
Senior Transportation Engineer

AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is entered into between **the Village of Sugar Grove** (Client) and **TADI** (Engineer), based upon transportation engineering services being provided for the proposed realignment of Granart Road at Dugan Road in Sugar Grove, Illinois, (the Project) and Client's request that Engineer perform certain traffic engineering services in connection with the Project (the Services).

1. Engineer shall provide the Services described in "Scope of Services", according to "Schedule".

2. Client shall pay Engineer in accordance with "Compensation". Invoices for additional work shall be due and payable upon receipt. Invoice amounts not paid within 30 days shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal.

3. The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.

4. Engineer shall not be liable to Client for any consequential damages resulting in any way from the performance of the Services. To the fullest extent permitted by law, Engineer's liability under this Agreement shall not exceed Engineer's total compensation actually received under this Agreement.

5. Engineer and Client waive all rights against each other for damages covered by property insurance during and after the completion of the Services.

6. Notwithstanding anything to the contrary in any Attachments hereto, Engineer has no responsibility for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; or (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to Client or to comply with federal, state, or local laws, regulations, and codes.

7. Engineer does not guarantee that proposals, bids, or actual Project costs will not vary from Engineer's cost estimates or that actual schedules will not vary from Engineer's projected schedules.

8. This Agreement may be terminated upon written notice at Client's convenience or by either party in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. Engineer shall terminate performance of Services on a schedule acceptable to Client, and Client shall pay Engineer for all Services performed and reasonable termination expenses. Paragraphs 4 and 5 shall survive any termination or completion of this Agreement.

9. All documents prepared by Engineer pursuant to this Agreement are instruments of service in respect to the Project. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Engineer. Engineer shall retain its ownership in its data bases, computer software, and other proprietary property.

10. The Services provided for in this Agreement are for the sole use and benefit of Client and Engineer. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Client and Engineer.

11. Any notice required by this Agreement shall be made in writing to the individuals specified below:

Client:
Village of Sugar Grove
10 Municipal Drive
Sugar Grove, Illinois 60554
Attn: Mr. Brent Eichelberger

Engineer:
TADI
233 South Wacker Drive, Suite 8400
Chicago, Illinois 60606
Attn: Mr. Timothy Sjogren, P.E., PTOE

IN WITNESS WHEREOF, Client and Engineer have executed this Agreement, dated August 18, 2013.

CLIENT	**ENGINEER**
Village of Sugar Grove	**TADI**
By _____	By: _____
Title _____	John A. Bieberitz, P.E., PTOE
Date _____	Date August 18, 2013

VILLAGE OF SUGAR GROVE
BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: TONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR

SUBJECT: RESOLUTION: AUTHORIZING AN ENGINEERING AGREEMENT WITH TADI FOR THE DUGAN ROAD / GRANART ROAD INTERSECTION IMPROVEMENT PROJECT

AGENDA: AUGUST 20, 2013 REGULAR BOARD MEETING

DATE: AUGUST 16, 2013

ISSUE

Should the Village Board approve a resolution with TADI for engineering services related to the Dugan Road / Granart Road Intersection Improvement Project.

DISCUSSION

The Village, in cooperation with IDOT, is proposing to improve the Dugan Road / Granart Road intersection in an effort to facilitate a free flow of traffic and increase safety for the motoring public. The Village is intending to realign Granart Road to provide greater spacing from the intersection of US 30 and the BNSF at grade crossing, while facilitating increased storage capacity with improved geometrics and intersection controls.

TADI has prepared a proposal to provide professional engineering services to cover design engineering for the Dugan Road / Granart Road Intersection Improvement Project. The proposal includes providing the following services:

1. Data Collection and Surveying
2. Base Mapping
3. Future Traffic Projections
4. Develop and Analyze up to Five (5) Alternatives for the Realigned Intersection
5. Required Documentation
6. Project Meetings

The following is a list of items NOT included under this agreement, but may be necessary to complete the project. Any of these items would be negotiated under a separate or supplemental agreement should they become necessary:

1. Right of Way / Easement Plans
2. Environmental Studies (Wetlands, Special Waste, Air Quality, Etc.)
3. Location Drainage Studies
4. Intersection Design Studies
5. Project Development Report
6. Phase II / Design Engineering
7. Permitting

TADI estimates a schedule of fifteen (15) weeks to complete the necessary engineering; which complies with IDOT and the Village's desire to have a preferred design alternative chosen by November 29, 2013. TADI will provide engineering services for a Lump Sum Fee of $228,400.00.

COST

The total cost for the Professional Engineering Services Agreement is $228,400.00. This project is unbudgeted for Fiscal Year 13-14; however, IDOT has agreed to fund the project 100% in an amount not to exceed $4,000,000.00 for Engineering and Construction. Staff is recommending this project be included in account 35-53-6303: Engineering Services.

RECOMMENDATION

The Village Board approves Resolution # **20130820PW2** authorizing an Agreement with TADI for the Professional Engineering Services associated with the Dugan Road / Granart Road Intersection Improvement Project, contingent on Attorney review and IDOT acceptance of revised agreement.

RESOLUTION NO. 20130820PW2

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH TADI FOR ENGINEERING SERVICES RELATED TO THE DUGAN ROAD / GRANART ROAD INTERSECTION IMPROVEMENT PROJECT

WHEREAS, the Village of Sugar Grove Board of Trustees find that it is in the best interest of the Village to engage the services of TADI to provide professional preliminary, design engineering services for the Dugan Road / Granart Road Intersection Improvement Project, and to execute the attached agreement;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

That attached hereto and incorporated herein by reference as Exhibit A is an agreement between TADI and the Village of Sugar Grove for professional preliminary, design engineering services for the Dugan Road / Granart Road Intersection Improvement Project. The President and Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement.

Passed by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 20th day of August, 2013.

_____
P. Sean Michels
President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST: _____
Cynthia L. Galbreath
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Robert E. Bohler	_____	_____	_____	_____
Trustee Kevin M. Geary	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____

DRAFT

FAP Route 326
Illinois Route 47
Kane County
Job No.: C-91-045-14
Agreement No.: JN-114-504

AGREEMENT

This agreement entered into this _____ day of _____, A.D., 2013, by and between the STATE OF ILLINOIS, acting by and through its DEPARTMENT OF TRANSPORTATION hereinafter called the STATE, and the VILLAGE OF SUGAR GROVE, of the State of Illinois, hereinafter called the VILLAGE.

WITNESSETH:

WHEREAS, the VILLAGE, in order to facilitate the free flow of traffic and ensure safety to the motoring public, are desirous of improving Dugan Road at Granart Road (State Job No.: C-91-045-14)) hereinafter referred to as the PROJECT; and

WHEREAS, the VILLAGE requests that the STATE financially participates in the engineering and construction costs associated with the PROJECT; and

WHEREAS, the STATE has agreed to the VILLAGE's request; and

WHEREAS, the STATE and the VILLAGE are desirous of said PROJECT in that same will be of immediate benefit to the VILLAGE residents;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The VILLAGE agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection during construction and cause the IMPROVEMENT to be built in accordance with the approved plans, specifications and contract, except in the event that the costs of construction (upon receipt of actual responses to bids) exceed $4,000,000.00, in which case the Village shall have the option of terminating its obligation to construct or otherwise complete the IMPROVEMENT unless the STATE chooses to increase its funding to the IMPROVEMENT to reimburse 100% of the costs of the IMPROVEMENT (which costs include all land acquisition, construction, engineering, legal, permitting and related fees and expenses).~~.~~ If the STATE elects to increase its reimbursement as contemplated herein, the VILLAGE shall complete the IMPROVEMENTS. In the event the STATE elects not to increase its reimbursement as contemplated herein, then the Village is under no obligation to complete the IMPROVEMENTS.

2. The VILLAGE agrees to pay for all costs of ~~right of way~~land acquisition, construction, ~~and~~ engineering legal, permitting and related fees and expenses~~costs~~, subject to reimbursement by the STATE as hereinafter stipulated.

3. It is mutually agreed by and between the parties hereto that the estimated cost of PROJECT is $4,000,000.00.

4. The STATE agrees to reimburse the VILLAGE for the costs of engineering, construction, ~~and~~ land acquisition, legal, permitting and related fees and expenses ~~costs~~ associated with PROJECT, up to a maximum of $4,000,000.00 or such additional amount as provided for in paragraph 1 hereof.

5. Upon execution of this AGREEMENT and receipt of an invoice from the VILLAGE, the STATE agrees to reimburse the VILLAGE, 15% ($600,000) of the STATE's maximum financial contribution. Upon execution construction contract including receipt of supporting documentation and receipt of an invoice from the VILLAGE, the STATE agrees to reimburse the VILLAGE, 75% ($3,000,000) of the STATE's maximum financial contribution. The remaining 10% ($400,000) of the STATE's maximum financial contribution shall be paid to the VILLAGE upon receipt of the final invoice complete with all applicable supporting documentation of all incurred costs, less previous payments, no later than one year from the date of completion of this phase of the PROJECT. If a final invoice is not received within one year of completion of this phase of the PROJECT, the most recent invoice may be considered the final invoice and the obligation of funds closed. In the event that, after bids are received, the total costs to complete the IMPROVEMENT exceeds the estimated $4,000,000.00 amount and the parties elect not to continue the PROJECT (as contemplated in Paragraph 1 hereof), the Village shall not be obligated to reimburse the state for any amounts expended on the PROJECT up to and through the date of termination, but shall return any unused portions of funds advanced by the STATE to the VILLAGE.

6. It is mutually agreed that the PROJECT will be processed, let and constructed in accordance with Motor Fuel Tax standards, policies and procedures.

7. The VILLAGE shall maintain, for a minimum of three years after the completion of the Project, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement. All books, records, and supporting documents related to the Project shall be available for review and audit by the Auditor General and other STATE Auditors, and the

VILLAGE agrees to cooperate fully with any audit conducted by the Auditor General and other STATE Auditors, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this paragraph shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under this Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

8. The VILLAGE agrees to comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and non-discrimination regulations required by the STATE.

9. All work which is financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application.

10. The VILLAGE, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The VILLAGE shall carry out applicable requirements of 49 CFR, Part 26, in the award and administration of STATE assisted contracts. Failure by the VILLAGE to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the STATE deems appropriate.

11. Upon completion of the PROJECT, the VILLAGE agrees to maintain or caused to be maintained, all roadways improved as part of the PROJECT, in their entirety.

12. It is the intent of the State that all or a portion of the costs of this project will be paid or reimbursed from the proceeds of tax-exempt bonds subsequently issued by the State. This provision in no way constitutes an obligation of the Department to use any particular funding or to confer a contractual or other right to demand that any particular funding be used.

Obligations of the STATE will cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for this contract.

This AGREEMENT and the covenants contained herein shall be null and void in the event the construction contract covering the PROJECT contemplated herein is not awarded within the three years subsequent to execution of the agreement.

This agreement shall be binding upon and to the benefit of the parties hereto, their successors and assigns.

VILLAGE OF SUGAR GROVE

Attest:

_____
Village Clerk

By: _____
(Signature)

_____
(Print)

By:_____
Print or Type

Title: _____

Date: _____

Date:_____

(SEAL)

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

By:_____
Ann L. Schneider
Secretary of Transportation

Date:_____

By: _____
Matthew R. Hughes
Deputy Director of Highways

Date: _____

By: _____
Omer A. Osman
Director of Highways/Chief Engineer

Date:_____

By: _____
Michael A. Forti
Chief Counsel

Date:_____

Job No.: C-91-045-14
Agreement No.: JN-114-504
:

TIN CERTIFICATION

The VILLAGE certifies that:

1. The number shown on this form is the VILLAGE's correct taxpayer identification number (or the VILLAGE) is waiting for a number to be issued to them), and

2. The VILLAGE is not subject to backup withholding because: (a)the VILLAGE is exempt from backup withholding, or (b) the VILLAGE has not been notified by the Internal Revenue Service (IRS) that the VILLAGE is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that the VILLAGE no longer subject to back-up withholding , and

3. The VILLAGE's person with signatory authority for this AGREEMENT is a U. S. person (including a U.S. resident alien)

Taxpayer Identification Number: _____

Legal Status

___ Individual
___ Sole Proprietor
___ Partnership/Legal Corporation
___ Tax-exempt
___ Corporation providing or billing medical and/or health care services
___ Corporation NOT providing or billing medical and/or health care services
___ Other _____

_X_ Government
___ Nonresident Alien
___ Estate or Trust
___ Pharmacy (Non Corp.)
___ Pharmacy/Funeral home /Cemetery
___ Limited Liability Company (select applicable tax classification)
□ D= Disregarded entity
□ C= Corporation
□ P= Partnership

VILLAGE OF SUGAR GROVE
BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: JUSTIN VANVOOREN, FINANCE DIRECTOR

SUBJECT: DISCUSSION: HUMAN RESOURCES MANUAL

AGENDA: AUGUST 20, 2013 COMMITTEE OF THE WHOLE MEETING

DATE: AUGUST 16, 2013

ISSUE

Shall the Village Board approve a revised Human Resources Manual.

DISCUSSION

The Village Board approved the current Personnel Manual on August 19, 1996. In addition, there were several minor revisions made between 1999 and 2004. This comprehensive revision considers current policy, updates to federal and state mandates and regulations, and new policies which reflect best practices in municipal settings. The number of changes is too numerous to present a complete list, staff has provided a summary of most major changes below:

1) Americans with Disabilities Act Policy (Chapter 2, Section C) – required by U.S. Department of Justice which prohibits discrimination against qualified individuals with disabilities
2) Holidays – added one additional holiday (Columbus Day) based on a survey of area communities
3) Vacation – reduced the accumulation allowed from 2 times the annual allotment to 1 ½ times
4) Overtime – only regular time, vacation, and personal leave will count as hours worked to meet the 40 hour requirement (previously sick time was included)
5) Drug Free Workplace Policy – recently adopted policy is now included in the manual
6) Problem Resolution Process – added so employees have an avenue to express their concerns
7) Workplace Violence Policy – expanded to protect the Village and its employees
8) Travel Policy – formalized the current procedures that are applicable to all employees (including Board members)
9) Technology Policy – expanded to reflect the changes in technology, including a social media policy (based on several recent federal lawsuits)

10) Family and Medical Leave Act (FMLA) Policy – required by U.S. Department of Labor for when an employee (or family member) needs to take medical leave (not currently applicable to Village employees)
11) Victims' Economic Security and Safety Act (VESSA) Policy - required by the Illinois Department of Labor for when an employee (or family member) is a victim of domestic or sexual violence

Title 1, Chapter 9, Section 3, Paragraph B of the Sugar Grove Village Code was amended on June 21, 2011 to allow the Village Board <u>or</u> Village Administrator to modify the manual. However, Staff felt it was important to present the comprehensive changes to the Board for discussion.

COST

The Village has spent approximately $4,500 on legal review of the manual since March 2012 from account 01-50-6301, Legal Services, which was included in the fiscal year 2011 – 2012 and fiscal year 2012 – 2013 budgets. No additional cost is anticipated at this time.

RECOMMENDATION

That the Village Board discuss the revised Human Resources Manual.

Illinois Department of Transportation
Division of Highways/Region One / District One
201 West Center Court/Schaumburg, Illinois 60196-1096

July 25, 2013

The Honorable P. Sean Michels
President
Village of Sugar Grove
10 S. Municipal Drive
Sugar Grove, IL 60554

Dear Village President Michels:

We are writing to inform you that the Illinois Department of Transportation (Department) has recently initiated preliminary engineering and environmental studies (Phase I) for the improvement of US 30 from west of Dugan to east of IL 47 in the Village of Sugar Grove in Kane County. A location map is enclosed for your reference. This improvement is not currently included in the Department's FY 2014-2019 Proposed Multi-Modal Transportation Improvement Program. However, this project will be included in our priorities for future funding consideration among similar improvement needs throughout the region. The proposed project is anticipated to consist of roadway and intersection improvements.

A key planning tool for this project will include a public involvement program based upon the principles of Context Sensitive Solutions (CSS). CSS is an interdisciplinary approach that seeks effective, multi-modal transportation solutions by working with stakeholders to develop, build and maintain cost-effective transportation facilities which fit into and reflect the project's surroundings (its "context"). Through early, frequent, and meaningful communication with stakeholders (which includes elected officials at the federal, state and local levels) and a flexible as well as creative approach to design, the resulting project should improve safety and mobility for the traveling public, while seeking to preserve and enhance the scenic, economic, historic, and natural qualities of the settings through which they pass.

This will be, in part, accomplished through an outreach program that will include meetings with stakeholder groups including a Community Advisory Group (CAG), public meetings, as well as a public hearing, at key points in the study process. All this input will be evaluated and used to help shape viable solutions. A project website will be developed that will provide current project information, activities, and details on upcoming public involvement.

Proposed highway improvements are typically processed in three distinct phases. In Phase I, proposed geometry, environmental concerns, as well as right-of-way requirements are defined. During Phase II, contract plans are prepared and the necessary right-of-way is acquired. Phase III represents the actual construction of the improvement.

In an effort to ensure that our highway improvement will address actual highway needs and will be sensitive to local and community concerns, we will be contacting you at various points during our preliminary studies. The purpose of these contacts will be to assist us in data gathering, to incorporate locally requested improvements into our highway improvement (as appropriate), and to keep you informed of project status. Please note that our Hydraulics Section may be contacting you independently to discuss the drainage elements of our project.

At this early stage of our project development, we would particularly like to inform the Village of their opportunity to provide input into the need for pedestrian and bicycle accommodations in the vicinity of our improvement. We would like to know of any existing or planned bicycle usage in the vicinity of the project, particularly bike lanes, separate bicycle trails, or signed bike routes. This information will be helpful in determining whether any special design features need to be considered to accommodate bicyclists or pedestrians within the improvement area.

The Department is responsible for 100% of the cost for removal and replacement of existing sidewalk or paths affected by the roadway improvements. The local cost share for new pedestrian and bicyclist facilities is 20% of the construction cost, plus a 15% engineering fee. In addition, the Village must agree to assume long-term responsibility for the administration, control, reconstruction, and maintenance of the sidewalk or shared-use path.

Based on a preliminary review of existing conditions, it appears as though a separate off-road shared-use path will likely be required in order to accommodate bicyclists and pedestrians. According to our policy, this accommodation would be provided along, or short distances outside of, the project limits if the local agency is willing to participate in cost sharing and accept maintenance responsibilities of this path. If the local agency chooses not to participate in the bicycle or pedestrian accommodations, the Department requests that a local resolution indicating their non-participation be sent to the Department (see enclosed example). Without the local agency cost participation, the Department will consider the highest and best accommodation feasible.

Please also provide the following data and information, if it is available.

- Land use plans and planned developments
- Zoning ordinances and maps
- School, park, fire protection, and sanitary districts and boundaries
- On street parking ordinances, if applicable
- Locations of Village lighting within the study area
- Other community features, facilities, or items that you feel may be relevant for our consideration in development of this project
- Any engineering studies and/or programmed improvements, along with their respective schedules, involving Village routes which may affect implementation of our proposed project.

Enclosed for your information and reference is a copy of Exhibit "A" and Exhibit "B". Exhibit "A" generally defines our cost participation policies for highway improvements, including such items as traffic signals, parking lanes, utilities, lighting, sidewalks, and additional work. Exhibit "B" outlines the steps and cost participation specifically for emergency vehicle pre-emption related items. Your areas of participation, if any, will be defined at a later date as the study nears completion. This information will be provided via a Letter of Intent. The Letter of Intent will form the groundwork for the Village/State agreement to be written during Phase II, contract plan development.

If you have any questions or need additional information, please contact me or Kimberly Murphy, Consultant Studies Unit Head, at (847) 705-4791.

Very truly yours,

John Fortmann, P.E.
Deputy Director of Highways,
Region One Engineer

Enclosures

cc: Brent Eichelberger

SUGGESTED RESOLUTION LANGUAGE FOR NON-PARTICIPATING LOCAL AGENCIES

WHEREAS, The Illinois Department of Transportation (Department) has the power to approve and determine the final plans, specifications and estimates for all State highways; and

WHEREAS, the Department's projects must adequately meet the State's transportation needs, exist in harmony with their surroundings, and add lasting value to the communities they serve; and

WHEREAS, the Department must embrace principles of context sensitive design and context sensitive solutions in its policies and procedures for the planning, design, construction, and operation of its projects for new construction, reconstruction, or major expansion of existing transportation facilities by engaging in early and ongoing collaboration with affected citizens, elected officials, interest groups, and other stakeholders to ensure that the values and needs of the affected communities are identified and carefully considered in the development of transportation projects; and

WHEREAS, Bicycle and pedestrian ways must be given full consideration in the planning and development of transportation facilities, including the incorporation of such ways into State plans and programs; and

WHEREAS, The State's complete streets law requires bicycle and pedestrian ways to be established in or within one mile of an urban area in conjunction with the construction, reconstruction, or other change of any State transportation facility, except in pavement resurfacing projects that do not widen the existing traveled way or do not provide stabilized shoulders, or where approved by the Secretary of Transportation based upon documented safety issues, excessive cost or absence of need; and

WHEREAS, During the development of highway projects throughout the State, the Department gives consideration to accommodating bicyclists and pedestrians on a need-basis; and

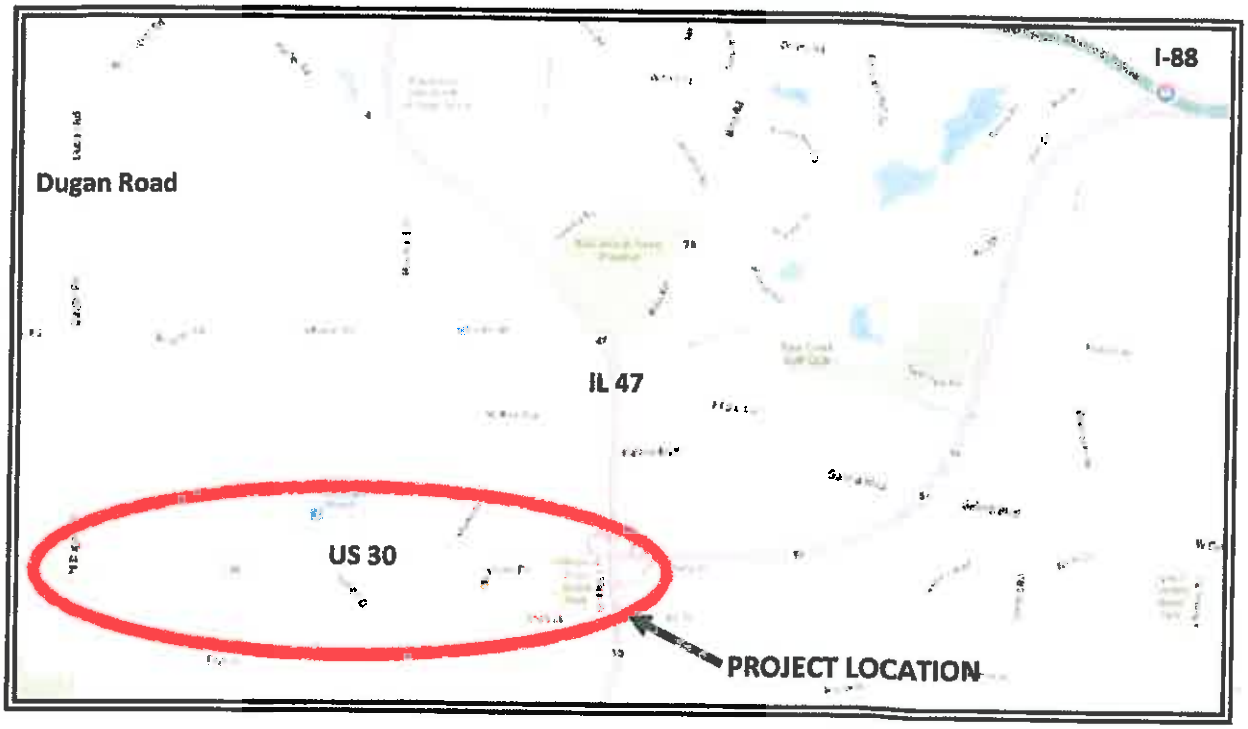
WHEREAS, The Department has presented the local agency, for its consideration, a bicycle and/or pedestrian improvement with funding to be split 80% State, 20% local with maintenance to be provided by the local agency; therefore, be it

RESOLVED, That the local agency hereby rejects the Department's proposed bicycle and/or pedestrian improvement and acknowledges that such rejection will result in a cancellation of the proposed improvement; and be it further

RESOLVED, That a suitable copy of this resolution be presented to the Project Engineer associated with the proposal, or his or her equivalent, within the Department.

US 30 from Dugan to IL 47

LOCATION MAP



US Route 30
Dugan to IL 47
Village of Sugar Grove
Sugar Grove/Big Rock Township
Kane County

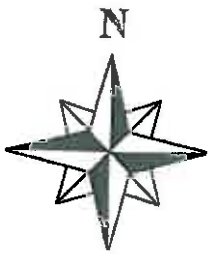


Exhibit "A"

TRAFFIC SIGNAL PARTICIPATION

The cost participation associated with traffic signal installation, modernization, or relocation will be in accordance with 92 Ill. Adm. Code 544 "Financing of Traffic Control Signal Installations, Modernization, Maintenance, and Operation on Streets and Highway under State Jurisdiction."

Traffic signals may be installed only where conditions meet warrants established in the current Illinois Manual on Uniform Traffic Control Devices. If a new signal installation is warranted, it may be included within the roadway improvement.

Current IDOT policy requires that IDOT and Local Agency (ies) share the responsibility for installation, modernization, and relocation of traffic signals. The installation, modernization, and relocation of pedestrian signals associated with traffic signal improvements will also require the Department and Local Agency (ies) to share financial responsibility. The eligible share of the cost to each agency will be in proportion to the number of intersection approaches that the agency maintains. Generally, traffic signal costs are 80% Federal and 20% non-Federal based on established cost participation policy (90% Federal and 10% non-Federal for safety projects). IDOT will participate in the non-Federal portion for the State-owned legs of an intersection. At locations where all legs of an intersection are State-owned, IDOT will participate in 100% of the cost of the traffic signal installation, modernization, or relocation. Closely spaced new or modernized traffic signals within the improvement limits generally require signal coordination or hardware interconnection for the purpose of providing vehicle progression. IDOT will be financially responsible for 100% of coordination or interconnection costs.

IDOT will be financially responsible for 100% of the installation and modernization of traffic signals at ramp terminals of ramps connecting to or from a State highway.

The entire cost of installing push button ("Fire pre-emption") and emergency vehicle pre-emption equipment is the responsibility of the requesting local fire district or municipality.

The entire cost of installing, modernizing, relocating, maintaining and energizing private benefit signals is the responsibility of the private benefit agency being served by the traffic signals. However, IDOT will enter into a formal agreement for a private benefit signal installation only with the local jurisdictional or governmental agency.

It should be noted that an agency involved might voluntarily assume responsibility for another agency's share of the cost in order to expedite the installation or modernization.

When warrants are met for school crossing signals at public road intersections, the eligible share to each agency for the installation and modernization cost shall be split on a 50/50 basis or in proportion to the number of intersection approaches that each agency maintains.

TRAFFIC SIGNAL MAINTENANCE

At intersections lying wholly outside the Corporate Limits of any municipality, IDOT will be responsible for the maintenance of the signals.

At intersections lying wholly or partially within the Corporate Limits of one or more municipalities, IDOT will assume the following costs for the maintenance of traffic signals on State highways within municipalities:

(A) The total costs for all signals at the intersections of two or more State highways.
(B) The total costs for all signals at the intersections along State highways that have an average daily traffic in excess of 35,000 vehicles per day as shown on the latest published edition of the traffic volume (AADT) map. The District Engineer will determine the limits of this section within the municipality.
(C) The total costs for all signals located at the terminals of ramps connecting to or from a State highway.
(D) At all other intersections IDOT and the municipalities will share in the cost of signal maintenance. The cost to the municipalities will be in proportion to the number of approaches that they maintain.

ENERGY CHARGES

The division of financial responsibility for the energy charges will be as follows:

(A) At intersections lying wholly outside the Corporate Limits of any municipality, IDOT will pay the energy charges for the operation of the signals.
(B) At intersections lying wholly within the Corporate Limits of a municipality, IDOT and the municipality will share the energy charges according to the proportionate number of intersection approaches maintained by each agency.
(C) At intersections lying partially within the Corporate Limits of one or more municipalities, the municipalities will be responsible for the energy charges.

Traffic Signal Master Agreements, consummated by IDOT, give municipality defined maintenance and energy responsibilities required for the operation of traffic signals. New traffic signal improvements shall contain maintenance and energy provisions in the improvement agreement adding the new traffic signals to said Master Agreement. Existing traffic signals to be modernized or relocated, shall contain maintenance and energy provisions in the improvement agreement indicating traffic signal maintenance and energy responsibilities for given traffic signal(s) shall continue to be as outlined in the Master Agreement. Certain circumstances, such as jurisdictional transfers of roadway segments affecting signalized intersections with the improvement limits, could result in a revision to maintenance and energy responsibilities contained in the Master Agreement for a given traffic signal(s). An amendment to the Master Agreement would be required.

IDOT does not share in maintenance costs for school crossing signals unless specified otherwise in the Master Agreement or if the school crossing signals are installed at public road intersections for which the maintenance costs shall be shared in proportion to the number of intersection approaches that each agency maintains.

PARKING LANES

If a new parking lane is added, IDOT will participate in 50% of the cost if the ADT is greater than 5,000 vehicles per day and if the pavement composition and lane width meets the IDOT criteria. The municipality would assume the total cost (100%) of the parking lane if the pavement composition or lane width does not meet IDOT criteria or if the ADT is less than 5,000 vehicles per day.

If an exclusive existing parking lane requires resurfacing, IDOT will participate in 50% of the milling and resurfacing costs for parking with lane widths equal to or less than the adjacent travel lanes. The municipality will assume the total cost (100%) of the milling and resurfacing costs for that portion of the parking that is greater than the width of the adjacent travel lane. The municipality will also assume 100% of any base repair cost for the entire width of the existing parking as well as any patching and curb and gutter repairs. If the municipality declines to participate, a very minimal amount of resurfacing would be done IDOT expense. (Minimal amount of resurfacing is defined as a taper across the parking lane ranging from approximately 1½ inch thick adjacent to the through lane to 1 inch or less adjacent to gutter line).

IDOT will assume the total cost (100%) associated with the milling and resurfacing of parking lanes when parking is eliminated during one or more peak hours.

The municipality is responsible for the total cost (100%) of reconstructing existing parking and any adjacent curb and gutter.

The State will not consider an improvement of a State-maintained highway unless the proposed parking or existing parking adjacent to the traffic lanes is parallel parking except as provided under Chapter 95 1/2 Art. 11-1304(c) (Illinois Revised Statutes).

Parking prohibition ordinances will be required through areas where there are no parking lanes.

ROADWAY MAINTENANCE

The State will assume the maintenance cost associated with the through traffic lanes, turning lanes, and the curb and gutter adjacent to these traffic lanes. The municipality will assume the maintenance cost associated with all other facilities including but not limited to items such as storm sewers, parkways, exclusive parking lanes, curb and gutter adjacent to the parking lanes, sidewalks, landscape features, appurtenances, etc.

UTILITY RELOCATION

Municipal utilities, installed by permit and requiring relocation, will be relocated at no expense to the Department.

Municipal utilities installed prior to the Department's assuming maintenance of the roadway will be relocated, if required, at IDOT expense.

The cost of any improvement to, or betterment of municipal utilities, would be the entire financial responsibility (100%) of the local agency.

ROADWAY LIGHTING

Existing highway lighting that is owned and maintained by the municipality, will be relocated and upgraded to current standards. New lighting, proposed by the municipality, may be incorporated into the total improvement plans.

The cost of the above work would be the entire financial responsibility of the local agency.

PEDESTRIAN AND BICYCLE FACILITIES

Sections 17 Bicycle and Pedestrian Accommodations and 48-2.04 Sidewalks of the IDOT Bureau of Design and Environment Manual establish the criteria to determine pedestrian and bicycle needs. Maintenance responsibilities as well as State and local agency participation toward the cost of these facilities included as part of a roadway construction contract on a State route shall be in accordance with Sections 5-03 and 5-05 of the Bureau of Design and Environment Manual as follows.

Maintenance Responsibilities – The Municipality will maintain any new or replacement sidewalks the Department provides in conjunction with the highway improvement project, excluding those constructed on structures. The Municipality will also maintain any bicycle paths associated with the State highway project other than that portion of the bicycle path carried on state structures. The State will assume the maintenance responsibilities for On-Road Bicycle Lanes or Wide Outside Lane and Widened Shoulders constructed as bicycle accommodations.

Cost Participation

1. New and Deteriorated Sidewalks – Use the criteria in Chapters 17 and 48 to determine the warrants for sidewalks. If these criteria are met and the Local Agency agrees to maintain the sidewalks, proportion the improvement costs associated with new or deteriorated sidewalks as follows:

    a. New Sidewalks – Proportion the cost between the State and Local Agency at 80/20 for new sidewalks within the project termini or for short distances outside the project termini as may be required to connect sidewalks to significant pedestrian generators (e.g., schools, transit facilities). The Phase I Study Report will document the need for sidewalk construction.

    b. Deteriorated Sidewalks – The Local Agency will pay 100% of the cost to remove existing deteriorated sidewalks. Proportion the cost 80/20 between the State and Local Agency for deteriorated sidewalk replacement when associated with a highway project. Local Agency will pay 100% of the cost of decorative sidewalks.

    c. Sidewalk Removal and Replacement – The State is 100% financially responsible for removing and replacing existing sidewalks if such a need is caused by the construction of an IDOT highway improvement.

2. Bicycle Accommodations – Use the criteria in Chapter 17 to determine the warrants for bicycle accommodations. If these criteria are met and the Local Agency agrees to maintain the bicycle accommodation as appropriate, proportion the improvement costs associated with the bicycle accommodations as follows:

a. On-Road Bicycle Lanes – Proportion the cost 80/20 between the State and Local Agency for the construction of new on-road bicycle lanes as indicated by the facility selection criteria contained in Chapter 17.

b. Wide Outside Lanes and Widened Shoulders – The State will pay 100% of all costs for wide outside lanes or widened shoulders indicated for bicycle accommodation.

c. New Paths – Proportion the cost 80/20 between the State and Local Agency for construction of new paths within the project termini or for short distances outside the project termini as may be required to connect paths to significant bicycle traffic generators (e.g., schools, transit facilities). The Phase I Study Report will document the need for path construction.

d. Path Removal and Replacement – The State is 100% financially responsible for removing and replacing existing paths if such a need is caused by the construction of an IDOT highway improvement.

e. Adjustment of Existing Paths – If an existing path requires adjustment due to an IDOT improvement, the State will pay 100% of the adjustment cost. The Department will construct the replacement in accordance with IDOT path criteria. The Local Agency is 100% financially responsible for path adjustments that are caused or initiated by a work request from the Local Agency.

f. Paths Above and Beyond Selection Criteria – If facility selection criteria for side paths are not met and the Local Agency still requests side path installation, the Local Agency is 100% financially responsible for all costs for installation of the path above those costs for the improvement identified in the selection criteria, including any necessary right-of-way and construction.

3. Utility Adjustments and Other Items – Proportion the cost 80/20 between the State and Local Agency for reimbursable utility adjustments as defined in Chapter 6, Section 6-1.03 of the BDE Manual, as well as pedestrian barriers, retaining walls, and other collateral items that are required solely for pedestrian and bicycle accommodations not necessitated by the IDOT project. The Local Agency is responsible for 100% of the costs for right-of-way, utility adjustments, barriers, retaining walls, and other collateral items that are not required solely for the pedestrian and bicycle accommodations.

4. Right-of-Way – Proportion the cost 80/20 between the State and Local Agency for right-of-way if acquired solely for sidewalk construction. Also, the Local Agency will pay 100% of the construction costs for sidewalks associated with the construction of on-system parking not necessitated by the IDOT project. The State will pay 100% for right-of-way if additional right-of-way is required to construct an IDOT-proposed highway cross section.

5. Local Agency Does Not Accept Maintenance Responsibilities – If the Local Agency does not agree to maintain the sidewalk, the State will not construct it, even if it is warranted. However, the State will take reasonable actions to not preclude future additions of sidewalk at such locations.

6. Local Agency Does Not Choose To Participate – If the local agency chooses not to participate financially in the bicycle or pedestrian accommodation, the Department will request that that local agency pass a local resolution indicating their non-participation and have this noted in the Phase I Project Report.

ADDITIONAL WORK

IDOT would be receptive to considering additional highway related work items suggested and paid for by the local agency for incorporation within the improvement, providing that the additional work items would not delay the implementation of the project. Such items could include lighting, over-size storm sewer, utilities, emergency vehicle pre-emption equipment etc.

The local agency may be expected to provide plans, specifications, and estimates for such additional work that is requested to be incorporated into the contract plans for the State-owned portion of the project. Said plans and specifications shall be of such quality to facilitate inclusion in the contract package and shall be available in a timeframe consistent with anticipated contract processing schedules and deadlines.

EXHIBIT "B"

(Updated June 2002)

The following improvements are optional and may be incorporated into this traffic signal improvement if the Municipality requests it. Construction costs and engineering costs of these items would have to be borne entirely by the Municipality. Please check the appropriate square. The Bureau of Traffic will not proceed with the design of plans for this improvement until this questionnaire has been completed.

Construction bracket-mounted traffic signals on existing street lighting standards.

☐Yes ☐No

Install emergency fire pre-emption equipment.

☐Yes ☐ No

If "Yes" indicate what type:_____

Type of existing parking on the four approaches of this intersection:

☐ Parallel ☐ Diagonal ☐ Prohibition Ordinance

Would the Municipality be willing to prohibit existing parking, including any off street parking within the limits of the State right-of-way, on the approaches to this intersection? (Depending upon individual situations the minimum distance for no parking from the stop line, along any approach, would vary from 30 to 250 feet).

☐Yes ☐ No

Is this intersection located at an established school crossing?

☐Yes ☐ No

If "Yes", across which leg or legs of the intersection do children cross?

☐ North ☐ South ☐ East ☐ West

Additional comments: _____

_____

By: _____

Date: _____

VILLAGE OF SUGAR GROVE
BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR

SUBJECT: DISCUSSION: FUTURE US 30 ROADWAY AND INTERSECTION IMPROVEMENTS

AGENDA: AUGUST 20, 2013 COMMITTEE OF THE WHOLE

DATE: JULY 31, 2013

ISSUE

Discussion of the Illinois Department of Transportations' future US 30 Improvements project and the requirements for installation of bicycle / pedestrian pathways in conjunction with the project.

DISCUSSION

The Illinois Department of Transportation (IDOT) has initiated preliminary studies for the improvement of US 30 from west of Dugan Rd to east of IL 47. This improvement is not currently included in the Department FY 2014-2019 Proposed Multi-Modal Transportation Improvement Program, however will be included in IDOT future funding consideration.

At this early stage of project development IDOT is notifying the Village of the opportunity to provide input into the need for pedestrian and bicycle accommodation in the vicinity of improvements. IDOT would like to know of any existing or planned bicycle usage in the vicinity of the project, particularly bike lanes, bike trails, or signed bike routes. IDOT is responsible for 100% of the cost for removal and replacement of existing sidewalk or paths affected by the roadway improvements; however, if the Village requests new pedestrian and bicyclist facilities, the local cost share is 20% of the constructions cost, plus a 15% engineering fee. In addition the Village must agree to assume long-term responsibility for the administration, control, reconstruction, and maintenance of the sidewalk or shared-use path. A copy of the letter from IDOT outlining the project and requirements is attached for review.

If the Village chooses not to participate in the bicycle or pedestrian accommodations, IDOT requests that a local resolution indicating their non-participation be sent to the Department.

COST

Costs have not been determined at this time with the project at this early stage. Future costs would be incurred if the Village requests new pedestrian and bicyclist facilities in conjunction with this project.

RECOMMENDATION

That the Village Board discuss IDOT's future US 30 project, in particular the installation of new pedestrian and bicyclist facilities and direct Staff how to proceed with IDOT.

VILLAGE OF SUGAR GROVE
BOARD REPORT

TO:	VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM:	RICH YOUNG, COMMUNITY DEVELOPMENT DIRECTOR MIKE FERENCAK, VILLAGE PLANNER
SUBJECT:	DISCUSSION: ZONING (SIGN) ORDINANCE TEXT AMENDMENT TO AMEND SECTIONS 11-7-2, 11-7-3, 11-7-4, 11-9A-2, 11-12-3, 11-12-6, 11-14 AND 12-6-10
AGENDA:	AUGUST 6, 2013 COMMITTEE OF THE WHOLE MEETING
DATE:	AUGUST 15, 2013

ISSUE

Review and discussion of the Comprehensive Sign Ordinance Amendment.

DISCUSSION

At the August 6, 2013 Committee of the Whole meeting, Sections 4, 5 and 7 through 11 were reviewed. Photo examples of permanent, non-residential, wall and ground advertising signs meeting and not meeting the proposed requirements were provided and questions answered. Sections 1 and 3 were previously reviewed at the July 16, 2013 Committee of the Whole meeting. At the August 20, 2013 Committee of the Whole meeting Sections 2, 6 and 12 will be reviewed.

Please bring your draft Comprehensive Sign Ordinance Amendment dated July 16, 2013 to the meeting.

The Committee of the Whole last reviewed the text of this amendment at the November 3, 2009 meeting. The Committee was in support of the amendment, but it was not in final draft form. Some sections were not complete and the staff and Plan Commission were still generating comments. One significant change needed was a reformatting of the layout of the amendment suggested by the Village Attorney. Due to other priorities the amendment was not reformatted at that time.

In March of this year the amendment was reformatted. Other important improvements were made to the amendment including adjustments to other sections of the Village Code that discuss signage. The draft was reviewed by the Plan Commission at a public hearing at the April 17, 2013 meeting. There was no comment from the public. The Plan Commission recommended approval of the amendment 5-0 with a few minor corrections needed. Staff has made these corrections and final adjustments to definitions and text.

The proposed Sign Ordinance is not directly comparable to the existing Sign Ordinance as the format and chapters have been reconfigured. Staff believes it has been formatted

in a much more logical fashion that will be easier and more efficient to utilize on a day-to-day basis (both for staff and the public).

As there is a lot of material to cover in this Ordinance, staff would suggest reviewing the material over several meetings. Staff suggests reviewing Section 1, the definition of Sign as listed in Section 2 Definitions, and Section 3 at the first meeting. A review of these will provide the basis for understanding all the details in the following Sections. At the second meeting, staff suggests reviewing Sections 4 to 5, and Sections 7 to 11. These are the main regulations in the Ordinance. Finally, at a third meeting, staff suggests reviewing the remaining sections: Section 6, and Section 12. Section 2 should be reviewed throughout all meetings.

The content of the proposed Sign Ordinance is a combination of relevant parts of the current Sign Ordinance, standards from other municipalities, and views from staff, the Plan Commission, and the Village Board. Many materials were referenced including sign plans, the Route 47 Corridor Manual, news articles, planners' resources, conference materials, pictures of signs both in and outside the Village, and other research.

In addition to the Sign Ordinance itself, CD staff intends to create a separate sign permit application which will include all submittal requirements and a description of the submittal, review, and approval process.

Attachments:

1. Draft Sign Ordinance (dated July 16, 2013)

COST

The only cost to date was publication of the public hearings and Village Attorney time.

RECOMMENDATION

That the Committee review the Comprehensive Sign Ordinance Update over three meetings and provide any feedback prior to scheduling for approval at a regular Board meeting.

DRAFT

Human Resources Manual

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Welcome to the Village of Sugar Grove

As a new employee, you are joining a team whose members work together to provide efficient and effective government services in a fiscally responsible and courteous manner to the residents of the Village of Sugar Grove (also referred to herein as the "Village" and "Sugar Grove"). This Human Resources Manual ("Handbook") is intended to assist employees in understanding and carrying out their duties and responsibilities as well as explain their benefits and privileges as Village employees. Please read this Handbook, sign the acknowledgement at the end of the Handbook, submit the signed acknowledgement to the Finance Department, and retain the Handbook for future reference. If you should have any questions pertaining to the contents herein, please discuss them with your supervisor or contact the Village Administrator or his/her designee.

The Village has always taken pride in the abilities and accomplishments of its employees. It is the policy of Village management to communicate directly with employees and to work together to resolve employee concerns as they arise.

Employees shall always be courteous to the public and tactful in their work duties, displaying the utmost patience. In the performance of those work duties, employees must not express any prejudice concerning race, age, religion, politics, national origin, disability, life style or similar personal characteristics. Upon request from the public, employees shall supply their full name in a courteous manner.

Sugar Grove is governed by the Village President and the Board of Trustees of the Village ("Trustees" or "Village Board"). The Village President is elected at-large to a four-year term. The members of the Village Board are elected at-large to staggered four-year terms. The Village Clerk is appointed by the Village President with the advice and consent of the Trustees.

The Village Administrator is responsible to the President and Village Board for the day-to-day operations of the Village. In consultation with the Village Administrator, the Village President, makes department director appointments with the advice and consent of the Village Board. In addition to specific responsibilities to the Village Board, the Administrator establishes certain operating procedures and personnel rules and is the final authority regarding all Village personnel matters, except as otherwise provided by State or Federal Law or the Village Board.

Village administration is divided into functional work groups called departments. Departments may be further sub-organized into divisions.

Disclaimer

Neither this Handbook nor the policies contained herein shall constitute a legal document or an employment contract, express or implied. Unless altered by an individual employment agreement or a collective bargaining agreement, your employment with the Village is "at-will." Accordingly, either you or the Village can terminate your employment at any time and for any reason or no reason at all (as long as the reason is not illegal), with or without prior notice. Any individual employment agreement must be in writing, authorized by the Village Board and executed by the Village Administrator.

The Village has made a considerable effort to provide clear and accurate information in this Handbook. This Handbook, however, is not an exhaustive list of every work place rule and policy, but rather a guide for employees on commonly raised questions. Any questions regarding a matter not addressed by this Handbook should be brought to your immediate supervisor. This Handbook supersedes any previous handbook or policy manual that may have been provided to employees. Further, any policy, rule, or statement contained herein may be revised, rescinded, or supplemented with or without notice, at the sole discretion of the Village.

While every attempt has been made to create this Handbook consistent with federal, state, and local law, if an inconsistency arises, the policy or policies contained herein will be enforced consistent with the applicable law, particularly with regard to commissioned police officers. In the event that there is an inconsistency between this Handbook and an individual employment contract, a collective bargaining agreement, or the rules of the Board of Fire and Police Commissioners, the terms of the employment agreement, collective bargaining agreement, or rules will be followed.

Within this Handbook any reference to one gender applies to both genders.

A Equal Employment Opportunity Statement

The Village of Sugar Grove is an equal opportunity employer. All employment decisions are based on merit, qualifications, and abilities as well as the business needs of the Village. The Village hires employees and manages its work place without discriminating on the basis of race, color, sex, national origin, ancestry, citizenship status, religion, age, marital or familial status, pregnancy, sexual orientation, handicaps or disability, genetic information, military status (except dishonorable discharge), or other protected characteristic in accordance with federal, state and local laws. Employment opportunities are open to all qualified individuals. If an employee believes he or she has been discriminated against, please contact the Finance Department at 10 S. Municipal Drive, Sugar Grove, IL 60554 or at 630-466-4507.

B Anti-Harassment/Discrimination/Sexual Harassment

It is the policy of the Village to maintain a work environment free of unlawful harassment and discrimination for all employees. Harassment or discrimination based on a person's race, national origin, gender, age, marital status, religion, disability, sexual orientation, genetic conditions or predispositions, or certain military and veteran status, or other protected characteristic will not be tolerated.

Harassment includes, but is not limited to, name-calling, letters, jokes, e-mail, cartoons, graffiti, pictures, posters, gestures, ethnic slurs, racial epithets, and other conduct, which is aimed at a particular employee or group of employees.

Sexual harassment is also unacceptable conduct, which violates this policy. Sexual harassment encompasses a wide range of unwanted, sexually directed behavior, and has been defined in the following manner:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment applies to the conduct of a supervisor toward a subordinate, a subordinate toward a supervisor, an employee toward another employee, an employee toward a non-employee, a non-employee toward an employee or an employee toward an applicant for employment.

Harassment can apply to conduct outside the workplace as well as on the work site. Unlawful discrimination can take many forms. Unlawful discrimination may occur when employees who are similarly situated (i.e. same job position, same department, same supervisor, etc) are treated materially different under similar circumstances due to one's race, national origin, gender, age, marital status, religion, disability, sexual orientation, genetic conditions or predispositions, or certain military and veteran status.

COMPLAINT PROCEDURE: Employees who wish to register a complaint of sexual harassment (or any form of harassment based on their race, national origin, gender, age, marital status, religion, disability, sexual orientation, or genetic information) may do so through the Finance Department by contacting their Department Head or their supervisor or any appropriate member of the Village's management team.

All allegations of harassment will be investigated thoroughly. The facts will determine the response of the Village to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by the Village up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

C Americans with Disabilities Act Policy

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter the Village's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of Village policy, the Village prohibits discrimination of any kind against people with disabilities.

DISABLED DEFINED: An applicant or employee is considered disabled if he or she (1) actually has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record or history of such an impairment or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

REASONABLE ACCOMODATION: A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Village in order to allow them to perform a particular job. Such a disabled person who desires reasonable accommodation should contact the Finance Director. On receipt of a request, the Finance Director will meet with the person to discuss the disability. The Village may ask for information from health care provider(s) regarding the nature of the disability and the nature of the person's limitations, or take other steps necessary to help determine viable options for reasonable accommodation. The Village will then work with the person to determine whether the disability can be reasonably accommodated, and if it can be accommodated, the Village will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the Village does not have to provide the exact accommodation requested, and if more than one accommodation is workable, the Village has the discretion to choose which one to provide. Furthermore, any accommodation that will impose undue hardship on the Village is not considered reasonable.

D Employment of Relatives

The Village shall not consider an applicant for employment if the applicant bears any of the following relationships to an elected or appointed officer or employee or within the same department of any employee: spouse, mother, step-mother, mother-in-law, father, step-father, father-in-law, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandchild, aunt, uncle, nephew or niece, parent, brother, sister or child.

E Orientation Program

It is the purpose of the Village Orientation Program to facilitate the new employee's adjustment to the Village and to his or her job, as well as to clarify the individual's role in the organization as a whole.

The Finance Department will convey information in the following areas:

1. Human Resources Manual

2. Employee Benefits

3. General Information on the Village

4. Village Rules and Regulations

5. Pay Procedures

6. Probationary Period

7. Compensation Plan

The Supervisor, or his designee, will conduct the following orientation activities, when applicable:

1. Hours of Work

2. Reporting of Absences

3. Tour of Department and Village Facilities

4. Job Instructions

5. Introduction to Co-workers

6. Safety Manual

7. Departmental Rules and Regulations

8. Division Goals and Objectives

9. Uniform Allowance and Requirements

10. Safety on the Job

11. Performance Plans

A Categories of Employment Status

1. An employee's employment status shall be determined by using the following criteria:

    a. Regular Full-time – Employees who are budgeted to work forty (40) hours or more per week in accordance with the schedule adopted by the Department Head.

    b. Regular Part-time – Employees who are budgeted to work less than forty (40) hours per week, even though the actual hours worked by such an employee may at times exceed forty (40) hours per week.

    c. Seasonal/Temporary – Employees who are hired for a specific period of time, or for the duration of a specific purpose, project, or group of assignments, not to exceed six (6) months. This includes employees who are hired to work as needed. Seasonal employees do not have a reasonable assurance that they will be rehired by the Village for the same service in a subsequent calendar year. This type of employee may work between zero (0) and forty or more (40+) hours in a week, and will be paid only for hours worked, and such hours must be reported on the time sheet.

    d. Nonexempt employees – Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable wage and hour laws.

    e. Exempt employees – Employees who are not required to be paid overtime, in accordance with applicable wage and hour laws, for work performed beyond forty (40) hours in a workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions are typically exempt.

    You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed by the Finance Department of any change in your exemption status.

    f. Employment status shall be used to determine, among other things, eligibility for benefits.

    g. All employees must be at least 18 years of age.

h. Employment status shall be conclusively determined and may only be changed by the Village.

B Introductory Period

1. After original or promotional appointment, all regular full-time or regular part-time employees must serve an introductory period of one (1) year .

2. In the event of a lateral transfer, an introductory period of one (1) year is required unless specifically waived by the Village Administrator. This introductory period will not cause any change in salary or benefits.

3. The purpose of the introductory period is to test the qualifications of the employee to perform satisfactorily under actual working conditions, and to determine whether or not the employee should be considered for a permanent position. A performance evaluation will generally be conducted by the supervisor approximately six (6) months in to the introductory period. For an initial appointment, an evaluation may be completed after three (3) months, in addition to the formal evaluation completed at approximately six (6) months.

4. The performance evaluation will be forwarded to the Village Administrator with one of the following recommendations:

    a. That the introductory period be extended;

    b. That the employee be dismissed;

    c. That the employee be accepted as a regular employee; or

    d. In the case of a promotion, that the employee be returned to his/her former position, if still available.

The successful completion of the introductory period does not alter an employee's at-will status and should not be construed as creating a contract or as guaranteeing employment for any specific duration.

C Pay and Classification Plan

The Village determines the pay of all employees by means of a compensation plan ("Compensation Plan") that is based upon a position classification as adopted by the Village Board. The Compensation Plan is applied to employees as determined by the Department Heads and the Village Administrator, with the oversight of the other corporate authorities of the Village.

D Appointment Rate

The minimum rate of pay set forth in the Compensation Plan for a particular position shall be paid to a regular full-time employee upon appointment. The Department Head, with the approval of the Village Administrator, can adjust an employee's initial compensation due to significant experience or exceptional training.

E Salary Adjustments

1. The Village may, in its sole discretion, adjust salary based upon performance, cost of living, comparable analysis or other factors.

2. Salary adjustments based upon performance are generally effective on August 1st of each year. Said salary adjustments are dependent upon a performance evaluation and direction from the Village Board. Any annual increase shall be awarded only after the satisfactory completion of an employee performance evaluation. Any salary increase shall be in accordance with the established salary schedule for the employee's position, subject to budgetary constraints.

3. Salary adjustments based on cost of living, comparable analysis or other factors are generally effective on May 1st. Said adjustments are subject to budgetary constraints.

4. New employees with a start date after October 31st, of the prior calendar year are not eligible for an individual salary increase until the following August 1st.

F Acting-Out-of-Classification Pay

An employee who is temporarily assigned to assume supervisory duties that are not a part of his normal and customary duties may receive a 5% pay premium while assigned such additional duties, upon prior approval of the Village Administrator. An employee must perform the additional duties for more than two (2) full calendar weeks to qualify for Acting-Out-of-Classification Pay.

G Performance Evaluation Report

1. A new regular full-time or regular part-time employee shall generally be evaluated after approximately six (6) months as part of the orientation program/introductory period. A formal written performance evaluation will generally be performed around an employee's completion of eleven (11) months of employment.

2. Following the introductory period, each employee will be evaluated annually.

3. Objectives of the Performance Evaluation:

    a. To clearly convey expectations of a position and to assign responsibility.

b. To keep each employee informed of his/her job performance.

c. To evaluate each employee accurately and fairly.

d. To provide a means for improved communication between supervisor and subordinate.

e. To help guide career development.

f. To evaluate each employee's adherence to Village and departmental policies.

g. To recognize and reward outstanding performance.

H Position Reclassification

1. Whenever, in the opinion of a Department Head, the duties and responsibilities of a particular position change so drastically that the current position title and/or salary range no longer apply, the Department Head may recommend a position reclassification to the Village Administrator. The Village Administrator shall determine whether or not to forward the request with his or her approval to the Village President and Board of Trustees for consideration.

2. All such requests shall occur during the annual budget preparation, unless circumstances require otherwise.

I Promotion

1. Promotion is defined as a re-assignment to a position that entails greater skills and/or added responsibilities at a higher rate of pay. Under the Village Compensation Plan, a promotion may provide for a higher range of compensation.

2. As vacancies occur or new positions are created, the Village will accept applications from qualified employees as well as outside applicants identified through various sources of recruitment. In accordance with State statute, the testing process for establishing an eligibility list for promotions of sworn officers will be handled by the Board of Police Commissioners.

3. An employee receiving a promotion shall be entitled to the greater of either (a) the minimum of the new compensation range established by the then current Village Compensation Plan or (b) a five-percent (5%) salary increase, unless said increase exceeds the maximum compensation of the new range. Such increase shall take effect with the beginning of the first pay period following the effective date of promotion. Exceptions to the amount of an increase may be made at the discretion of the Village Administrator.

4. An employee, once promoted, shall be required to serve a one (1) year introductory period.

J Transfers and Demotions

1. Transfer of an employee from one position to another without change in pay range classification may be affected when:

    a. The employee meets the qualification requirements.

    b. It is in the best interests of the Village.

    c. Work requirements of the Village necessitate the transfer.

    d. Further training and development of an employee in the new position would be beneficial to the future staffing potential of the Village.

    e. It meets a personal need of the employee and is consistent with (a) and (b) above.

2. Transfers of employees between departments, on either a regular or temporary basis, may be made upon the recommendations of the affected departments and with the approval of the Village Administrator.

3. Transferred employees shall conform to the working policies of the department to which they are transferred, and shall, except for benefit eligibility purposes, be subject to an introductory period in the new position.

4. No salary adjustment will be made in cases where the employee is transferred from one Department or division to another without a change in position classification.

5. An employee may be demoted to a position of a lower classification for which he/she is qualified, for any of the following reasons:

    a. The employee would otherwise be laid-off because his/her position is being eliminated;

    b. The employee's position is reclassified to a lower grade;

    c. There is a lack of work or lack of funds;

    d. The return to work from an authorized leave of absence of another employee to said position that necessitates such demotion;

    e. The employee does not possess the necessary qualifications to render satisfactory service in the position he/she holds;

    f. The employee demonstrates an inability to perform the normal quantity or quality of work;

    g. The employee voluntarily requests such demotion;

h. At the sole discretion of the Village.

6. All demotions must receive the approval of the Village Administrator. Demotions may be accompanied by salary, hours, compensation or benefit reductions as may be determined by the Department Head and the Village Administrator, provided that the employee shall be entitled to all benefits afforded to similarly situated employees in the new position. In the event of a demotion, for any reason, an employee's salary shall not exceed the maximum of the range to which he/she is demoted.

7. An employee, once demoted, shall be required to serve a one (1) year introductory period.

A Eligibility

1. An employee's eligibility for benefits as described in this chapter is determined by the following categories of employment status:
    a. A regular full-time employee is eligible to receive all benefits described in this chapter, unless specifically stated otherwise.
    b. A regular part-time employee is typically eligible to receive Workers' Compensation Insurance; pro-rated sick; and overtime in the event the employee's workweek exceeds that of the regularly scheduled workweek for a regular full-time employee.
    c. A seasonal/temporary employee is eligible to receive Workers' Compensation Insurance, and overtime pay in the event the employee's workweek exceeds that of the regularly scheduled workweek for a regular full-time employee.
    d. Insurance Premium Allocation. The medical and dental insurance premiums, which may change from time to time, shall be paid for on a contributory basis by the Village and the employee. The employee share is deducted each pay period.

B Health Insurance

1. The Village currently offers health insurance to all regular full-time employees. All such benefits are provided in accordance with the applicable plan documents. Information concerning these plan(s) and any employee costs is available through the Finance Department.

2. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of group health plan coverage is available. Cost of this continuation coverage shall be borne solely by the participant.

3. Village employees who retire or who become disabled may be eligible for continuation of health coverage in accordance with State law.

4. Requests for information regarding details of specific coverage should be directed to the Finance Department.

C Dental Insurance

1. The Village currently offers dental insurance coverage to all regular full-time employees. All such benefits are provided in accordance with the applicable plan documents. Information concerning the plan(s) and any employee costs is available through the Finance Department.

2. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of group health plan coverage is available. Cost of this continuation coverage shall be borne solely by the participant.

3. Requests for information regarding details of specific coverage should be directed to the Finance Department.

D Life Insurance

1. The Village currently provides group term life insurance coverage to all regular full-time employees. All such benefits are provided in accordance with the applicable plan documents. Information concerning the plan and any employee costs is available through the Finance Department.

2. Requests for information regarding details of specific coverage should be directed to the Finance Department.

E Workers' Compensation Insurance

1. Any employee injured during the course of employment with the Village, shall be eligible for Workers' Compensation benefits in accordance with State law.

2. An employee temporarily injured and unable to return to work shall be eligible to use accrued leave for the first three (3) days following the injury until coverage under the Workers' Compensation Act begins. If the disability lasts for fourteen (14) calendar days or more, and an employee uses accrued leave to cover the initial three (3) days, such accrued leave will be credited back to the employee.

3. Once benefits under the Workers' Compensation Act begin, the employee shall be placed on an injury leave of absence. All compensation shall be paid through the Village's Workers' Compensation claims administrator. Compensation shall not be subject to any Village deductions.

4. An employee on an injury-related leave of absence shall not accrue paid vacation, sick, or personal leave credits. Full earning of benefits will resume once the employee returns to work.

5. An employee on Workers' Compensation disability leave for an entire month (and who is not receiving any Village pay check) should contact the Finance Director regarding the maintenance of health insurance and any other elected insurance while on leave.

6. If an employee is on a disability leave that will extend more than thirty (30) days, the employee must contact IMRF to ensure that pension credits or other benefits are not lost. The responsibility to contact IMRF and provide any required documentation rests entirely with the employee.

7. Any employee on Workers' Compensation disability leave shall return to work as soon as the doctor releases him/her. The release must be in writing. The disabled employee shall inform the Village of their disability status after each doctor visit.

8. Workers' Compensation leave will run concurrent with Family and Medical Leave Act (FMLA) leave, as well as any other available leave, including but not limited to Public employees disability Act Leave (PEDA).

F Unemployment Insurance

All employees of the Village except elected officials are eligible for unemployment insurance benefits as provided by state law. For specific details, contact the Finance Department.

G Holidays

1. Except as otherwise stated in this Section, all eligible regular full-time and regular part-time employees are given the following holidays off with pay:

New Year's Day	President's Day	Memorial Day
Independence Day	Labor Day	Columbus Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve Day
Christmas Day		

2. Holiday pay shall be computed as follows:

3. All regular full-time employees shall receive eight (8) hours pay per holiday.

   a. Eligibility Requirements. In order to be eligible for holiday pay under this provision, an employee must work his full scheduled working day immediately preceding and immediately following the holiday, unless proof of sickness or excusable absence is established to the satisfaction of the Village. Employees who are suspended, who are on disability leave or any other inactive payroll status shall not be eligible for holiday pay.

   b. Pay for Holiday Work. If the Village requires an employee to work on one of the holidays set forth above, then said employee shall be paid one-and-one-half (1 ½) times the employee's straight time hourly rate of pay, computed at the employee's base rate of pay, for all hours worked on said holiday, in addition to the holiday pay. For purposes of this provision, the holiday shall be deemed to begin at the start of the first regular full shift on the holiday, and shall continue for twenty-four (24) consecutive hours only.

4. Any holiday occurring on a Saturday shall be observed the preceding Friday, and any holiday occurring on a Sunday shall be observed the following Monday, or on a day approved by the Department Head for employees who do not work a Monday through Friday schedule.

5. If a holiday falls within a properly scheduled vacation period, the holiday shall not count as a day of vacation.

6. In the event an employee does not work the regularly scheduled day before and the regularly scheduled day after a holiday, and absence has not been previously authorized, that employee shall not receive holiday pay unless proof of illness or an otherwise acceptable absence is established to the satisfaction of the Department Head and the Village Administrator.

H Personal Leave

New employees shall receive floating holidays based on their start date:

January 1 - April 30	3 floating holidays (24 hours)
May 1 - August 31	2 floating holidays (16 hours)
September 1 - December 1	1 floating holiday (8 hours)

Thereafter, employees shall be credited with twenty-four (24) hours of floating holidays on January 1 of each calendar year. Floating holidays must be used before the end of the calendar year in which the hours are credited, and cannot be carried over into the next calendar year. Unused floating holidays shall be forfeited without compensation. Floating holidays shall be scheduled and used, at a minimum, in a two (2) hour increment, with one (1) hour increments thereafter. It is expressly understood that the final right to designate, cancel and/or reschedule floating holiday time, and the right to determine the maximum number of employee(s) who may use floating holidays at any time is exclusively reserved by the Village Administrator, or their designee, in order to insure the orderly performance of the services provided by the Village.

Floating holidays may be used for any authorized purpose. Floating holidays can only be used with prior approval of the Department Head and prior verification of time available by the Finance Department. Approval may be withheld for operational reasons. Unused floating holiday hours will not be paid out when an employee terminates employment with the Village.

I Vacation Leave

1. No employee shall be eligible to use vacation during his first six (6) months of employment. Except as otherwise provided in this Section, all regular full-time employees as defined in Section A shall, following the completion of six (6) months of employment receive forty (40) hours of vacation leave, and earn vacation on a bi-weekly basis according to the following schedule:

Years of Service	Bi-Weekly Accrual	Total Annual Vacation Hours	
6 months to 5 Years	3.077 hours	Two Weeks	(80 hours)
6 to 13 years	4.615 hours	Three Weeks	(120 hours)
14+ Years	6.154 hours	Four Weeks	(160 hours)

2. Vacation rules and procedures.

   a. No vacation leave shall be taken until earned; unearned vacation will not be advanced to employees.

   b. An employee may accumulate up to one and one half (1½) years worth of accrued vacation leave. Once an employee has reached one and one half (1½) years worth of accrued vacation leave (i.e., an employee earning three weeks of vacation per year may have up to four and one half (4½) weeks accrued at any one time) they will not accrue any additional vacation leave. Employees who exceed this amount as of May 1, 2013 will be allowed to continue to accrue such time until April 30, 2015.

   c. No vacation leave shall be taken during the first six (6) months of employment.

   d. Vacation leave is not earned during an unpaid leave of absence, an absence due to disciplinary action, or non-work related disability leave.

   e. Use of accrued vacation leave must be approved by the employee's Department Head or his designee, and shall normally be based upon the staffing and scheduling needs of the Department, or such other factors as the Department Head deems appropriate. Vacation requests shall normally be considered on a first come, first served basis.

   f. Vacation leave must be scheduled and used, at a minimum, in no less than four (4) hour increments.

   g. It is expressly understood that the final right to designate, cancel and/or reschedule vacation periods, and the final right to determine the maximum number of employee(s) who may be on vacation at any time is exclusively reserved by the Department Heads in order to insure the orderly performance of the services provided by the Village.

   h. When paid vacation time is taken, employees are compensated at their regular rate of pay.

   i. Holidays which occur during an employee's vacation leave shall be charged as holidays and not as a vacation day.

   j. An employee who resigns, with or without notice, or is terminated for any reason will receive all earned accrued, but unpaid vacation pay.

   k. The Village Administrator may grant additional earned vacation leave to a Department Head as a condition of employment.

   l. Employees shall not perform any job related duties when they are on vacation.

J Bereavement Leave

Subject to approval by the employee's Department Head, or their designee, a regular full time employee is entitled to a maximum twenty four (24) hours of paid leave, if needed, to attend the funeral in the event of the death of an immediate family member, which is defined as: a spouse, children, step-children, grand-children, parents, grandparents, brothers, sisters, and a spouse's parents, grandparents, brothers and sisters. Employees may take up to twenty-four (24) hours of accrued vacation, sick, personal or unpaid leave of absence to attend the funeral of an aunt, uncle or cousin. In the case of the death of a spouse, child or step-child, an employee is entitled to use up to an additional forty-eight (48) hours of accrued vacation, personal, sick or unpaid leave of absence (at the employee's discretion). In the event of the death of a spouse, child or step-child, an employee may take additional accrued vacation, personal, sick or unpaid leave of absence based on the operation needs of the Village and subject to the discretion of the employee's Department Head or designee. The Village reserves the right to require proof of death as a condition of leave under this Section.

K Sick Leave

1. All eligible employees as defined in Section A shall accrue sick leave on a bi-weekly basis beginning with the first day of employment. Said earnings shall be determined based on the number of annual hours that the employee is budgeted to work.

    a. Regular full-time employees shall earn 3.077 hours of sick leave per pay period (ten (10) days per year).

    b. Eligible employees budgeted to work less than forty (40) hours per week shall earn sick leave on a prorated basis.

    c. Sick leave may be accumulated up to a maximum of four hundred eighty (480) hours for regular full-time employees and a prorated amount for eligible employees budgeted to work less than forty (40) hours per week. Sick leave shall not accrue during any period of unpaid leave.

    d. Sick leave shall not be considered a privilege which may be used at the employee's discretion, but shall be allowed only in the following situations:

        i. Actual sickness, injury, hospitalization or disability of the employee.

        ii. Medical or dental appointments, which cannot be scheduled outside of working hours, with the approval of the Department Head.

        iii. Absence required by illness or disability of the employee's immediate family, as defined in Chapter 4, Section J.

iv. A Department Head may require proof of illness for any authorized sick leave. In the judgment of the Department Head, proof of illness may include a signed doctor's certificate or other proof of illness or disability from the employee's physician or physician of a member of his/her immediate family as defined in Chapter 4, Section J, whichever is applicable, indicating the nature and duration of the illness or disability.

e. Sick leave must be scheduled and used, at a minimum, in no less than two (2) hour increments.

f. When an employee is absent due to illness for a period exceeding three (3) consecutive working days, a certificate from the treating physician shall be submitted along with the "Application for Leave" form.

g. When an employee, who due to illness, is absent from work for a period of one (1) consecutive week or more, the employee shall be required to submit a release from the treating physician prior to returning to work.

h. Sick leave shall not be authorized for injury or disability incurred in employment other than with the Village of Sugar Grove.

i. The Department Head, with the approval of the Village Administrator, may require an employee to submit to a physical or psychological examination, at the Village's expense, to determine whether the employee is still able to perform the essential functions of his or her job.

j. Eligibility for use of paid sick leave ends as soon as the doctor releases the employee to work in writing.

k. An employee who, for whatever reason, fails to notify the immediate supervisor or Department Head according to the above procedures shall be considered absent without authorization and the employee may be subject to disciplinary action including termination.

L Light Duty

The Village may, in its sole discretion, offer light duty assignments based upon a physician's approval to employees who are temporarily unable to perform full-duty responsibilities because of illness, injury or disability, provided such light duty work is available and the employee can reasonably be expected to perform his/her full work duties following the expiration of the designated light duty period. The physician's approval must detail the employee's capabilities and work restrictions relative to the available light duty assignment.

M Illinois Municipal Retirement Fund

All eligible Village employees will participate in the Illinois Municipal Retirement Fund ("IMRF"). Such employees shall contribute (before taxes) that amount set from time to time by state statute of his/her salary and the Village shall contribute at the rate set annually by IMRF. Employees shall vest in this pension plan pursuant to the terms of the plan. Employees shall be eligible for disability benefits under this plan after one (1) year of participation in IMRF. For specific details, please contact the Finance Department.

N Police Pension Fund

All eligible full-time commissioned police officers are members of the Sugar Grove Police Pension Fund. The employee shall contribute (before taxes) that amount set by time to time by state statute of his/her salary and the Village shall contribute at the rate set annually by Village. Employees shall vest in this pension plan and receive benefits pursuant to the terms of the plan. For specific details, please contact the Sugar Grove Police Pension Fund.

O Deferred Compensation

All Village employees, regardless of position or salary, are eligible to enroll in the deferred compensation program offered by the Village, subject to the limitations provided by Federal tax laws. A deferred compensation plan is a retirement planning tool that allows employees to contribute pre-tax dollars through payroll deductions. The Finance Department will provide information brochures and enrollment documents upon request.

P Cafeteria Plan

The Village of Sugar Grove currently offers a Cafeteria Plan for all full-time employees. The Cafeteria Plan is a reimbursement plan governed by Section 125 of the Internal Revenue Code which allows employees to contribute pre-tax dollars from each paycheck to pay for health and dental insurance premiums, as well as a flexible spending arrangement (FSA) for 1) unreimbursed medical, dental, or vision expenses or 2) child or elder care expenses.

The Cafeteria Plan operates on a calendar year basis. There are deadlines that must be met in order to request pre-tax deductions from paychecks or to request reimbursement for expenses. The Plan is administered in accordance with federal guidelines which are found in the Summary Plan Description (SPD) available from the Finance Department.

A Hours of Work

1. The Village Hall Offices shall generally be open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Public Works Offices shall generally be open from 7:00 a.m. to 3:30 p.m. Employees are expected to be at work and performing their jobs during these hours. The Village Administrator or his designee may adjust or change normal work hours as the operational requirements of the departments may indicate. The Department Head or immediate supervisor shall make every effort to give as much advance notice as possible to an employee when a change in working schedule is necessary.

2. Flexible hours and compressed workweek schedules are available in some departments. The Department Head may, with the approval of the Village Administrator, approve flexible work hours and compressed workweek schedules if the requirements of the department will be met and the employee continues to work the regularly scheduled number of hours per week.

3. An employee shall report promptly at the designated starting time and is expected to devote all efforts during working hours to assigned duties.

4. Department Heads are authorized to establish the schedule for lunch and break periods during each workday. Non-exempt employees working at least seven and one-half (7 ½) hours per day shall receive a thirty (30) minute unpaid lunch period. Such non-exempt employees shall also receive the equivalent of two (2) fifteen (15) minute paid daily breaks for a total of one-half (1/2) hour paid break time per work day. Non-exempt employees, who work more than four (4) hours in a day, shall receive one fifteen (15) minute of paid break per workday.

    a. All non-exempt employees <u>must</u> take the thirty (30) minute lunch period uninterrupted and <u>must not</u> engage in any work during that period. The lunch period will begin no more than five (5) hours after the start of the employee's shift.

5. Regular attendance and punctuality are very important. Employees are expected to begin and end work on schedule. The Village of Sugar Grove recognizes that circumstances beyond an employee's control may cause him/her to be absent or late to work. If you are going to be late or absent, you must call your supervisor to notify him/her of the reason for your tardiness or absence. Excessive absenteeism or tardiness in connection with the scheduled work times, breaks and meal periods will result in disciplinary action up to and including termination.

6. An employee who is unable to report to work due to illness must notify his/her supervisor no later than two (2) hours prior to the employee's starting time. In cases of emergency, the Department Head may allow less than two (2) hours notice at his sole discretion. While on sick leave the employee must contact and advise their Department Head or designee on a daily basis of their condition, unless such requirement is excused in a specific instance by the Department Head. Failure to properly notify the Village will result in an unexcused absence.

7. Employees who are absent from work for three (3) consecutive days without giving proper notice will be considered to have voluntarily resigned.

8. No pyramiding: compensation shall not be paid more than once for the same hours under any provisions of this Section.

9. Employees are responsible for ensuring that time records are accurate and complete. Falsification of time records will result in disciplinary action up to and including termination.

10. Payroll Complaint Procedures. In all cases where Employees who believe they have been compelled to perform work without being properly compensated should contact the Finance Department or their immediate supervisor immediately to request an investigation. In such cases, the employee will be asked to specify in writing the circumstances of the pay discrepancy and whether it has occurred on other occasions. The Village will review applicable time and pay records and interview the supervisor or manager, as well as the payroll representatives handling the employee's pay or hours worked, to determine if the allegation is correct. If the employee's allegations are true, the Village will reimburse the employee as promptly as possible (but in no case longer than two (2) pay periods from the identification of the problem). The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the Village. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with the Village's disciplinary policy. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records. Following the identification of such a problem, the Village will establish a practice to regularly audit employee pay records to ensure no further issues arise.

B Pay Periods and Payroll Deductions

1. The Village has established bi-weekly pay periods, with a payroll every other Friday. Payroll / Holiday calendars are available from the Finance Department. In the event of a payday occurring on a holiday, paychecks will generally be issued on the day preceding the holiday.

2. Automatic salary deductions shall be made for Federal and State income tax purposes, as well as for all mandatory deductions such as for an employee's pension contributions and for social security and Medicare where applicable.

3. Pension deductions shall be calculated and made in accordance with applicable pension plan regulations, laws and Village policies.

4. Optional deductions for any of the following may also be arranged upon express written consent of the employee made at the time of deduction:

    a. Coverage for group health and dental insurance, when applicable.

    b. Contributions to programs or organizations as approved by the Village.

    c. Participation in the Village's deferred compensation plan.

    d. Participation in a direct deposit plan with any bank or financial institution affiliated with the Automated Clearing House (ACH) system.

    e. Voluntary Life Insurance Plan.

    f. Authorized deductions for the Cafeteria Plan.

    g. Other monies may be deducted by the Village for services or supplies received upon express written consent of the employee made at the time of the deduction or overpayments made to an employee or in order to comply with any and all court orders.

C Overtime Compensation

Policy

It shall be the policy of the Village that overtime is kept to a minimum whenever possible without jeopardizing the efficient operation of any department. Any use of overtime shall be authorized by the Department Head through the immediate supervisor, with final approval of the Village Administrator or his or her designee. Department Heads shall be responsible for maintaining and submitting, as necessary for pay purposes, appropriate records of overtime worked.

Repeated failure to report for overtime when directed by an immediate supervisor acting within established policy shall be grounds for disciplinary action unless it is clearly proven that the employee's absence was beyond the employee's control.

Definition

Overtime hours shall be defined as those hours worked greater than forty (40) hours in a workweek period, with the exception of full-time police officers. Full-time police officers overtime hours shall be defined as those hours worked beyond eighty (80) hours in a pay period. Overtime compensation shall be paid as per current collective bargaining agreement where applicable.

D Regular Overtime

All hours worked in excess of forty (40) per week will be compensated at a rate of one-and-one-half (1 ½) times an employee's regular hourly rate of pay. An employee's use of paid vacation or personal leave will be counted as hours worked for purposes of overtime eligibility under this section. Sick leave, disability leave, absence due to disciplinary reasons and any other compensated hours not worked will not be considered as hours worked for the purpose of calculating scheduled overtime payment.

1. Call-Back Overtime

All call-back overtime will be compensated at the rate of one-and-one-half (1 ½) times the employee's regular hourly rate of pay regardless of hours worked in a week. Call-back overtime is defined as extra duty where an employee is called back to work in order to perform necessary Village operations after completing his/her regularly assigned shift for that day. All call-back overtime will be compensated at a minimum of two (2) hours for each occurrence. Call-back time begins when the employee reports for work and ends when the employee leaves his or her place of reporting.

2. Call-back Pay

The Village Administrator or his/her designee may send employees home to rest before the end of the normal work day if a later call-back is foreseen which may require an employee to work in an otherwise unsafe condition caused by lack of rest. The number of hours that were not worked during the remainder of the normal work day will be paid to the employee at his/her straight time rate if he/she does not get called out.

3. Overtime Exemption

Certain positions are exempt from overtime compensation as provided by the Fair Labor Standards Act.

a. In the case of executive, administrative and professional personnel, classified as exempt, as defined by the Fair Labor Standards Act, it is implicit in the nature of their position that time beyond the normal work schedule may often be spent on the job.

b. While some recognition of these additional hours may be made from time to time, this shall be at the discretion of the Department Head with the approval of the Village Administrator.

E Outside Employment

1. Any regular full-time employee seeking to engage in outside employment shall make written application to the respective Department Head using a 'Request for Outside Employment' form. Such requests may not exceed twenty (20) hours of part-time employment per week.

2. The Department Head, after reviewing the request, shall notify the employee of the decision and forward a copy of the request to the Village Administrator indicating whether the request was approved or denied.

3. A Department Head may at any time require verification that an employee is complying with the maximum number of hours allowed per week. Any violations shall result in the immediate loss of permission for part-time employment and the possibility of disciplinary action.

4. If injury occurs at the second job, no Workers Compensation will be paid for that injury.

5. Employees may not utilize any Village offices, equipment or information systems in their outside employment.

6. If outside employment, including self-employment, has previously been approved and permitted by the Village, and later it appears that such outside employment, including self-employment, may result in a conflict of interest or infringe on the ability of the employee to do his/her job for the Village, or increase the Village's exposure to legal liability, prior approval for such outside employment may be revoked at any time, in the Village's sole discretion.

7. Bargaining unit employees shall adhere to any outside employment section in the applicable collective bargaining agreement.

F Prohibited Political Activities and Gift Ban

All employees shall abide by the provisions of the Village Ethics Policy, as adopted and amended from time to time by the Village, and State Officials and Employees Ethics Act.

G Use of Village Equipment

1. An employee shall not be permitted to use Village vehicles, equipment, supplies or tools for personal use without prior written permission of the Department Head and approval from the Village Administrator.

2. An employee shall be responsible for the care and proper operation of any Village-provided vehicle, equipment, tools or supplies assigned or used.

3. Village-owned vehicles may not be taken home unless authorized by the Department Head and approved by the Village Administrator.

4. When using Village vehicles, employees must keep in mind that they are representatives of the Village and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the entire organization.

5. All employees of the Village of Sugar Grove must report to their Department Head any moving traffic violations or accidents in which they are involved while on duty, or while using Village vehicles. The employee must pay for any fines for violations incurred by the employee under these circumstances.

H Personal Appearance

It is the policy of the Village of Sugar Grove that each employee's dress, grooming and personal hygiene should be appropriate to the work situations. Employees are expected at all times to present a professional image whether they work in the office or in the field.

The business casual guidelines apply to primarily office employees. The business casual guidelines do not normally apply to Sworn Police Department personnel or field workers, inspectors or code enforcement officers. The guidelines will apply at the discretion of the Department Head during times where the employee is working predominantly in the office. Sworn Police Department personnel shall wear approved uniform apparel while on the job. Members of the field staff that are issued Village logo apparel shall wear the issued apparel. Other members of the field staff shall wear apparel that is appropriate and shall at all times keep in mind the job performed. All personnel shall be conscious of personal safety and wear appropriate foot, hand and headwear as well as protective clothing when necessary.

Managers and supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' religious beliefs and ethnic attire, whenever possible, consistent with the business necessity to present a professional appearance to the public. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor or manager should be taken to the Finance Department.

Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or unsafe, the employee may be sent home to correct the problem. Repeated disregard for the personal appearance policy may result in disciplinary action up to and including termination of employment.

From time to time, at the Department Head's discretion, employees engaged in tasks requiring clothing that is more casual may be excused from the personal appearance policy for the duration of the assignment. Examples include scheduled clean-up day, installing computers, etc.

There will be times when more customary business attire is appropriate and required. Employees who are hosting or attending meetings with customers, vendors, developers or employees from outside the Village should wear appropriate clothing, which may include business attire.

This policy does not require employees to wear casual business attire. Employees are permitted to dress in formal or traditional business attire.

Guidelines:

In keeping with this policy, the need for proper appearance from all staff is expected. Therefore, the following guidelines of dress are expected from all employees:

1. Dress should be business casual and should be comfortable, yet communicate professionalism. Casual business attire includes, but is not limited to: slacks, khakis, capri pants, sport shirts, polo and cotton shirts, golf shirts, skirts and dresses that are no more than 6 inches above the knee as measured from the bottom of the knee cap, turtlenecks, sweaters, loafers, and sandals.

2. Tank tops, halter-tops, beachwear, shorts, short skirts, bib overalls, spandex, leggings or other form fitting pants, workout attire, flip-flops or slippers, athletic shoes, distracting, offensive, tight fitting or revealing clothes shall not be worn any day of the workweek.

3. Denim may only be worn on Fridays.

4. Clothing shall be worn and shall fit in such a manner that it does not expose the abdomen, chest or buttocks areas.

5. Clothing shall be free of sexually related references, foul language and excessive logos or advertising; clothing shall not suggest or promote the use of illegal drugs.

6. Clothing shall not be transparent nor off the shoulder in nature.

7. Hair shall be clean, combed and neatly trimmed or arranged.

8. Sideburns, moustaches and beards shall be neatly trimmed.

9. Appropriate personal hygiene must be maintained. Personal hygiene habits including cleanliness, odor and other habits, must be safe, professional and non-distracting.

10. Jewelry and hair shall not be loose or dangle in such a way that it creates a safety hazard.

11. Hats are inappropriate in the office. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

12. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.

13. Tattoos must be appropriate in content and in keeping with a professional image. Should the Village determine that specific tattoos are inappropriate the employee may be required to keep the tattoo covered.

I Solicitation, Selling, Peddling or Distribution of Literature

1. Unless authorized by the Department Head and approved by the Village Administrator, all solicitations by Village employees during working hours for charitable or any other purposes, and all selling of tickets, magazines or merchandise of any kind are prohibited.

2. The distribution of non-work related literature by an employee at any time in working areas of the Village is strictly prohibited. Solicitation and distribution is always prohibited during the working hours of any employee involved in the solicitation and/or distribution.

3. Solicitation and/or the distribution of literature by any non-employee is prohibited a) during the working time of any employee involved in the solicitation or distribution; b) at any time in the non-public areas of the Village; or c) in areas open to the public where such conduct is not incidental to the normal and regular use of the area, or where it disrupts the regular use of the area by members of the general public.

J Change of Name, Address, or Personal Information

Employees must notify the Department Head and the Finance Department in writing within ten (10) days of any change of personal information, such as address, phone number, or marital status. This is important for insurance, pension plans, W-2's and also for emergency contact purposes.

K Review of Personnel Files

The Village shall maintain the official personnel file for each employee.

1. An employee may request access to his/her personnel file(s) twice during a calendar year, at reasonable intervals, provided the file is reviewed at the Village Hall during business hours (Monday-Friday, 8:00 a.m. - 4:30 p.m.). The review shall only be performed in the office area where the file is located and in the presence of the Finance Department.

2. While an employee may not remove any items from his personnel file, an employee may request a copy of an item(s). A reasonable copy fee may be assessed. An employee may request to add one (1) explanatory memo to any disputed item in the file. Any such memo shall not imply or create any presumption that the Village agrees with its contents.

Further, it is understood by both parties that the Village bears no responsibility for additional investigation or action regarding the item in dispute.

L Bulletin Boards

Village and union notices are posted on separate designated bulletin boards within Village facilities. Only authorized individuals may post notices on the Village's bulletin board. The union bulletin boards are provided for the exclusive use of the particular union and may only be used for posting official union announcements and other items of union business in accordance with provisions of the applicable collective bargaining agreement. No materials posted on any board may be of a political nature or inflammatory in nature. Personal notices may not be posted on these bulletin boards without prior approval of the Village Administrator or his/her designee. Notices posted in violation of this rule may be removed by the Village.

M Personal Orders

Personal orders for merchandise should never be placed in the name of the Village of Sugar Grove or any operating department of the Village of Sugar Grove.

If requesting a personal order be shipped to the Village Hall for convenience, for example, if it is too difficult to receive orders at home when you are working, the proper and only acceptable method is the following:

Ship To: John/Jane Doe
c.o. The Village of Sugar Grove

All billing for personal orders must be sent directly to the employee's home address. C.O.D. or other deliveries that could interfere with the operations of the Village are not allowed.

Chapter 6 - Disciplinary Action

A Purpose

Regulations regarding the conduct of employees are intended to promote the orderly operation of the Village. Disciplinary action is at times necessary to insure that such regulations are observed. It is the Village's policy to select disciplinary action that is proportionate to the seriousness of the offense. In cases of serious offenses, the appropriate discipline may be immediate termination.

B Causes for Disciplinary Action

Each of the following circumstances are examples of a reason for disciplinary action. The examples given below are not intended as an exclusive or exhaustive inventory of actions necessitating disciplinary action, but rather as a guide for determining appropriate behavior.

1. Falsification, omissions, dishonesty, or fraud in securing or retaining employment.

2. Intoxication, use or sale of unprescribed drugs, or use of prescribed drugs, which may affect performance or endanger other employees, without notifying the supervisor while on duty.

3. Possessing alcohol or drugs on the premises of any Village-owned property.

4. Negligent destruction or loss of property.

5. Theft or willful destruction of Village or individual personal property.

6. Any act which endangers an employee's safety, health or well being or that of another Village employee or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit to the Village.

7. Incompetence or inefficiency in the performance of the duties of a position. The term 'incompetence' shall mean a lack of ability, knowledge or fitness to perform duties which are reasonable within the scope of employment and the term 'inefficiency' shall mean the performance of the duties of the position at a level lower than ordinarily expected of other employees in similar positions.

8. Failure to perform the duties of the position because of neglect.

9. Failure to maintain a valid driver's license or commercial driver's license when such license is required to perform the employee's job.

10. Insubordinate actions, including willful disobedience of a rule, order or directive.

11. Engaging in lewd, sexual or any other unprofessional behavior.

12. Violating the Village's Anti-Harassment/Discrimination/Sexual Harassment Policy or any other policy contained in this Handbook.

13. Falsification of any written or oral statement or document, including false representation to a superior as to the quality and/or quantity of work performed.

14. During work hours, the solicitation of any donation, gift, or other thing of value for personal benefit; or, the attempt to sell any item, service, or product for personal benefit or performing any business matters not pertaining to the Village of Sugar Grove.

15. The attempt to use Village employment or the name of the Village for any personal benefit, or other group benefit.

16. Absence without leave, the abuse or use of sick leave or any other leave of absence in an unauthorized manner, a record of excessive absence or tardiness, or engaging in unauthorized outside employment when on disability leave or sick leave.

17. Failure to return from sick or disability leave when released by the doctor.

18. Use of Village property or the service of Village employees for unauthorized purposes.

19. Violation of any of the policies contained in this manual, the Village of Sugar Grove Safety Manual, or Department rules and regulations (if applicable).

20. Engaging in 'horseplay' during working hours.

21. Gambling or promoting lotteries.

22. Loafing, lounging or sleeping while on duty, or visiting other departments without permission.

23. Discourteous treatment of the public, officials, consultants, employees and guests of the Village.

24. Immoral, unethical or disgraceful actions or any other personal conduct likely to impact the efficiency of the Village service or bring the Village into disrepute.

25. Threatening or fighting (verbally or physically) with the public, officials, consultants, employees and guests of the Village.

26. Assault on a fellow employee or visitor to the Village premises.

27. Conviction of a criminal offense, which involves moral turpitude or relates to the performance of an employee's duties.

28. Any other activity, which is not compatible with public service or the professional image maintained by the Village.

29. Any other acts of misfeasance, malfeasance or nonfeasance during employment.

C Corrective Measures and Progressive Discipline Guidelines

The Village of Sugar Grove is committed to furthering each worker's professional success and providing constructive feedback to employees when needed.

When performance issues arise, an employee's supervisor will meet with him or her to discuss the issues and establish goals for improvement. The issues raised and the outcomes reached at such meetings will be documented to ensure clarity on the relevant issues and steps to be taken. The failure to meet established goals effectively within an agreed upon time may result in discipline up to and including discharge.

Progressive discipline means that, with respect to minor disciplinary problems, these steps will normally be followed: a first incident may call for a verbal warning; a second incident may be followed by a written warning; and additional incidents may then lead to demotion, suspension, or termination of employment. The progressive disciplinary procedures described below may also be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or conduct. Certain employee conduct may justify a suspension or termination of employment, without going through the usual progressive discipline steps. Again, the Village retains the discretion to address employee conduct under the progressive discipline policy in the manner it deems most appropriate.

1. Verbal Warning

On the occasion of the first incident, the supervisor may take the following action:

a. Meet with the employee to discuss the matter.

b. Inform the employee of the nature of the problem and the action necessary to correct it.

c. Prepare a memorandum to be placed in the personnel file indicating that the meeting has taken place and verifying the result of the meeting.

2. Written Warning

Should a second incident occur, the supervisor may hold a second meeting with the employee at which time the following action may be taken:

a. Issue a written reprimand to the employee.

b. Warn the employee that a third incident will result in severe disciplinary action.

c. Prepare and forward to the Village Administrator a written report to be placed in the personnel file describing the first and second incidents and summarizing the action taken during this meeting with the employee. Issue a written reprimand to the employee.

3. Additional Procedures

Should additional incidents occur, the supervisor may proceed as follows:

a. Recommend demotion, suspension with or without pay, or termination of the employee and forward to the Village Administrator a written report to be placed in the personnel file describing the violations, indicating the timing between the violations, and summarizing the action taken or recommended and the justification.

Any regular full-time employee who is suspended for more than five (5) days, suspended within six (6) months of a previous suspension, demoted, or terminated, may appeal the disciplinary action through the Village's problem resolution process at the next appropriate level up to the final level of Village Administrator. All such appeals must be filed within 7 days from the date of the action. Any appeal of discipline to the Village Administrator shall be limited solely to presenting mitigating information which was not available to the employee prior to the decision to demote, suspend, or terminate the employee. Any appeal considered by the Village Administrator does not alter the employment at will relationship or bind the Village to a specific standard in its decision-making.

The Village, in its sole discretion, may accelerate discipline (i.e. skip disciplinary steps) depending on the severity and nature of the situation up to and including termination.

If a situation arises that, in the opinion of the supervisor, necessitates immediate disciplinary action the Department Head or his/her designee may immediately suspend an employee with or without pay, pending further investigation.

D Administrative Probation

As a means of attempting to improve employee performance after the regular introductory period has been completed, a Department Head, with approval of the Village Administrator, may at his/her discretion place an employee on administrative introductory period of up to three (3) calendar months in lieu of other disciplinary action. It is the supervisor's role to attempt to provide appropriate counsel during this period. An employee performance report shall generally be completed at least once every month during this period, which shall be reviewed with the employer, and a copy placed in the employee's personnel file. Failure of an employee to improve performance during the administrative introductory period may result in disciplinary action being taken up to and including termination.

E Problem Resolution Process

The Village is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Village supervisors and management. The Village strives to treat employees fairly and honestly. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. All disputes between any employee and the Village are to be resolved by in accordance with the following procedure. Please note, however, that, as with all policies, the Village reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between an employee and the Village or to constitute any part of a contract between an employee and the Village.

If you believe your employment has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, or erroneous or capricious interpretation or application of Village policies or procedures, you can express your concern through the problem resolution procedure. Also, this process does not necessarily apply to reports of sexual or other illegal harassment or discrimination. No employee will be penalized, formally or informally, for voicing a complaint with the Village in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You must present the problem to your immediate supervisor within 7 calendar days after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the problem to the Finance Director or any other member of management, or, if mutually agreed, to a higher level of management. However, whenever possible, you should follow the appropriate chain of command within your department or division.

Each problem or incident must be submitted in writing and include details as to the date and time of the incident, the specific violation(s) and facts relating to the incident, and the relief sought by you, the employee. Your supervisor or other appropriate manager will inquire as to the facts and circumstances of the complaint and provide you with a written response within seven (7) calendar days after receipt of the original written complaint.

2. If you are not satisfied with the decision of your direct supervisor, you may appeal the decision to your Department Head, or the next level of supervision within your department, whichever applies, within seven (7) calendar days of receipt of your direct supervisor's written decision. The Department Head, or other appropriate supervisor, will make a separate investigation, review prior actions and provide you with a copy of his/her written decision within seven (7) calendar days after receipt of your appeal.

3. If you are not satisfied with the decision of the Department Head, you may submit written request for a review of your complaint to the Village Administrator. You must submit this request within seven (7) calendar days of receiving the Department Head's written decision. The Village Administrator will respond with his findings and decision in writing within fourteen (14) calendar days after receiving the request for a review and forwards a copy of the written response to be placed in the personnel file. The Village Administrator has full authority to make any adjustment deemed appropriate to resolve the problem. The decision of the Village Administrator is final.

At any time in the process, you may consult with the Finance Director who may address questions you have regarding application of the Village's policies or who may consult with your supervisor, if necessary, to address application of a policy or may direct you to the Village Administrator for a review of the problem. Complaints or problems will be reviewed only when submitted within the time limits described above. If a complaint is not appealed within the time limits, it will be deemed settled on the basis of the last response of the Village. If the Village fails to provide a response within the designated time limits, you may immediately appeal to the next step in the problem resolution procedure. Both parties may mutually agree in writing to extend any time limits.

A Drug Free Work Place Policy

The Village of Sugar Grove is committed to maintaining a work place that is drug and alcohol free. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

As part of the drug free workplace policy, the Village will conduct drug testing during the conditional-offer-of-employment physical examination. The Village will also conduct drug/alcohol testing where it has reason to believe that an employee may be under the influence of alcohol, illegal drugs or other controlled substances. Employees subject to D.O.T. testing shall be tested in accordance with D.O.T. regulations in addition to the testing and discipline provisions of this policy. Refusal to submit to testing will result in disciplinary action, up to and including termination of employment.

1. Drug and Alcohol Testing. The Village may require employees to submit to a urinalysis test and/or other appropriate drug or alcohol testing at a time and place designated by the Village, provided that, in the opinion of the Department Head, or their designee, there is sufficient cause for such testing (i.e. reasonable individualized suspicion). Drug or alcohol testing may also be required at any time when an employee is involved in any work-related incident which has resulted in personal injury or property damage.

   The Village shall also require employees not subject to random drug and alcohol testing per D.O.T. regulations to participate in random drug and alcohol testing. Such testing shall be conducted by an outside vendor, and, on average, approximately fifty percent (50%) of the subject workforce will be tested in any given 12 month period.

   Tests shall be immediate result (results available within thirty (30) minutes) or delayed result tests. In the event of a positive result on an immediate result test, or at the time of any delayed result test, the employee may request that a blood sample be taken so that a blood test can be performed to verify any positive initial test result. All test results shall be submitted to the Finance Director and/or their designee for appropriate action. Results shall be kept confidential in accordance with applicable law.

2. Prohibited Conduct. In accordance with the Federal Drug-Free Work Place Act of 1988, Village employees shall not manufacture, distribute, dispense, possess or use illegal drugs, unauthorized prescription drugs, alcohol or any controlled substances on the premises of any Village building or facility, in Village-owned vehicles, or during working hours (unless authorized). Likewise, employees are also prohibited from being under the influence of illegal drugs, controlled substances, unauthorized prescription drugs or alcohol on the premises of any Village building or facility, in Village-owned vehicles, or during working hours. Compliance with this policy is a condition of employment. Sanctions for violation of

this policy include termination of employment and referral for prosecution, consistent with applicable local, state and federal law.

As a condition of initial or continued employment, employees shall abide by the terms of this policy and shall notify the Village Administrator of any criminal drug statute conviction, guilty or nolo contendere plea for a violation occurring in the work place no later than five days after such conviction or plea. Public safety employees and employees whose job duties require driving shall notify the Village Administrator of any criminal drug statute conviction, guilty or nolo contendere plea for a violation occurring outside of the work place no later than five days after such conviction or plea.

3. Controlled Substance Defined. For purposes of this policy, the term "controlled substance" means a controlled substance listed in the Illinois Controlled Substances Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550) and substances listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. 812), as further defined by regulation at 21 CFR 1308.11 through 1308.15. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD.

4. Under the Influence of Alcohol Defined. For the purpose of determining whether the employee is under the influence of alcohol in violation of this policy, test results showing an alcohol concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood will be considered positive, and results showing an alcohol concentration of less than 0.02 shall be considered negative.

5. Consequences of Positive Test Results

   a. Applicants who refuse to cooperate in or fail to pass a conditional-offer-of-employment drug test may not be hired. An inability to produce a specimen, without a follow-up explanation from a doctor, constitutes a failure to fully cooperate.

   b. Employees who refuse to fully cooperate in a required test, who test positive, or who use, possess (except as proper for evidentiary assignment, training purposes, and authorized transport), consume, distribute, purchase, sell, manufacture, or dispense illegal drugs on Village premises or work sites will be disciplined, up to and including termination of employment. An inability to produce a specimen, without a follow-up explanation from a doctor, constitutes a failure to fully cooperate.

   c. Employees who have been convicted of, sentenced for, or pled no contest to a drug crime committed on Village premises or work sites, will be disciplined or terminated. Public safety employees and employees whose job duties requiring driving who have been convicted of, sentenced for, or pled no contest to a drug crime committed outside of the work place will be disciplined or terminated.

B No Smoking Policy

The health of each employee and every customer of the Village is of utmost importance to the Village. In order to protect our customers and employees from the hazards involved in second hand smoke and in order to maintain compliance with Public Act 095-0017, smoking is prohibited on all of the Village's premises and property including the Village's vehicles. The failure to comply with this policy and procedure will result in disciplinary action up to and including termination.

Employees may not smoke in areas of employment, which are enclosed areas in which employees must enter, leave, or pass through as a course of their work, including but not limited to offices and work areas, restrooms, conference rooms, break rooms, cafeterias, lobbies, corridors, and any other common areas. Employees also may not smoke within fifteen (15) feet of entrances or exits, windows that open, or ventilation systems that serve an enclosed area where smoking is prohibited.

C Workplace Searches

To (1) protect and secure the property of our employees, our customers, and the Village and (2) help prevent the possession, sale, and use of illegal drugs on the Village's premises (in support of the Village's drug-free workplace policy), the Village establishes the right to question employees (and all other persons entering and leaving our premises), and to inspect any property whether locked or unlocked including packages, parcels, purses, handbags, briefcases, lunchboxes, electronic equipment or any other possessions or articles carried to and from the Village's premises.

In addition, the Village reserves the right to search any employee's office, desk, files, locker, palm pilot, computer, laptop computer, electronic organizer, or any other area or article on our premises, including personal or Village vehicles, whether or not such property is locked or unlocked and whether or not the lock is Village owned or employee owned. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, whether locked or unlocked, are the property of the Village and are issued for the use of employees only during their employment with the Village.

Searches and inspections may be conducted at any time at the discretion of the Village.

To this end, the Village has posted notices in our facilities informing all employees, prospective employees, customers, visitors, and all other individuals of the Village's broad workplace search policy.

Individuals entering the premises of the Village who refuse to cooperate in an inspection or search conducted under this policy will not be permitted to enter the premises of the Village. Employees who refuse to cooperate in an inspection or search, as well as employees who after the inspection or search are believed to be in possession of stolen property or illegal drugs, will be sent immediately to the Finance Department and be subjected to disciplinary action up to and including discharge (if, on investigation, they are found to be in violation of the Village's security procedures or any other Village rules and regulations).

Employees should not have an expectation of privacy as to any property or articles on the Village's premises, including computers, electronic equipment, etc.

D Workplace Violence Policy

The Village is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States. Therefore, the Village has taken steps to help prevent incidents of violence from occurring on Village property. For this reason, it is the policy of the Village to expressly prohibit any acts or threats of violence by a Village employee or former employee against any other employee in or about the Village's property or elsewhere at any time.

The Village also will not condone any acts or threats of violence against the Village's employees, officials, residents, or visitors on the Village's premises at any time or while they are engaged in business with or on behalf of the Village, on or off the Village's premises.

In keeping with the spirit and intent of this policy, and to ensure that the Village's objectives in this regard are attained, it is the commitment of the Village:

1. To provide a safe and healthful work environment.

2. To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening gestures or language, including e-mail, graffiti, etc.

3. To take appropriate action when dealing with customers, former employees, or visitors to the Village's property who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

4. To prohibit employees, former employees, officials, residents, and visitors from bringing unauthorized firearms or other weapons onto the Village's premises.

5. To establish viable security measures to ensure that the Village's facilities are safe and secure to the maximum extent possible and to properly handle access to Village facilities by the public, off-duty employees, and former employees.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Village, in its sole discretion, deems offensive, threatening, dangerous, or inappropriate will be subject to disciplinary action, up to and including discharge.

DUTY TO WARN: In furtherance of this policy, employees have a "duty to warn" their supervisors, security personnel, or human resources representatives of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the extent possible. The Village will not condone or tolerate any form of retaliation against any employee for making a report under this policy.

Nothing stated in this policy is intended to interfere with an employee's rights to engage in lawful protected concerted activities under the National Labor Relations Act or Illinois Public Employee Labor Relations Act.

E Employee Reporting Duties

All individuals who apply for or obtain a protective or restraining order which lists Village locations as being protected areas, must provide to their supervisor a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. The supervisor shall immediately notify the Village Administrator and the Chief of Police with this information.

The Village understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee(s). To the maximum extent possible, the Village will maintain the confidentiality of all complaints. Information will be held in confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the complaint, or as required under applicable law.

F Travel Policy

The purpose of this policy is to provide broad guidelines for incurring and reimbursing expenses connected with Village business in accordance with applicable regulations and sound business practices. This policy governs expenses incurred during Village travel, as well as expenses incurred locally in connection with Village business. Willful violation or abuse of this policy, including falsifying expense reports to reflect costs not incurred by you, will result in disciplinary action up to and including termination. Nothing in this policy shall preclude the Village of Sugar Grove from pursuing all other legally available remedies.

General Guidelines
The Village will incur or reimburse expenses that are: 1) reasonable and necessary; 2) for a Village business purpose; and 3) documented, approved and submitted properly. This policy applies to all expenses incurred for a Village purpose regardless of whether incurred locally or during Village travel.

Travel Authorization
A travel authorization request should be authorized in advance by a Department Head and submitted to the Finance Department ten (10) days prior to the travel period. If a travel advance is being requested, the request must also be properly authorized. After processing, the Finance Department will notify the appropriate department. A copy of this request will be attached to the Travel Expense Report when filing for reimbursement after travel has been completed.

Attendance at authorized or required professional conferences, seminars, technical meetings and/or training programs will be considered part of your normal duties and will be counted as hours worked. Authorization of travel and reimbursement will be based upon need, cost/benefit of travel, and availability of funds as determined by the Village. You may request authorization to attend such an event at Village expense if it has been approved in the budget for the appropriate fiscal year. Otherwise, the Village Administrator or his/her designee must approve attendance at conferences or other such events not included in the budget. Once your travel plans have been approved, you are responsible for making your own travel arrangements.

Travel Costs
When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives and subject to the provisions listed below will be reimbursed by the Village. Lodging, travel fares, meal allowances, and registrations may be paid by the Village, directly by the employee, or by travel advance. Requests for travel advances will be made and submitted to the Finance Department no later than ten (10) days prior to date of travel. Minimum travel advance requests will in no case be allowed to exceed estimated travel expenses, excluding prepayments. The Village Administrator or his/her designee must approve all advances.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi or limousine fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of conference hotel accommodations or standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, subject to the limitations described below.
- Charges for telephone calls, fax, and similar services required for business purposes.

Guidelines – Transportation

Airfare or Train Fare

Actual coach fare substantiated by a receipt will be reimbursed. First class travel will only be used in extraordinary circumstances and with prior approval of the Village Administrator or his/her designee. Penalties and charges resulting from cancellation of airline or other travel reservations shall be the Village's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the Village. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family or other critical circumstances beyond the control of the employee, the Village will be obligated to pay the penalties and charges.

Vehicle Use

Vehicles from the Village fleet should be used whenever possible for local travel while on official Village business. When a vehicle from the Village fleet is not available or use is not practical, you may use your own private vehicle for travel on Village business. Rental vehicles are to be used as a last resort. Use must be approved in advance by the Village Administrator or his/her designee and an itemized receipt is necessary for reimbursement. The employee must obey all laws of the jurisdiction in which the vehicle is being operated. If you are involved in an accident while traveling on Village business, you must promptly report the incident to your immediate supervisor. A minimal amount of personal use, such as driving the vehicle to and from dinner, may be allowed.

Mileage reimbursement rates shall be the maximum allowed for privately owned vehicles under the most recent Department of the Treasury, Internal Revenue Service bulletin. Reimbursement for use of your private vehicle shall be at the rate established above, plus any toll charges, if the round-trip does not exceed 250 miles or is within the State of Illinois. When you choose to drive your vehicle on a longer trip, reimbursement shall be limited to the fare for air travel, or the current rate per mile, whichever is lower. In such cases, no reimbursement shall be made for any hotel, meal or other expenses incurred en route, or for parking charges at the destination.

When two or more employees travel in the same private vehicle, reimbursement shall be made only to the owner of the vehicle.

Guidelines – Lodging

Specific dates of lodging must be listed and substantiated by an itemized receipt from a commercial lodging establishment. Only charges for room and tax will be reimbursed. Tips for room service, other hotel services, and additional personal expenses are not reimbursable unless previously authorized by the Village Administrator or his/her designee. Employees or

officials sharing a room with a non-Village individual (including family members) are responsible for reporting and requesting reimbursement of lodging expenses at single occupancy rates.

Guidelines – Subsistence

Local Travel
You may be reimbursed for actual expenses incurred for lunch while you are away from the Village on official business during a normal work day before and after the lunch period, including attendance at meetings, conferences, or training seminars. Meal expenses may also be claimed if they are incurred for the purpose of advancing a Village business relationship, are within the bounds of good taste, moderation, and legal requirements, and are within reasonable limits. Reimbursement for meals shall be based on the actual costs of the meal plus a gratuity. A receipt listing the business purpose and those in attendance will be required for reimbursement of meal costs.

Overnight Travel
A per diem reimbursement is available when an overnight stay is required. The Domestic Maximum Per Diem Rates as published by the U. S. General Services Administration shall be followed. Receipts are not required for per diem expenditures.

Reimbursement Request

Mileage Report
Employees who use a personal vehicle on a regular basis for trips in and around the Village or for one day trips where mileage is the only expense incurred shall complete a mileage report. The date of the trip, nature of business with destination, and miles traveled should be completed. Mileage reports shall be approved by a supervisor and submitted to the Finance Department for reimbursement.

Expense Report
Expense reports should be presented within thirty (30) days of travel completion. Reports should be accompanied by receipts for all individual expenses except those meals and incidentals covered by the per diem, parking fees less than $2.00 per day, and reasonable baggage handling tips for porters at terminals and hotels. You should contact your supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

G Credit Card Policy

The overall goal of the credit card policy is to ensure fiscal control and accountability for commercial credit cards (also referred to herein as the commercial cards) issued in the name of the Village. This policy has been developed to ensure that users of these commercial cards understand their responsibilities and proper use.

This policy must be followed by cardholders when conducting Village business and utilizing the Village commercial card. Policy violations will result in revocation of cardholder privileges and possible disciplinary action.

Village commercial cards are issued at the discretion of the Village to qualified employees. The commercial cards are provided as an additional funding source for employees that need a credit card to make certain authorized purchases of materials and services (including shipping and handling) for official Village business.

Ownership and Cancellation of the Commercial Card

The commercial card remains the property of the Village. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The Village may suspend or cancel cardholder privileges at any time for any reason. The cardholder will immediately surrender the commercial card upon request to the Finance Director or his/her designee. Use of the commercial card or account after notice of its cancellation may be fraudulent and may cause the Village to take legal action.

Credit Card Abuse

Abuse of the commercial card will result in revocation and appropriate disciplinary action, up to and including termination. Policy violations include, but are not limited to:

- Purchasing items for personal use;
- Exceeding bank credit line limit;
- Utilizing the commercial card for purchases higher than the current expense limit;
- Using the commercial card for unauthorized purposes;
- Failure to return the commercial card when reassigned, terminated, or upon request; and
- Failure to submit proper and timely documentation to the Finance Department.

Receipts

It is the cardholder's responsibility to obtain transaction receipts from the merchant or supplier each time the commercial card is used. Sales tax should be not paid on purchases made with the commercial card, as the Village is exempt from state sales tax. Contact the Finance Department if you have questions about the Village's tax-exempt number or status. The state sales tax-exempt number is included on each card and should be pointed out to the supplier. Therefore, receipts must be detailed enough to show whether sales tax has been charged as a separate line item. Each month, the Village will receive an activity statement from the bank. Individual transaction receipts are to be attached to a credit card authorization form and submitted to the cardholder's supervisor for review and approval. Following supervisor approval, the credit card authorization form and receipts must be forwarded to the Finance Department.

Payment of Bills

The Finance Department will receive all credit card statements on a monthly basis. Charges appearing on the statement will be checked against receipts submitted by individuals using the commercial card during the billing period. If unapproved or other improper charges are identified on the bill, a statement indicating these charges and the amounts will be prepared and forwarded to the individual. Payment of the amounts indicated must be made within ten (10) days. As a condition of receiving a commercial card, the individual agrees to reimburse the Village for all unapproved, commingled or other improper charges as determined above. Failure to reimburse the Village may subject the individual to charges for interest expense incurred by the Village. In addition, the Village reserves the right to use all legal means available to collect amounts due pursuant to this policy. Individuals who fail to properly reimburse the Village as indicated above will no longer be allowed to use a Village commercial card and will be reported to their Department Head and the Village Administrator for disciplinary action, up to and including termination.

Disputed Items

It is the cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. In the case of an error, first contact the supplier and try to reach an agreement. Most disputes can be resolved between the individual and the supplier directly. If you are unable to reach an agreement with the supplier, please contact the Finance Department immediately.

Protecting the Commercial Card

The commercial card is valuable property which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping

Employees must sign the commercial card immediately upon receipt. When the expiration date has passed employees must return the old commercial card to the Finance Department (for proper disposal) in order to receive a new commercial card. Make sure the commercial card is returned to you after each charge and verify that the returned card has your name on it.

Lost/Stolen Commercial Cards

If the commercial card is lost or stolen, the card holder must contact the issuer and the Finance Director immediately.

Non-Village Purchases

It is understood that individuals may find themselves in situations where charges will be incurred that commingle official Village purchases with personal purchases. An example would be a meal charge when an employee is paying for their meal per the Village's travel policy and a meal for a non-Village traveling companion. When a commingled purchase is made, the individual must retain a copy of the receipt and should submit this receipt along with a written explanation of which amounts were official Village purchases and which were commingled charges when the receipt is returned. Failure to supply reconciliation may result in the individual being responsible for all charges, even those made for official Village business.

H Technology Policy

This technology policy applies to all Village employees, officials, and all non-employees who utilize, in any way, Village technology or equipment such as computers, hardware, software, network, internet, email system, telephones, voicemail, cellular telephones, any peripheral or related equipment, and all data contained in or on any such device or system, collectively referred to as "Village Technology." Misuse of Village Technology may result in the loss of use or access to Village Technology. Additionally, misuse may result in disciplinary action up to and including discharge, and, if applicable, may be prosecuted under all applicable laws.

Village Ownership

All Village Technology, including but not limited to computers, hardware, software, network, internet, email system, telephones, voicemail, cellular telephones, any peripheral or related equipment, and all data contained in or on any such device or system is the sole property of the Village of Sugar Grove. The Village reserves the right to access, copy, alter, destroy, or delete this data at any time, with or without prior notice.

Additionally, users of Village Technology shall have no expectation of privacy with regard to their use of Village Technology, including but not limited to communications sent through the Village network or internet or via a Village computer, telephone, or cellular telephone.

Confidential Information

Data files contained on or in any Village Technology may contain confidential information and should be treated accordingly.

Guidelines Pertaining to the Network and Computer Stations

1. All data and files shall be stored and backed-up on the Village network system, also known as the central file server and all computers/workstations are attached.

2. Department Heads have the responsibility to determine which employees need access to the central file server. A list of the authorized individuals must be given to the Computer Systems Coordinator for proper network security setup.

3. All additions and deletions of users from the security systems must be done by the Computer Systems Coordinator. Periodic changes of all user passwords are required.

4. No employee shall enter, without authorization, into another user's electronic or digital information to use, read, transfer or change the contents, or for any reason without permission from their supervisor.

5. No employee shall use another individual's password to access the network unless used by the Computer Systems Coordinator to remedy a problem. Access to another user's files can be accomplished via network administration with permission by the user's supervisor. Requests should be directed to the Administration Department.

6. No employee shall grant another individual access to their computer or password-protected information.

7. No employee shall use the Village's network to gain unauthorized access to any computer systems.

8. No employee with authorized access to any Village computer system shall allow an unauthorized person, employed or not employed by the Village, to use the system for any reason.

9. Each user shall be required to log out of the system at the end of the work day or if he/she will not be in physical control of the computer and knows that he/she will be away from the computer for an extended period of time. Each user shall be required to utilize a password protected screen saver set to no more than thirty (30) minutes.

10. No software shall be loaded or downloaded onto any Village computer or network

11. No individual should duplicate, distribute or pirate any Village software for any use, unless authorized by their Department Head.

Guidelines Pertaining to Electronic Communications (Email, Telephones, Voicemail)

1. All electronic communications, including but not limited to communications via email, telephone, and voicemail (collectively "electronic communications"), must be for business-related purposes only. Personal use must be kept to an absolute minimum. Such electronic communications should pertain to Village business activities or contain information related to the accomplishment of Village business, administration or practices.

2. Users of electronic communications are responsible for the management of their mailbox and any associated folders. The Village does not specifically backup electronic communications unless otherwise designated by the Village's retention schedule. Certain electronic communications, such as email, require extensive network capacity. Users shall exercise restraint when sending very large files or messages to a large number of recipients.

3. Electronic communications reflect the Village image. All such communications should be conducted or composed in a professional manner. Employees should keep in mind that electronic files are subject to Freedom of Information Act requests as well as discovery and may subsequently be used in litigation involving the Village or the employee. Any salutation or closing must be professional and related to a business purpose.

a. Telephone Calls: employees should endeavor to answer all telephone calls before the third ring. Callers should be greeted with your name and the appropriate Village of Sugar Grove department name. You should be attentive, if necessary take notes, and you must be patient, even with callers who are upset. If the caller must be transferred, you should explain to the caller who they are being transferred to. If you know the person to whom the call is being transferred is unavailable, you should advise the caller that he or she will be transferred to the person's voicemail.

b. Voicemail Greetings: employees' voicemail greeting should include your name, the Village of Sugar Grove department name, and state that by dialing zero, the caller will be transferred to another employee. If you are going to be on an extended absence, your voicemail greeting should also include the dates or length of your expected absence.

4. Inquiries made to employees via electronic communications, such as voicemail messages and emails, should be responded to in a prompt and timely manner.

Guidelines Pertaining to Cellular Telephones

In order to promote a more efficient municipal staff, the Village of Sugar Grove has provided certain employees with cellular phones, provided and paid for by the Village, for use by the employees in their official capacity as municipal employees. Village employees who are provided with cellular telephones shall only use (usage applies to telephone calls, text messages, emails, SMS, and MMS) such phones for business use when a less costly alternative method of communication is not safe, convenient and readily available. Cellular telephones should not be considered as a replacement for traditional telephones (landline) when such traditional phones are safe, convenient and available.

The Village believes in employing 'reasonable' restrictions on the personal usage of cellular telephones provided by the Village. Employees are discouraged from using such phones for personal use, and the bills of any employee, including any and all usage logs of telephone calls made and received, may be reviewed and audited by the Village at any time, for any reason. If deemed to be necessary by a Village supervisor or manager, more specific guidelines on personal use shall be provided on a case-by-case individual basis. Calls home or to family by Village staff when required to work extended hours shall be considered business use. Personal use of an emergency nature is permitted. Non-emergency, non-extended hours personal use is to be kept to a minimum, with employees exercising discretion. Employees must realize that, although personal calls made within the local calling region and under the usage limits provided by the employee's plan do not result in additional charges, they do count towards the overall time limits established under the service agreement. Any overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee and the employee must reimburse the Village for all such charges.

Restricted Communications:
Cellular telephones are not as secure as traditional telephones and communications over mobile phones are not necessarily confidential. Employees should use discretion in relaying confidential information via cellular telephones since it is possible for outside parties to tap into those communications.

Loss or Damage of Village Cellular Telephones:
In the event any telephone or other related equipment is damaged in the course of business, the item should be brought to the employee's supervisor for direction as to contacting the vendor for repair or replacement. Lost or stolen cellular equipment shall be immediately reported to the employee's supervisor so the service may be cancelled; a timely police report should also be filed.

The user's Department Head must authorize the replacement request and provide an account to which the replacement will be charged. Employees may be financially responsible for the replacement if:

1. Equipment is lost or damaged while in the care of an employee as a result of the employee's gross negligence.

2. Equipment is not returned by an employee within the specified period of time or is damaged upon its return.

3. Equipment is damaged due to failure to adhere to maintenance or operational polices.

Personal Cellular Telephones:
Employees are permitted to carry personal cellular telephones while at work for the Village. Usage of personal cellular telephones for non-business purposes is discouraged during working hours, but is permitted in the event of an emergency, or while employees are on breaks.

Should an employee use a personal cellular telephone for business use, the employee shall be eligible for reimbursement for such use from the Village only if the employee has been previously approved for such reimbursement by his or her supervisor or manager. The Village is not responsible for any damage to a personal cellular telephone regardless of cause.

Restrictions on All Cellular Phones:
Employees should be aware that the Village does not promote the use of mobile phones while operating a vehicle. Mobile use includes, but is not limited to, texting, instant messaging, using the Internet, emailing, etc. Safety must come before all concerns; under no circumstances should employees place themselves or others at risk to fulfill business needs.

Employees whose job responsibilities include driving, and who may use a mobile phone for business purposes, are expected to refrain from using their mobile phone while driving. Employees should plan calls to allow placement either prior to driving or while on rest breaks. Employees are expected to pull off to the side of the road and safely stop their vehicle before using a mobile phone. If acceptance of a call while driving is unavoidable, and pulling over is not an option, employees are expected to keep the call short and use a hands-free device, so that their eyes remain focused on the road, and both hands remain on the steering wheel, at all times. Employees are prohibited from using a mobile phone in a school zone even with a hands free device.

Employees are prohibited from using a mobile phone to compose, send and/or read electronic messages while driving. Electronic messages include, but are not limited to, email, text messages, instant messages, and commands or requests to access email sites. Employees that perform such actions are subject to disciplinary action, up to and including termination and are solely responsible for all fines, fees and traffic violations resulting from the use of a mobile phone or electronic device while driving. Employees are specifically prohibited from using mobile telephones in construction or maintenance speed zones regardless of the speed limit in those zones, unless the use is via voice-activation, which includes the use of a headset or cellular telephone with single-button activation. Additionally, Village policy prohibits using a hand-held mobile telephone while driving a commercial vehicle.

As technological advances continue to expand the functions of cell phones and similar personal equipment, employees are advised that any unauthorized use of such devices at work to record, take pictures or videos and/or to transmit same may well be a violation of federal and state criminal laws and, regardless, will not be tolerated. Anyone determined to have engaged in such activity will be immediately disciplined as well as reported to the authorities.

Violations of this policy will be subject to discipline, up to and including termination.

Guidelines Pertaining to Postings on the Internet

Employees must receive permission from their Department Head before posting messages to electronic bulletin boards, listservs, social media websites or similar public posting forums on the internet through the use of Village Technology. When posted, or when posted independent of Village Technology, such messages must recognize the following standards:

1. Employees developing a Web site or writing a blog or entering any text or image onto any social network site that will mention the Village and/or the Village business must identify that the views expressed are yours alone and do not represent the views of anyone else, including the Village.

2. Unless given permission by one's Department Head, you are not authorized to speak on behalf of the Village, nor represent that you do so.

3. Employees shall not share information that is confidential about Village business. If you have any questions about whether information has been released publicly or doubts of any kind, speak with your Department Head before releasing information.

4. The Village logo may not be used without explicit permission in writing from the Village.

5. Understand that employees have the right to voice or post dissatisfaction with the Village or its management or one's supervision. However, the Village encourages everyone to discuss any such dissatisfaction with management at any time in the simple hope to address such concerns directly.

Prohibited Use of Village Technology

1. The use of any Village Technology that disrupts or threatens to disrupt the efficient operation of Village business or administration is strictly prohibited. Examples of prohibited uses include, but are not limited to:

    a. Uses that publicize a personal dispute other than according to an approved grievance or complaint procedure.

    b. Uses that constitute or counsel insubordination.

    c. Uses that may harm close working relationships.

    d. Uses that publish abusive or profane language, such as sending emails or leaving voicemails that contain such language.

    e. Uses that may take employees away from their assigned tasks.

    f. Uses that may undermine or affect the Village's ability to provide public services through its employees.

    g. Uses that harm the integrity or efficiency of the system or network.

    h. Uses that result in the improper publication or transmission of confidential Village materials or information.

    i. Uses that publish or transmit communications anonymously or under a fictitious name.

    j. Uses that result in the downloading or installation of software or other applications on Village Technology.

    k. Unauthorized representation of the Village of Sugar Grove.

l. Unauthorized use of subscription based materials.

2. Uses of Village Technology that violate law, violate individual rights, create potential liability for the Village or that violate public policy of the State of Illinois are also prohibited. These prohibited uses include, but are not limited to:

   a. Uses that generate, access, publish or transmit material that is pornographic or obscene.

   b. Uses that violate the Village's Sexual Harassment Policy or any other policy prohibiting discrimination, including harassment, on the basis of race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition, veteran status, marital status, sexual orientation or any other status protected by local, state or federal law.

   c. Uses that generate, access, publish or transmit material involving the use of racial, religious or ethnic slurs.

   d. Uses that are intended to or in fact harass or annoy.

   e. Uses that generate, access, publish or transmit material involving a threat that implicates personal safety.

3. Village Technology shall not be used to solicit others for non-job related commercial ventures, religious or political causes, outside organizations or other non-job related activities.

Penalties for Misuse

1. Failure on the part of any employee to comply with the provisions of this policy shall subject the employee to disciplinary action up to and including termination.

2. Further, failure to comply with any provision of this policy may result in suspension or revocation of the privilege of using or accessing Village Technology.

3. Failure on the part of any appointed official to comply with the provisions of this policy will constitute grounds for the Village Board to deny the official access to or use of Village Technology.

4. Failure on the part of any contractor or consultant to comply with the provisions of this policy will constitute grounds for termination of their contract with the Village.

Records Management

1. Electronic communications that are intended to be retained in the ordinary course of the Village's business are recognized as official records in need of protection/retention in accordance with the Illinois Freedom of Information Act. Because the E-mail system is not designed for long-term storage, E-mail communications which are intended to be retained as an official record should be printed out and the hard copy filed in the appropriate subject file. Examples of E-mail meeting this criteria are as follows:

    a. E-mail created or received in connection with official public business;

    b. Electronic communication that documents the formulation and implementation of policies and decisions; and

    c. Messages that initiate, authorize, or complete a transaction of public business.

2. The Village will maintain hard copies of all electronic communication messages determined by staff to be official records in accordance with the Village's retention schedule. These hard copies may be subject to public disclosure, even if they are drafts or informal notes, unless the need to retain their confidentiality outweighs the need for disclosure.

3. Electronic communications that are not intended to be retained and which serve no useful purpose to the Village should be deleted from the system.

I Safety

The Village of Sugar Grove is extremely concerned about work place safety from both a concern for health and welfare of Village employees and a Village-wide loss prevention standpoint. Safe working conditions and procedures are to be considered as high priorities for all employees. An employee is expected to perform all his/her duties safely and report potential safety hazards to his/her supervisor. Safety is covered in detail in the Village of Sugar Grove Safety Manual. All Village employees should know where the Safety Manual is located in their individual department. Items presented here are an overview of the Safety Policy.

Accidents While Operating Village Vehicles - If an employee has an accident while operating a Village vehicle, they should:

- Always notify the Police immediately. If a police employee, notify a police supervisor immediately.

- Insist that all parties concerned remain at the scene of the accident until police or life support personnel have arrived.

- Immediately report the accident to the supervisor, no matter how small the accident.

- Refrain from arguing with anyone over who was at fault for the accident and do not admit fault under any circumstances.

General Safety

- Follow all applicable safety policies/procedures.
- Maintain and use appropriate P.P.E. (Personal Protective Equipment).
- Report all unsafe conditions and acts to supervisor.
- Report all accidents and near misses to supervisor immediately.
- Follow recognized safe work practices.
- Recommend improvements to safety practices.
- Maintain appropriate class driver license in good standing.
- Conduct required vehicle, equipment and facility inspections.
- Take personal responsibility for preventable accidents.
- Conduct daily inspections of work area.
- Perform appropriate housekeeping in all work areas to prevent losses.
- Follow proper lifting/material handling procedures at all times.
- Wear and maintain appropriate footwear for job duties.
- Maintain appropriate physical fitness to perform essential job functions.

A Leaves of Absence Without Pay

1. A regular non-introductory employee may request a leave of absence for good cause. Good cause includes, but is not limited to, injuries which render the employee temporarily unable to perform his or her job, or education related to the employee's job. The request must be made in writing to the Department Head stating the reason(s) for the request, why the request should be granted and the date when the leave is to commence and terminate. The determination of whether the reason for the request does in fact constitute good cause is solely the determination of the Department Head with the approval of the Village Administrator. Authorization for such a leave of absence will be in writing and will specify the length of the authorized leave.

2. An initial request for a leave of absence must be for a period not to exceed twenty (20) working days. Upon the showing of good cause, such a request may be renewed subject to all of the requirements of the original request.

3. After reviewing the department's operational requirements, the need for temporary substitute employees and the attendance record of the employee requesting the leave, if the Department Head approves the request, he/she shall forward the request for approval to the Village Administrator. Any leave of absence shall only be granted with the approval of the Village Administrator.

4. The total length of a leave of absence may not exceed ninety (90) days during any calendar-year period.

5. Employees applying for a leave of absence must be aware that any position in the Village is subject to elimination. Absolute assurance of reinstatement, therefore, cannot be given. Reinstatement shall always depend upon the needs of the Village as determined by the Department Head in conjunction with the Village Administrator.

6. Failure to return on the specified day and/or engaging in other employment during such leave without prior written approval of the Village Administrator shall be grounds for disciplinary action up to and including termination of employment.

7. An employee once granted a leave of absence may not be entitled to any fringe benefits during the duration of the leave. An employee may choose to continue participation in the group health and/or life insurance plans at the expense of the employee.

B Leaves - Military Duty

The Village will comply with all applicable federal and state laws regarding leave for military reservist employees and those volunteering for or called to active military duty. Effected employees should contact the Finance Department as soon as they are notified of any duty requirements.

C Jury Duty and Witness Duty

If you are a full-time regular employee who is summoned to jury duty, the Village continues your salary during your active period of jury duty for up to two (2) weeks per calendar year. If you are not a full-time regular employee, you are given time off without pay while serving jury duty.

All employees are allowed time off if summoned to appear in court as a witness. Nonexempt employees may use accrued vacation or personal leave time during this period or take the time off without pay.

Exempt staff members will be paid their normal salaries during any workweek in which they appear as a witness or juror and also perform services for the Village, regardless of the amount of time spent performing those services. If an exempt staff member performs no work during any workweek in which he/she serves on a jury, then the full weekly salary need not be paid.

To qualify for jury or witness duty leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed.

The Village will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

D Family & Medical Leave Act

Overview:

Federal law provides that certain employees may be entitled to up to 12 workweeks of unpaid leave because of a qualifying reason for leave for either the employee or the employee's eligible relative, measured on a rolling 12-month period measured backward from the date that the employee uses his or her FMLA leave. This 12-month period, however, is measured from the date the FMLA leave commences going forward in situations whereby the employee uses FMLA leave to care for a covered servicemember as clarified below.

Eligibility Requirements for Employees:

Employees are eligible for FMLA leave if they have worked for the Village for at least 1 year, for 1,250 hours over the previous 12-months, and if at least 50 employees are employed by the Village within 75 miles of the employee's location.

Qualifying Reasons That Would Entitle An Employee to FMLA Leave:

The FMLA requires that the Village provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For an incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition (see *Serious Health Condition Defined* below);
- For a serious health condition that makes the employee unable to perform the employee's job (see *Serious Health Condition Defined* below); or
- For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty in support of a contingency operation (see *Military Family Leave Entitlements* below).

The FMLA also requires that the Village provide up to 26 weeks of unpaid, job protected leave to eligible employees for them to -

- Provide care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (see *Military Family Leave Entitlements* below).

If a husband and wife both work for the Village and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Village and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

Military Family Leave Entitlements:

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the *National Guard or Reserves,* or family members of active duty servicemembers, in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include:

- Short notice deployment;
- Attending certain military events;
- Arranging for alternative childcare, addressing certain financial and legal arrangements;

- Attending certain counseling sessions;
- Leave during rest and recuperation periods (up to fifteen days);
- Attending post-deployment reintegration briefings;
- Arranging for certain parental care; and
- Additional situations agreed to by the Village and the employee

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember or covered veteran during a single 12-month period.

A covered servicemember is both a *current* member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy for an injury or illness incurred in the line of active military duty or that existed before the beginning of active duty and was aggravated by service in the line of duty, that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating; or is in outpatient status; or is on the temporary disability retired list. This leave entitles the eligible employee to only one 26 week period of leave per covered servicemember, per injury. Employees may be eligible for another 26 week period of leave for a different covered servicemember or for a different injury on the same covered servicemember for which an earlier leave was taken.

A covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness is also entitled to leave. A covered veteran is defined as an individual who was a member of the Armed Forces and was discharged or released under conditions other than dishonorable during the five year period prior to the first date an eligible employee takes leave (October 28, 2009 through March 8, 2013 shall not count towards the five year look-back period). In the case of a covered veteran, a serious injury or illness means an injury or illness that was incurred by the veteran in the line of duty while on active duty (or existed before the beginning of active duty but was aggravated in the line of duty)and that is (1) a continuation of a serious injury or illness incurred or aggravated when the veteran was an active member of the armed forces that rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or ration; (2) a physical or mental condition for which the covered veteran has received a "VASRD disability rating" of 50 percent or greater and the rating is based, at least in part, on the condition precipitating the need for leave; (3) a physical or mental condition that substantially impairs (or without treatment would impair) the veteran's ability to secure a gainful occupation by reason of disability related to military service; or (4) an injury, including a psychological injury for which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Serious Health Condition Defined:

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either –

- An overnight stay in a medical care facility;

- "Continuing treatment" by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job; or
- Prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves -

- Treatment during at least two visits to a health care provider within 30 days of the first day of incapacity;
- One visit and a regimen of continuing treatment;
- Incapacity due to pregnancy; or
- Incapacity due to a chronic condition.

An incapacity exists when the employee or covered family member is unable to work, attend school or perform other regular daily activities due to the serious health condition, treatment of the serious health condition, or recovery from the serious health condition.

Other conditions may meet the definition of continuing treatment. In order to qualify as treatment by a health care provider, the first (or only) in-person treatment visit must take place within seven (7) days of the first day of the employee's incapacity. If it does not, your request for FMLA will be denied absent extenuating circumstances.

Employee Notification Responsibilities:

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and must comply with the Village's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave (see *Employee's Certification Responsibilities* below).

Employee's Certification Responsibilities:

The Village requires that an employee provide it with certification from a health care provider or from the military (as appropriate) for any leave taken for any of the following reasons:

- the employee's own serious health condition;
- to care for a covered family member with a serious health condition;
- for an employee's request for leave because of a qualifying exigency; or
- to care for a covered servicemember with a serious injury or illness.

After it is requested, it is the employee's responsibility to return the certification within 15 calendar days to the Finance Department. Failure to return this certification to the Finance Department may result in the denial of your request for leave.

Moreover, for employees who have their own serious health condition or are caring for the serious health condition of a family member, the Village may require that the health care provider recertify the status of the serious health condition. As with the initial certification, a recertification must be returned to the Finance Department within 15 calendar days. Failure to return the recertification to the Finance Department may result in the denial of your request for leave.

Certification of the Serious Health Condition of the Employee or the Spouse, Child or Parent of the Employee:

Certification of the serious health condition shall include the date when the condition began, its expected duration and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a family member who is seriously ill, the certification must include a statement that the patient, the family member, requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The Village has the right to ask for a second opinion if it has reason to doubt the certification. The Village will pay for the employee to get a certification from a second doctor, which the Village will select. If necessary to resolve a conflict between the original certification and the second opinion, the Village will require the opinion of a third doctor. The Village and the employee will mutually select the third doctor, and the Village will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Documentation of the Covered Family Member's Call to Active Duty in the Armed Forces:

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

Documentation of the Need for Servicemember FMLA Leave to Care for an Injured or Ill Servicemember:

Employees requesting this type of Servicemember FMLA leave must provide documentation of the family member's or next-of-kin's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the servicemember's injury or illness incurred on active military duty. The documentation may also be provided by any healthcare provider authorized under the FMLA to certify injury or illness.

Employee's Intent to Return to Work Responsibilities:

While an employee is on FMLA leave it is important that he or she notify the appropriate person at the Village of any changes in his or her circumstances that could impact employee's return to work. It is the employee's responsibility to notify the Village within two (2) days of any changes to his or her circumstances where notification is foreseeable. It is also the employee's responsibility to notify the Village of his or her intent not to return to work following the expiration of the period of leave.

The Village's Responsibilities:

The Village must inform employees requesting leave whether they are eligible under the FMLA. The Village has designed a form for this purpose, so that once the employee has sufficiently notified it that he or she has a qualifying reason for FMLA if he or she is eligible for leave the form will be mailed or hand delivered to the employee notifying him or her of their eligibility, responsibilities and rights, as well as additional information regarding the leave. If the employee is not eligible, the Village will provide the employee with the reason(s) for his or her ineligibility.

The Village must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. The Village has designed a form for this purpose, too, which will be mailed or hand delivered to the employee. If the Village determines that the leave is not FMLA protected, the Village will notify the employee accordingly.

Benefits and Protections:

While an employee is on leave, the Village will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Village will require the employee to reimburse the Village the amount it paid for the employee's health insurance premium during the leave period.

Under current Village policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Finance Department by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

Employee's Use of Leave & Intermittent or Reduced Work Schedules:

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule *when medically necessary*. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Village's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

The Village may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Village and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

Substitution of Paid Leave for Unpaid Leave:

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

E Victims' Economic Security and Safety Act ("VESSA")

The Village will provide the amount of unpaid leave required by law, up to eight (8) or twelve (12) weeks (if 50 or more employees) depending on the number of employees employed at the time of leave, on an intermittent or reduced work schedule basis to 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) to address domestic or sexual violence if the employee is:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;

2. Obtaining services from a victim services organization for the employee or the employee's family or household member;

3. Obtaining psychological or other counseling for the employee or the employee's family or household member;

4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or

5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" means a spouse, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

PERIOD OF LEAVE: An employee shall be entitled to a total of eight (8) or twelve (12) workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act).

EXISTING LEAVE: An employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

NOTICE: An employee shall provide the Village with at least forty-eight (48) hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the Village will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as fifteen (15) days) provides certification as shown under the next section.

CERTIFICATION: The Village may require the employee to provide certification to the Village that:

1. The employee or the employee's family or household member is a victim of domestic or sexual violence; and

2. The leave is for one of the purposes enumerated in the above “Basis” paragraph.

The employee shall provide such certification to the Village within a reasonable period after the Village requests certification.

An employee may satisfy the above certification requirement by providing to the Village a signed and dated statement of the employee, and upon obtaining such documents the employee shall provide:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;

2. A police or court record; or

3. Other corroborating evidence.

CONFIDENTIALITY: All information provided to the Village, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the Village, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

RESTORATION TO POSITION: In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

1. to be restored by the Village to the position of employment held by the employee when the leave commenced; or

2. to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

LOSS OF BENEFITS: The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

However, the employee is not entitled to:

1. the accrual of any seniority or employment benefits during any period of leave; or

2. any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

REPORTING TO THE Village: The Village may require an employee on leave under this policy to report periodically to the Village on the status and intention of the employee to return to work.

MAINTENANCE OF HEALTH BENEFITS: Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, the Village shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

FAILURE TO RETURN FROM LEAVE: The Village may recover the premium that the Village paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

1. the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and

2. the employee fails to return to work for a reason other than:

    a. the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or

    b. other circumstances beyond the control of the employee.

The Village may require an employee who claims that the employee is unable to return to work because of a reason described in (a) or (b) above to provide, within a reasonable period after making the claim, certification to the Village that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the Village:

3. a sworn statement of the employee;

4. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;

5. a police or court record; or

6. other corroborating evidence.

The Village will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

F Non-Employment Elsewhere

A leave of absence under any provision of this manual will not be granted to enable an employee to try and accept employment elsewhere or for self-employment. Any employee who engages in outside employment (including self-employment) while on any leave of absence provided in this manual may be subject to disciplinary action up to and including termination.

A Retirement

1. An employee wishing to retire shall give a written notice at least ninety (90) days prior to the effective retirement date unless otherwise approved by the Village Administrator.

2. Any regular Village employee (unless specifically excluded) is entitled to a plan that provides for a pension upon retirement. Specific details concerning pension eligibility benefits and regulations should be obtained from the Finance Department or the Police Pension Board. Depending on the employee's affiliation with a particular department and job responsibility, the Village participates in and pays a varying portion toward the employee's retirement and disability programs as follows:

    a. Commissioned Police Officers participate in and the Village contributes a portion to the Police Pension Fund and Social Security.

    b. All other eligible Village employees participate in and the Village contributes a portion to the Illinois Municipal Retirement Fund (IMRF) and Social Security.

3. An employee terminated by reason of disciplinary action may or may not be eligible for retirement pay.

4. Any unused earned vacation time may be converted into a cash payment or used as vacation prior to retirement.

B Resignation

1. Any employee wishing to leave Village service in good standing should file with the Department Head a written resignation stating the reason(s) for leaving and giving at least ten (10) working days notice. The Department Head may consent to the employee leaving sooner.

2. A copy of the letter of resignation must be forwarded to the Village Administrator within one (1) working day of receipt.

3. Any employee who terminated Village service (other than by retirement) in good standing may be entitled to the following cash payment:

    a. Any unused earned vacation time, when applicable.

    b. Any contributions toward a pension plan unless contrary to specific pension regulations.

C Reduction in Force

1. Whenever it becomes necessary, through change in duties, reorganization, lack of work, or lack of funds, to reduce the number of employees in any given class, the Department Head concerned will provide the Village Administrator with a list of those employees to be laid off. The required number of employees shall be laid off based upon an evaluation of their relative skill levels, ability and work performance.

2. While on layoff status, employees do not accrue seniority, and are not eligible to receive nor are they entitled to Village benefits.

D Exit Interview

1. Any time an employee terminates employment with the Village, whether by resignation, retirement, or otherwise, the employee's Department Head will schedule an exit interview.

2. Exit interviews are entirely voluntary on the part of the employee and in no way affects monies or benefits due to the employee by virtue of separation.

3. The exit interview is designed to solicit information from the employee concerning matters directly associated with Village employment, such as: job satisfaction, working conditions, supervision, training, compensation, work safety procedures, and general suggestions as to how to improve the overall delivery of service.

E Re-employment

1. Any employee terminated for performance reasons or misconduct or any employee who resigns without giving ten (10) working days notice shall not be eligible for re-employment.

2. Any employee who is re-employed by the Village shall not be entitled to any previously earned benefits or seniority, unless determined otherwise by the Village Administrator.

RECEIPT OF HANDBOOK

I acknowledge receipt of my copy of the Village of Sugar Grove Human Resources Manual ("Handbook") and understand that I am obligated to read and familiarize myself with its contents, as well as abide by its terms.

The purpose of this Handbook is to provide brief, general information on Village benefits and employment practices. The content of this Handbook is subject to change without prior notice to employees. As such, I understand that the Village does not intend to create a contract of employment by placing these matters in writing.

I have read the Internet, E-Mail and Electronic Communication policy and Sexual Harassment and Anti-Discrimination Policy and agree to abide by its terms. I have read the broad Workplace Search policy and know that my privacy in the workplace is affected and limited by this policy.

I understand and agree my employment with the Village is for no definite period of time and that the Village may elect to discontinue my employment relationship for whatever reason it considers proper and at any time. I, likewise, may leave the Village for whatever reason I consider proper and at any time.

Name _____
Print

Name _____
Signature

Date _____

Village of Sugar Grove, Illinois
Administration Department Accomplishments
Fiscal Year 2012 – 2013

The focus of fiscal year 2012 – 2013 was to move forward with major projects, such as the drainage and watermain looping and dispatch conversion projects. Administration moved the Village forward on the completion of the public improvements for subdivisions adversely affected by economy as well as satisfactory provision of essential services for residents, businesses and visitors of Sugar Grove.

The status of each of the Administration Department's fiscal year 2012 – 2013 goals is as follows:

1. Substantial completion of the Mallard Point/Rolling Oaks Area Drainage Project. This will include working with the all the various stakeholders. It is recognized that this item is not completely within the control of the Village as Army Corp permit approval is required and the Special Assessment must be approved by a judge. Completion will be achieved by the 30" pipe being functioning. Initial pond/wetland maintenance and restoration may extend beyond FY 12-13.

   Underground work was completed in November 2012. Pond/wetland initial maintenance has begun and final restoration will carry into fiscal year 2013 – 2014.

2. Continue to monitor all the subdivision improvements, both within areas that are currently under the control of a developer and those for which the LOC/Bonds have been called to insure that the public improvements are completed. Completion will be achieved by the completion of public improvements within the applicable portions of Prairie Glen and the Landings. Efforts will also continue to be made on the applicable areas of Hannaford Farm and Settlers Ridge. The pending court action for the later subdivisions, and the reliance on other parties for all four, make this item not completely within the control of the Village.

   Public improvements have been completed for the applicable portions of Prairie Glen and the Landings. The court action continues for Hannaford Farm and Settlers Ridge.

3. Continue work to gain support and secure funding pledges for the IL Route 47 & Interstate 88 Interchange completion. Completion will be achieved by securing commitments to fund the overall project from IDOT, ISTHA, Kane County and developers, as well as actual funding of the Phase I Engineering. It is recognized that this item is not within the control of the Village as several outside entities are involved.

   The Village has been successful in getting this project under consideration for funding by IDOT, ISTHA and Kane County. Efforts to secure funding will continue in anticipation of a decision by IDOT in April 2013.

4. Develop a TIF Implementation Policy covering items such as eligibility guidelines and the evaluation process for potential projects. Completion will be achieved by Village Board acceptance of a policy document.

   The possible use of TIF funds was an integral part of the occupancy of previously vacant business in the TIF District. Discussions on whether or not to use TIF to complete site work at this business are ongoing. Work on the Implementation Policy will be a FY13-14 item.

5. Document imaging and retention.

   This items was not originally listed in the Action Plan but became a high priority activity, due to a large volume of requests for information. The effort was focused on the Mallard Point and Rolling Oaks Development and almost all of those items have been scanned. Staff received training on the in-house scan software that was recently updated and is working with the state historian to update the Village-wide document retention schedule. This will be an ongoing effort.

6. Establish Industrial Tax Increment Financing District #2 to promote economic development, increasing opportunities for employment and expanding the non-residential tax base. Completion will be achieved by Village Board approval of TIF #2.

   This effort is temporarily on hold as property owners in the potential District evaluate their desire to participate or not. Staff continues to monitor eligibility criteria.

7. Continue fact finding to determine the most feasible manner in which to procure high speed internet access for economic development. Completion will be achieved by the development of a plan with a specific course of action to bring HSI to strategic areas, if not all, of the Village.

   Staff worked with a consultant to apply for a grant for installation of fiber however the grant was not received. Staff continues to work with other agencies, including Kaneland and OnLight Aurora, to evaluate needs and possible solutions, and determine if any partnerships can be arranged to provide broadband to businesses and healthcare providers and link government agencies, and ultimately residential use.

8. Develop a Staff Succession Plan to facilitate smooth transitions during the planned departure of staff members do to retirement or other known reasons. Completion will be achieved by Board acceptance of a written plan.

   The unanticipated departure of staff members, either earlier than previously announced or unexpected, demonstrated that a specific succession plan is not realistic for the size and type of organization the Village is. Each situation must be addressed individually however there are common approaches that should be utilized. When a vacancy occurs, issues such as whether or not the position should be filled, full-time or part-time, employee or contractual, internal candidate readiness, etc. should be considered. The Village should continue to provide training for all employees not only to prepare them for possible advancement, but also to make them as effective as possible in their current positions.

9. Complete Labor Agreement negotiations with the Sergeants. Initial contract negotiations with the labor union representing the Sergeants began in 2008. This item is schedule for arbitration in May. Completion will be achieved by the signing of a Labor Agreement, whether achieved through negotiation or arbitration. It is recognized that this item is not completely within the control of the Village.

   This item was completed with the approval of a labor Agreement that expires April 30, 2015.

10. Complete the comprehensive update to the Human Resources Manual (HRM). Full compliance will be achieved by the adoption of a new HRM, distribution to all employees and training on the policies contained within the HRM. This project has been delayed due to negotiations with bargaining units in order to insure that the Village HRM is compliant.

    All Labor Agreements are completed and the draft HRM has completed legal review. Currently staff is reviewing formatting of the manual. The updated HRM is proposed to be distributed and training in associated policies during fiscal year 2013 – 2014.

11. Continue to Promote Safety within the Administration Department and Throughout the Village of Sugar Grove Organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For FY 12-13 full compliance for the Administration Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target.

    The Villages rating continues to improve with IRMA.

Village of Sugar Grove, Illinois
Community Development Department Accomplishments
Fiscal Year 2012 – 2013

The status of each of the Community Development Department's fiscal year 2012 – 2013 goals is as follows:

1. Maintain permit processing time to 10 working days for residential and 15 working days for commercial permits. In order to make sure that the applicant have some assurance that their permits will be processed and issued in a timely manner, the Department has set a goal of 10 working days for residential and 15 days for commercial permit reviews, to complete the Village portion of any permit review. Permit issuance may take longer due to delays on the applicants end such as making required plan revisions and returning them for Village review. It is possible, that because of staffing limitations and increased application volume during the summer months that these time frames will be difficult to meet. The use of outside part-time help for both plan reviews and inspection services will continue as the budget permits. Full completion of this goal will be to have all applications processed and either issued a permit or follow up letter written no later than 10 working days for residential applications and 15 days for commercial applications.

   This goal was achieved for most residential permits of all types in fiscal year 2012 – 2013. This goal will continue to be a focal point for the next fiscal year. This goal has been a challenge for the department with regards to commercial permits and reviews. As stated in past updates, much of it has to do with the quality of the application information submitted, the amount of time available for plan reviews and whether or not the contactors for a given project are registered with the Village. Improving these timeframe is a major focus area for the department. We will continue to use outside help for review and inspection services when it is possible and economically feasible.

2. Achieve twelve residential permits issued in the fiscal year. This will include the creation of creative processes or incentives policies being proposed, approved and adopted by the Village Board.

   This goal will not be achievable this fiscal year. The Village has been proactive with creative incentives that have re-started activity in one dormant development and this should signal the start of additional permit activity. There were seven new residential home permits issued by the end of the fiscal year.

3. Continue to provide Staff support and follow up along with the Village Administrator, Public Works Department, Finance Department, Village Attorney and Village Consulting Engineers' regarding efforts to bring forward annexation agreement amendments. Full completion of this goal will be an ongoing number of tasks and coordination which will go on beyond the current fiscal year. Depending on the amount of Staff time required, this goal can greatly affect the work programming and completion of a number of other goals.

   During the course of the past year all departments, along with the Village Engineer, the Village Attorney and Village Board have completed a review and approval of the amended Prairie Glen Development Agreement.

4. Continue to provide Staff support and follow up along with the Village Administrator, Public Works Department, Finance Department, Village Attorney and Village Consulting Engineers' regarding efforts connected with the completion of public improvements for partially completed and/or bankrupt developments. Full completion of this goal will be an ongoing number of tasks and coordination which will go on beyond the current fiscal year. Depending on the amount of Staff time required, this goal can greatly affect the work programming and completion of a number of other goals.

The department continues to work with property owners, banks, bond copies, prospective developers, prospective individual lot owners and home building involved, or who would like to start development, within one of the dormant subdivision.

5. Complete updates to the Zoning Ordinance. This is a continuing piecemeal project as outlined to the Village Board in fiscal year 2011 – 2012. Focus areas include the landscape design standards, definitions section, principal, accessory, permitted and special uses and parking standards. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption. This would also include the previously drafted Sign Code section. The ultimate goal would be to someday have a Unified Development Code for the Village which would combine the elements of the Zoning Ordinance, Subdivision Regulations and Land Use plan along with the sub area and corridor plans into one document.

   This goal was partially completed this past fiscal year with amendments adopted by the Village Board regarding Solar Panels. Work continues on the Sign Code and Definition Sections. This will remain a goal in fiscal year 2013 – 2014.

6. Complete updates to the Subdivision Regulations. This is a continuing project that is from past fiscal years. Once completed, the updated regulations will revise the out of date subdivision code including the portions relating to the development process and the required submittals for preliminary and final plat. Full completion of this goal will be presentation of a newly revised subdivision ordinance to the Village Board for adoption.

   There has been no available staff time to devote to this project this fiscal year. As noted, this will be an Action Plan item for fiscal year 2013 – 2014.

7. Continue to provide the Village Board information on the status of development projects, with anticipated time frames and permit activities. Staff has been providing building permit information and a report on the status of individual developments as a part of the CD Report prior to each Board meeting. Full completion of this goal will be to continue to provide this information to the Village Board during the scheduled times and to provide a more regular updated information regarding crossover EDC activities.

   Monthly reports regarding inspections and permit information has been provided to the Village Board. Bi-monthly updates have been provided to the Village Board on all development activity and concept plans.

8. Continue to function as the EDC Staff to foster economic development in the Village. This involves attending various meetings and consulting with the EDC Board and the Village Board on a regular basis regarding economic development items. Full completion of this goal will involve attending various meetings and making contact with developers, retailers and business people considering Sugar Grove as a location for business. This also involves continuing to make contact with established business persons within the community in an effort to retain these businesses.

   This goal was completed by attending the fall ICSC Show in Chicago, coordination of the December EDC Business Forum and coordination of the EDC Board Meetings. Meeting with area business will always be a focal point. The goal of meeting with prospective developers, retailers, realtors and others interested in the Sugar Grove market area will continue in fiscal year 2013 – 2014.

9. Continue to foster a positive relationship with the Sugar Grove business community. Full compliance will be achieved by attending at least six Chamber of Commerce lunch meetings and four other Chamber functions.

   The department has been represented at seven Chamber lunches this fiscal year, along with afterhour's events, ribbon cuttings and as a member of the Golf Outing Committee.

10. Inform and educate Village residents, businesses and developers about revisions to the Zoning Ordinance. The adoption of the revisions to the Zoning Ordinance may involve regulations which affect individual property owners and developers. It is anticipated that communicating these changes to the public, once they are adopted will take on a number of different forms. Staff will communicate information to the public by several means including the Village newsletter, website and materials added to the petition or application packets. This goal will be dependent on adoption of the revisions to the Zoning Ordinance. Once adopted, full completion will be to include publication of the changes.

    This will continue each fiscal year as a goal for the department. Text amendments to the Zoning Ordinance and the Village Code have been published during this fiscal year, but additional work will always be needed.

11. Keep the public informed about current code requirements. This can be accomplished by several means including the newsletter, website and materials added to the building permit packets. Full completion of this goal will include publication of updated adopted code change and reformatted building permit packets.

Information regarding revised codes and fees has been provided to the public. Additional work is needed regarding updated application forms and information packets.

12. Continue to Promote Safety within the Community Development Department and throughout the Village organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For fiscal year 2012 – 2013 full compliance would be for the Community Development Department to have no accidents in the fiscal year and quarterly Departmental Safety Meetings.

    This goal has been met in fiscal year 2012 – 2013 and is always an ongoing focus of the department and part of our daily responsibilities in the field and in the office.

13. Business Park/Industrial TIF District Implementation. With Village Board concurrence, support the approved Redevelopment Plan and foster redevelopment projects within the established TIF Area 1.

    In conjunction with the Administrator and support from other departments, the department has implemented the foundation for redevelopment possibilities with property owners within the TIF Area 1.

14. Work with Public Works Department to continue development of the GIS system for the Village. This is a project that is continued from prior fiscal years. Community Development will continue to provide any technical assistance and input into the project, since later parts of the GIS system will fully involve the CD Department. Full completion of this goal will be to continue to provide assistance to the Public Works Department in the implementation of the GIS project.

    The department continues to provide staff support to all departments with regards to the GIS system. This past fiscal year Community Development Staff worked with the Police Depart and the Fire District on an updated addressing system.

15. Begin revisions to the Comprehensive Plan. This is needed due to changes in the planning area of the Village and other land use changes. It will also encompass revisions to the transportation plan as well as the pathway plan. Lastly it will include a fiscal analysis to help determine the proper "balance" of land uses in the community. Full completion of this goal will be to have 25% of the revisions completed by the end of the fiscal year.

    There has been no available department staff time for this item during this fiscal year.

16. Grant Writing. Provide Staff support in the form of developing application packets exhibits and endorsement materials for CMAP, Kane County Small Cites, Kane County Riverboat Funds and other development related grant programs. Full completion would be the awarding of a grant for community development purposes.

    This goal has been completed for fiscal year 2012 – 2013. A Kane County Fit For Kids Grant was submitted and approved for a pedestrian crossing at Galena Blvd and Rt.47. A Kane County Small Cities grant application was submitted and approved for work on the annual EDC Newsletter. A modified Kane County Riverboat Funds Grant was submitted and awarded for the Dugan Road/Rich Harvest Farms Traffic Study. Grant writing will continue to be a goal for fiscal year 2013 – 2014 with the award of two additional Kane County grants pending.

17. Review with Village Staff, the Village Board and other agencies the merits of establishing a Property Owners Maintenance and Management Program.

    There has been no available department staff time for this item during this fiscal year.

Village of Sugar Grove, Illinois
Finance Department Accomplishments
Fiscal Year 2012 – 2013

The status of each of the Finance Department's fiscal year 2012 – 2013 goals is as follows:

1. Review the investment policy.

   Approved at November 6, 2012 and March 5, 2013 Board meetings.

2. Review the capital assets policy.

   Approved at July 17, 2012 Board meeting

3. Complete the comprehensive update to the Human Resources Manual (HRM).

   All Labor Agreements are completed and the draft HRM has completed legal review. Currently staff is reviewing formatting of the manual. The updated HRM is proposed to be distributed and training in associated policies during fiscal year 2013 – 2014.

4. Investigate online bill pay for Village payments to vendors. Staff believes this item can be completed by December 2012.

   It is anticipated that this item will be completed in fiscal year 2013 – 2014.

5. Produce a comprehensive financial procedures manual.

   It is anticipated that this item will be completed in fiscal year 2013 – 2014.

6. Update the Village's Compensation Philosophy and Plan.

   All Labor Agreements are completed and the Village revised its wage schedule for non-represented employees based on new comparison communities. The update itself will take place in fiscal year 2013 – 2014.

7. Revise the Village's Safety Manual.

   The revision of the safety manual continues and staff has completed approximately 80% at this time. Staff obtained a summer intern (at no cost) from IRMA to assist in completion of procedural documentation during fiscal year 2013 – 2014.

8. Continue to promote safety within the Finance Department and throughout the Village of Sugar Grove organization.

   The Villages rating continues to improve with IRMA.

In addition to the specific accomplishments noted above, other noteworthy accomplishments include:

1. The Village received notice that the fiscal year 2011 – 2012 Comprehensive Annual Financial Report (CAFR) has been awarded the Certificate of Achievement Award by the GFOA.

2. The Village received notice that the fiscal year 2012 – 2013 Budget has been awarded the Distinguished Budget Presentation Award by the GFOA.

Village of Sugar Grove, Illinois
Police Department Accomplishments
Fiscal Year 2012 – 2013

The status of each of the Police Department's fiscal year 2012 – 2013 goals is as follows:

1. Research wellness and safety programs specifically designed for the health and welfare of public safety personnel.

   Officers were sent to training on the "Under 100" program. This is a safety program designed to reduce police line of duty deaths throughout to the country to under 100 per year. This training has been shared with the officers of the department.

2. Explore new options for obtaining dispatch services. We will research all options that may be preferable to our current dispatch agreement with Montgomery PD.

   Completed. In the latter part of April 2013, the department began being dispatched by Tri-Com.

3. Conduct an Emergency Management exercise. It is proposed that we conduct a tabletop exercise or even a full scale exercise if the funding is available. The focus of the exercise would be the new Producer's Chemical site. A tabletop would take about two months to prepare and would cost about $1,600. A full scale exercise would cost about $6,000 and would take about twelve months to prepare.

   Completed. Command staff participated in a tabletop exercise with the Sugar Grove Fire Protection District. This was sponsored through the railroad and involved a train derailment with explosion and fire.

4. Explore a Citizen First Responder Program such as a Community Emergency Response Team (CERT). It is understood that these types of programs are primarily used by fire and rescue organizations and larger entities. The Village's role will likely be subsidiary to efforts by Kane County or the Sugar Grove Fire Protection District.

   Inquiries were made with surroundings agencies as well as the Kane Co. Office of Emergency Management. The Kane Co. Office of Emergency Management advised that they will instruct the Citizen First Responder Program if the Village would organize a Community Emergency Response Team (CERT). No further action has been taken.

5. Rapid Response Training. The Department needs to be retained in the rapid response training for an active shooter. It has been a few years since anyone went through the training and there have been changes to how we would respond in this situation. The County has provided this training at no cost to insure that everyone is on the same page if we need to assist another agency or they need to help us with an active shooter situation.

   This training was completed in the fall of 2012. All sworn officers attended training at the Homeland Security Training Center at the Suburban Law Enforcement Academy at the College of DuPage. This was in conjunction with Waubonsee Community College Police Department.

6. Begin firearms training at a new range. We are working on an agreement to use the soon to be opened St. Charles Outdoor Firearms Range. We have been using Montgomery's indoor range for the past five years. When we shoot there, we need to use expensive "lead free" ammunition. We have also had to find a second site to shoot our patrol rifles because the range does not have the proper backstop, or length for rifle training. We will now be able to train on both weapons at one time saving time and money. It has cost $2,000 per year, plus the cost of ammunition, to use the Montgomery Range. We will now be paying $750 per year for use of the St. Charles Range and we will be able to use cheaper, full metal jacket ammunition.

   Completed. We are now utilizing the St. Charles Outdoor Firearms Range. We train and qualify quarterly.

7. Re-initiate the "Citizens E-mail Notification Updates". A new initiative would be to identify and train a civilian citizen to take over the e-mail notification program. This was very popular, but we do not have the capacity to have police officers operate this program. This will be complete when the Citizen's E-mail Notification System is up and running.

   Completed. In an effort to communicate more fully with our citizens, the police department instituted Police EAlerts. These alerts notify our people of significant police incidents, provide safety tips, and make the community more aware of police operations and events.

8. Approve a first employment agreement with FOP for the Sergeants. We have been working on a contract for the sergeants for nearly three and a half years now. This item will be complete when a sergeants contract is approved. This will be a carryover from last year due to the inability to agree to a contract.

   Completed. Village staff finished the contract with the Sergeants Union.

9. Conduct a Police Department Citizens Survey. It has been proposed that we conduct this survey to evaluate the citizen's impression of the police department. We know that there will be a cost to conduct this survey, but we will be researching how this can be done as inexpensively as possible to get the pulse of the community to evaluate public opinion of the police department. This will be carried over from last year due to the inability to obtain funding for the survey.

   This was delayed as the Village is now contracting to complete a much larger and thorough survey.

10. Begin actual training with the River Valley training Consortium. We have been creating a new agency that would provide more low cost training to our officers for the past year and a half. We are now ready to begin providing training at low or no cost. When agencies provide certified training to our officers, we will be able to attend that training at no cost. Alternately, when we provide training to our officers, other agencies will be able to attend our training for no cost.

    Completed. However, the River Valley Training Consortium is not active. We were able to send one of our officers to their range to qualify as the officer had missed the quarterly department shoot. This was of great convenience to us.

11. Begin the research for replacing our in-car video cameras. They have been plagued with numerous malfunctions and the customer service has been very poor for the last year. It will be determined if the new system can be phased in, or if the old system will need to be replaced all at once.

    Completed. We not only researched the in-car video cameras but purchased a brand new system and installed in all the marked squad cars.

In addition to the specific accomplishments noted above, other noteworthy accomplishments include:

1. The Department increased part-time sworn officers by five positions. All five officers are currently trained police officers at other area police departments. By expanding the part-time force, we have improved our capabilities of staffing shifts and using our resources more wisely.
2. As school safety is of major concern to us, the department instituted the School Familiarization Program. The design of this program is to have our officers periodically walk through our schools. Our officers have had lunch with students on several occasions. This improves our relations with the students as well as allowing our officers to become intimately familiar with the layout of the schools in the case of an emergency response. We have also expanded our checks of school bus stops.
3. The village purchased three new squad cars for the police department to replace aging vehicles. These are Ford Interceptors which is a special police package. The design of the squad has been reviewed and a new striping package has been developed. Additionally the department purchased updated computers as well as in car videos for the squad cars. This will completely update these vehicles.
4. Relocated our booking to Kane County. In cooperation with the Kane County Sheriff's office, booking of misdemeanor and felony prisoners is occurring at the Kane County Sheriff's building. Officers are transporting their arrestees to the facility for processing.
5. Assigned a full time officer to Investigations. The department needs have changed and creating a full time Investigator provides a number of benefits to the community and the department. The benefits include opportunity for a street officer to rotate into a new position. Having a full time Investigator provides for a contact for fellow law enforcement agencies to interact and network by sharing similar crimes, methods of crimes, and assistance.
6. Reorganized Records and front office area. A review was done to update and streamline the filing and technology in place to better serve the department.
7. Created divisions of responsibility and assigned sergeants to each division. Provide a Command structure for better flow of information and accountability within the department.
8. Initiated an improved vehicle impound and towing policy. The process has been streamlined with the use of technology and management of the program.
9. Began quarterly rifle training and made patrol rifles available to officers. As part of the range activities for the training day, rifles are incorporated into the training and standardized for better familiarization and officer safety techniques.
10. Began quarterly pistol training at the St. Charles range. Outdoor range use to better facilitate on-going range training.
11. Made new office for investigations in former juvenile/interview room.

12. Overhaul of the Lexipol policies and procedures. Continuous improvement and up to date review of legal aspects occurring along with remaining current in techniques or methodologies in policing.
13. Established command staff meetings. Weekly command meetings to better inform the department of relevant information.
14. Established training schedule. Setting career paths and professional development for members of the agency is underway.

Village of Sugar Grove, Illinois
Public Works Department Accomplishments
Fiscal Year 2012 – 2013

The focus of the Public Works Department for fiscal year 2012 – 2013 was to attempt to continue maintaining our current levels of service, procedures and safety but with personnel cuts this was difficult. The budget for fiscal year 2012 – 2013 was conservative and yet continued to provide the basic services residents have come to expect from the Village. It did not include significant new service programs.

Specific goals for the Public Works Department were listed below.

1. IL Route 47 and Cross Street Intersection Improvement Project. Originally identified as part of a comprehensive traffic study for the Kimball Hill Development, the intersection improvements were submitted and approved for STP funding. The next steps in the process are submittal of final plans, a Phase III engineering agreement and completing ROW acquisition.

   The IL Route 47 and Cross St STP Project was awarded on June 18, 2012. Staff is working with EEI and IDOT to keep the project moving forward. The improvements include asphalt patching, curb and gutter and additional turn lanes for both roadways. Utility relocation was completed in April 2013. A decorative wall option was added and construction is well under way. The project is expected to be complete by September 2013. The construction phase of this project will be among the goals of fiscal year 2013 – 2014.

2. Mallard Point Settlers Ridge Water Main Extension. This project includes the water main installation connecting Mallard Point to Settlers Ridge to increase fire flows, improve water quality and provide a looped system for the east side of town.

   The Design and Construction Engineering Agreement was approved at the September 4, 2012 Board Meeting. However, acquiring the easements delayed the project. All easements required to construct and maintain the water main were approved at the January 8, 2013 Village Board Meeting. Design Engineering is currently in process. Staff expects the contract to go out to bid in the fall of 2013, award the contract in winter of 2013 with construction scheduled for spring of 2014.

3. Mallard Point Drainage Project. In Early March 2009, Public Works Staff began working on the outflow of the detention basin in Mallard Point and continues to clear the flow area and monitor the basin level on a daily basis. Since that time, additional engineering studies have been completed on this project. Staff has continued to work with Kane County, the Rob Roy Drainage District and the residents of Mallard Point to collect data and develop an improvement plan for this area. In addition, intergovernmental agreements were developed with Kane County in December 2010 and the Rob Roy Drainage District in March 2011. The project plan was completed in January 2011. The project has been delayed due to Village Easements acquisitions.

   The process to bring this project to construction was long and tedious. The installation of the pipe was fast and uneventful. The construction of a bypass pipe provides conveyance for flows, rerouting of agricultural tiles and the installation of gravity dewatering tiles. The contract was awarded in July 2012 and construction began in August 2012. The final segment of the underground construction is complete; 100% of the main line pipe has been installed. A huge drop in ground water has been measured and most sump pumps in the subdivision have decreased.

The improvements are substantially complete and operating. The pipe cleaning & asphalt patching was completed in May 2013. The remaining wetland restoration is currently under way and will be complete by September 2013. A three year maintenance program will follow the restoration program. The Wetland Restoration will be included in the goals for fiscal year 2013 – 2014.

4. Continue Development of Public Works Procedural Manual. This is an on-going program to develop a tool that will be used to ensure all Public Works tasks and programs are completed according to current Village Policy and safety requirements. Approximately 50 procedures remain to be developed and the program is expected to continue throughout fiscal year 2012 – 2013.

   This is an on-going program to develop a tool that will be used to ensure all Public Works tasks and programs are completed according to current Village Policy and safety requirements. Procedures are 90% developed. The remaining procedures were completed in March 2013 and assembly of manual is under way.

5. Develop Anti-Icing Program. Anti-icing is the use of liquid deicers in advance of a winter storm to combat the formation of ice, frost and snow pack on areas that have exhibit a history of trouble such as: bridge decks, culvert crossings and shaded roads. With anti-icing equipment being introduced to the fleet for next winter, the need to develop a protocol for use of liquids was indentified. The program will include condition necessary to apply liquids, application procedures, application rates and areas to be treated. The program is expected to be complete by September 2012 and incorporated into next season's Snow and Ice Control manual.

   Anti-icing is the use of liquid deicers in advance of a winter storm to combat the formation of ice, frost and snow pack on areas that have exhibit a history of trouble such as: bridge decks, culvert crossings and shaded roads. Anti-icing equipment being introduced to the fleet was successful. The program will include condition necessary to apply liquids, application procedures, application rates and areas to be treated. The program was completed and incorporated in the Snow and Ice Control manual in October of 2012.

6. Well 8. Rehabilitation and Overhaul of the Well 8 Pump and Motor and Ion Exchange Equipment is needed at this time.

   The Well 8 Pump Maintenance and Media Replacement Project was awarded on December 18, 2012. The Pump Maintenance Proposal included equipment inspection, down hole video survey of the well, inspection reports and service of the Byron Jackson 200 HP submersible motor. Staff is currently working with Waste Management on permitting the disposal of the media. Once the permitting is complete the media replacement will be scheduled. Phase II of the Well 8 Pump Maintenance and Media Replacement Project was awarded on February 18, 2013. Phase II of the project includes equipment repair and overhaul, sand bail well, pump installation and performance testing. The project is expected to be complete and the Well put back in service by the summer of 2013.

7. Sewer Maintenance Intergovernmental Agreement. Focus will be placed on I&I Inspections, Sewer Jetting and Manhole Repairs.

   Staff is working with Fox Metro Water Reclamation District to prepare an Intergovernmental Agreement for the Board's approval at the March 19, 2013 Board Meeting. The IGA will lower the cost to investigate and repair sanitary sewers and allow the Village to utilize the District's sewer maintenance contracts for cleaning, televising and repairs.

8. RT 47 & Galena Sidewalk & Bike Path.

   As part of an agreement with ConocoPhillips for Water & Sewer Connections to the Village Water System, ConocoPhillips agreed to provide the Village with funds to facilitate the construction of a bike path and sidewalk on the property boundaries. In addition, Castle Bank agreed to pay for the installation of sidewalk along their property to complete the pedestrian connection from the southeast corner of the Castle Bank site to the northwest corner of the Phillips 66 site. The Village is responsible for initiating, managing and completing the sidewalk and bike path extensions. This project was substantially completed on December 7, 2012. The second phase including cross walks and pedestrian signals is anticipated to be completed in fiscal year 2013 – 2014.

9. Dugan Road Grant.

   In March 2012, the Village of Sugar Grove was awarded a $200,000 Grant from the State of Illinois, Department of Transportation to assist with the pavement rehabilitation of Dugan Road. The project includes patching and resurfacing from US Route 30 to the south Village limits and patching from US Route 30 to the north Village limits. This project was substantially completed on October 16, 2012; and the additional patching was completed in June 2013.

Village of Sugar Grove, Illinois
Administration Department Action Plan
Fiscal Year 2013 – 2014

The budget for fiscal year 2013 – 2014 remains conservative with a slight upward swing; however, it does not include significant new services. As in years past all basic services residents have come to expect from the Village will remain stable in spite continued tight economic times. The provision of basic services shall continue to be the highest priority for all departments.

The main function of Administration is to support the Village Board and provide direction and support to the other departments. The Administration Action Plan includes items specific to Administration and significant items from other departments in which Administration has a key role. Administration staff will also continue to assist other departments in day-to-day functions as needed.

It should be noted that ongoing efforts such as, web optimization, press release program, legislative monitoring, seeking out grant opportunities, overseeing grants submitted, and community involvement, are not specifically listed in the Action Plan. This does not lessen their importance, but as they have become annual activities and the Action Plan is a tool to highlight new or non-annual efforts, they are not included.

Specific goals for the Administration Department are listed below.

1. Complete the recruitment process for the Chief of Police position.

2. Working with PW, Finance and CD, finalize funding for the IL Route 47 & Interstate 88 Interchange Completion Project and begin Phase I Engineering. It is recognized that this item is not within the control of the Village as several outside entities are involved.

3. Working with Finance complete the comprehensive update to the Human Resources Manual (HRM). Full compliance will be achieved by the adoption of a new HRM, distribution to all employees and training on the policies contained within the HRM.

4. Assist PW and Finance in completion of the restoration of the Mallard Point/Rolling Oaks Area Wetland and the implementation of the maintenance component including the funding mechanism. This project includes keeping the residents informed.

5. Along with all departments, continue to monitor all the subdivision improvements, both within areas that are currently under the control of a developer and those for which the LOC/Bonds have been called to insure that the public improvements are completed. Efforts will also continue to be made on the applicable areas of Hannaford Farm and Settlers Ridge. The pending court action for the later subdivisions, and the reliance on other parties for both, make this item not completely within the control of the Village.

6. Develop a TIF Implementation Policy covering items such as eligibility guidelines and the evaluation process for potential projects.

7. Continue fact finding to determine the most feasible manner in which to procure high speed internet access for economic development.

8. Conduct a Citizen Satisfaction Survey. To better evaluate the performance of the Village a comprehensive Citizen Satisfaction Survey designed to measure a broad array of service delivery will be completed. The Administration Department will coordinate the consultant (National Research Center) who will conduct the survey and compile the results. Full compliance will be achieved by the presentation of the survey results to the Village Board and Village Staff for consideration in the planning for future efforts of the Village.

9. New Resident Packets. Insuring that residents that move into Sugar Grove are informed of all services provided and how to obtain information regarding the Village is ongoing task. The Sugar Grove Park District has offered to partner with the Village to distribute information to new residents. Staff will work with the Sugar Grove Park District to develop a plan for information sharing and distribution. Completion will be achieved by designing a new resident packet that will be distributed by the Sugar Grove Park District.

10. Continue to Promote Safety within the Administration Department and Throughout the Village of Sugar Grove Organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For fiscal year 2013 – 2014 full compliance for the Administration Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target.

Village of Sugar Grove, Illinois
Community Development Department Action Plan
Fiscal Year 2013 – 2014

The focus of the Community Development Department is to ensure that correct procedures and codes are used and followed for the planning and permitting of all residential and commercial development within the Village. The main responsibility of the department is to assist developers, local businesses and residents through the approval process from beginning to completion, from application assistance, to public hearings, and the issuance of all permits and to perform the required inspections which insure that the proper codes are followed.

Specific goals for the Community Development Department are listed below.

1. Maintain permit processing time to 10 working days for residential and 15 working days for commercial permits. In order to make sure that the applicant have some assurance that their permits will be processed and issued in a timely manner, the Department has set a goal of 10 working days for residential and 15 days for commercial permit reviews, to complete the Village portion of any permit review. Permit issuance may take longer due to delays on the applicants end such as making required plan revisions and returning them for Village review. It is possible, that because of staffing limitations and increased application volume during the summer months that these time frames will be difficult to meet. The use of outside part-time help for both plan reviews and inspection services will continue as the budget permits. Full completion of this goal will be to have all applications processed and either issued a permit or follow up letter written no later than 10 working days for residential applications and 15 days for commercial applications.

2. Complete updates to the Zoning Ordinance. This is a continuing piecemeal project as outlined to the Village Board in fiscal year 2011 – 2012. Focus areas include the landscape design standards, definitions section, principal, accessory, sign code, permitted and special uses and parking standards. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption. This would also include the previously drafted Sign Code section. The ultimate goal would be to someday have a Unified Development Code for the Village which would combine the elements of the Zoning Ordinance, Subdivision Regulations and Land Use plan along with the sub area and corridor plans into one document.

3. Complete updates to the Subdivision Regulations. This is a continuing project that is from past fiscal years. Once completed, the updated regulations will revise the out of date subdivision code including the portions relating to the development process and the required submittals for preliminary and final plat. Full completion of this goal will be presentation of a newly revised subdivision ordinance to the Village Board for adoption.

4. Continue to function as the EDC Staff to foster economic development in the Village. This involves attending various meetings and consulting with the EDC Board and the Village Board on a regular basis regarding economic development items. Full completion of this goal will involve attending various meetings and making contact with developers, retailers and business people considering Sugar Grove as a location for business. This also involves continuing to make contact with established business persons within the community in an effort to retain these businesses.

5. Continue to Promote Safety within the Community Development Department and throughout the Village organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For fiscal year 2013 –

2014 full compliance would be for the Community Development Department to have no accidents in the fiscal year and quarterly Departmental Safety Meetings.

6. Business Park/Industrial TIF District Implementation. With Village Board concurrence, support the approved Redevelopment Plan and foster redevelopment projects within the established TIF Area number 1.

7. Review with Village Staff, the Village Board and other agencies the merits of establishing a Property Owners Maintenance and Management Program.

Village of Sugar Grove, Illinois
Finance Department Action Plan
Fiscal Year 2013 – 2014

The Finance Department will concentrate its efforts during fiscal year 2013 – 2014 on the enactment of procedures that assist in the efficient and effective operation of the department.

It should be noted that ongoing efforts such as the audit, budget, and risk management activities, are not specifically listed in this year's action plan. This does not lessen their importance, but as they have become annual activities and the action plan is a tool to highlight new or non-annual efforts, they are not included. These activities will still be reported on throughout the year and in a year-end summary.

Specific goals for the Finance Department are listed below.

1. Complete the comprehensive update to the Human Resources Manual (HRM). Full compliance will be achieved by the adoption of a new HRM, distribution to all employees and training on the policies contained within the HRM. October 2013 is the anticipated completion date for this item.

2. Produce a financial procedures manual. The Finance Department will research our current formal and informal procedures and those of other governments. Existing procedures will be revised and new procedures will be developed to reflect current activities of the Finance Department. Full compliance will be achieved by the production of a financial procedures manual. Staff expects this to be done by February 2014.

3. Update the Village's Compensation Philosophy and Plan. Changes will be made to reflect economic factors, budgetary constraints, and other contractual language. Full compliance will be achieved by the adoption of the revised Compensation Philosophy and Plan. April 2014 is the expected completion date for this item.

4. Revise the Village's Safety Manual. The Finance Department, in cooperation with all Village Departments, has revised approximately 80% of the Safety Manual. Staff will draw on the Intergovernmental Risk Management Agency's Management Assessment Program (IMAP) and actual Village procedures to update and/or revise the remaining 20% of the Village's Safety Manual during fiscal year 2013 – 2014.

5. Continue to promote safety within the Finance Department and throughout the Village of Sugar Grove organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For fiscal year 2012 – 2013, full compliance for the Finance Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target.

Village of Sugar Grove, Illinois
Police Department Action Plan
Fiscal Year 2013 – 2014

Specific goals for the Police Department are listed below.

1. Conduct advanced Rapid Responder training with other area agencies. This training builds on our capabilities to respond to an active shooter.

2. Equip supervisor vehicle with additional emergency response equipment. The equipment must be identified. Consideration should be given to a ballistic shield, a breaching tool, broom, etc.

3. Enhance the training and awareness of dispatch services. With the move to a new dispatch center our officers should receive additional training. This can be accomplished by an orientation period at the new dispatch center along with classroom training.

4. Review and consideration of an administrative/clerical volunteer program. The department will review whether or not a part-time volunteer or volunteers would be helpful for items related to telephone service, data entry, filing, etc.

5. Review and consideration for assigning an officer to the Kane County SWAT team. Costs, benefits and other considerations should be given to assigning an officer as a collateral duty to the Kane Co. SWAT Unit.

6. Review and consideration of standardized hand guns. The department will conduct an investigation as to whether there are economies, as well as issues related to training, safety, etc. if standardized hand guns are issued to the sworn officers.

7. Implementation of standardized supervisory procedures along with training. The three sergeants will standardize supervisory procedures across each shift. Additionally, enhanced supervisory training will be provided for the sergeants.

8. Traffic safety will be enhanced through a DUI grant. The department will submit for DUI grant funding from the Kane Co. DUI Task Force. If the grant is approved, a program will be implemented to remove impaired drivers from the streets of Sugar Grove.

9. Implementation of a part-time administrative officer position. This part-time position would be responsible for technical issues including the department functions of training, records management, emergency management, fleet maintenance, etc.

Village of Sugar Grove, Illinois
Public Works Department Action Plan
Fiscal Year 2013 – 2014

The focus of the Public Works Department for fiscal year 2013 – 2014 will be to attempt to continue maintaining our current levels of service, procedures and safety but with personnel cuts this is difficult. The budget for fiscal year 2013 – 2014 is conservative and yet continues to provide the basic services residents have come to expect from the Village. It does not include significant new service programs.

Specific goals for the Public Works Department are listed below.

1. IL Route 47 & Cross. Construction on this project began in April 2013. The project consists of constructing right turn lanes on the north, south and east legs of the intersection. Additional work will include storm sewer, sidewalk installation, traffic signal modification, guardrail, a decorative wall and curb and gutter. Construction is expected to be complete by September 2013.

2. IL Route 47 & Galena Pedestrian Crossing. As part of Bike Path & Sidewalk Installation project at Phillips 66 and Castle Bank, the Village submitted for a right-of-way construction permit from IDOT. This was required due to the fact that both segments of construction are completely within IDOT right-of-way. On October 3, 2012, the Village received a response letter from IDOT outlining permit conditions to be met in order to receive the permit. These conditions included installing pedestrian signals at the NW and NE corners of Galena Boulevard and Route 47, installation of ADA ramps and painting a crosswalk across the north leg of Route 47. This project is expected to be completed by September 2013.

3. Dugan Road Resurfacing. In an effort to utilize alternate funding sources for pavement maintenance, staff has developed another project for STP Funding. The Surface Transportation Program (STP) provides funding to municipalities for projects on the Federal-Aid Highway System. The Kane/Kendall Council of Mayors (KKCOM) receives approximately $4.5 million a year in STP funds. Projects approved for STP funding are eligible for a match ratio of 70% of the construction and construction engineering costs. The Village of Sugar Grove currently has Dugan Road approved for STP funding. The project is expected to be let out to bid in November 2013 with construction being substantially complete by May 2014.

4. Mallard Point Wetland Restoration. The Mallard Point Drainage Project includes restoration of the wetlands and pond area. The project includes; clearing the woody plants and shrubs, herbicide applications on stumps and the planting buffer area, cutting / removing all dead vegetation from the planting areas, ground preparation, planting plugs at the shoreline, seeding the buffer area with low profile prairie plantings and installation on “No Mowing / No Dumping” signs. An annual prescribed burn would also be necessary. The restoration was started in January 2013 and will continue for 3 years.

5. Contractual Custodial Services. The standard cleaning procedures for routine cleaning services at the Village Hall, the Police Station and the Public Works Facility on a weekly basis have been developed. A company has been chosen and cleaning services began on June 11, 2013. The project is complete.

6. Outside Salt Storage Facility. A temporary outdoor storage area was built approximately 4 years ago and while it has been generally effective in protecting the salt, it has proven somewhat inefficient for access. The current tarp system often requires maintenance and the materials are not readily available if needed. In order to improve the system for outdoor storage, Staff is requesting $60,000 to transform the structure and add a more stable enclosure for the salt. The funds would be used to purchase materials, make minor site improvements and hire a contractor to construct the storage area. End walls, a canvas cover and a door opening for access to the salt would be added. The permanent Salt Storage building is scheduled for improvement in FYE 16; however, Staff would continue the utilization of the outside storage beyond that point. The target for completing this project is August 2013.

7. Emerald Ash Borer Treatment Program. The treatment of infested Ash trees on Village property was not included at the onset of the infestation due largely to the fact that we could not estimate the extent of the problem and it was not a widely accepted practice. Simply stated, the impacts associated with treatment at the beginning would have been overwhelming to the Village's budget based on the number Ash trees, the length of time treatment would be needed and the costs per treatment. Since that time, advancements in treatments, reductions in cost and success rates have increased, making treatment a component of the Village's EAB Response Plan. The treatments were started in May 2013 and were completed in June 2013. A total of 325 trees were treated.

8. PW Procedural Manual. With completion of procedural development in March 2013, the process of assembling the manual began in April 2013. Following this, a final edit and review will be completed. The manual is expected to be ready for distribution by November 2013.

9. Mallard Point Settlers Ridge Water Main Extension. This project includes the water main installation connecting Mallard Point to Settlers Ridge to increase fire flows, improve water quality and provide a looped system for the east side of town. Easement concerns are being reviewed. The contract will be awarded in the winter of 2013 and construction to be complete by the spring of 2014.

10. Fays Lane Water Main Repairs. As a water line begins to reach the end of its useful life, it can spring leaks. This can lead to a line break, which may disrupt water service for residents and businesses. If leaks or breaks begin to occur frequently in a water line and it is not repaired or replaced, this can lead to larger, costlier problems. Staff has repaired leaks on this line 4 times in 2 years. Staff recommends the replacement of approximately 900 feet of 12" ductile water main, valves and fire hydrants on Fays Lane. This project is expected to be completed by fall of 2013.

11. Water Tower Cleaning. Part of maintaining a water tower includes cleaning and safely removing mildew stains on the exterior sides of water towers. In due time the mildew stains cause damage to the painted surface causing it to crack, peel and flake which eventually leaves rust marks on the surface of the tank. Cleaning the tanks will extend the life of paint on water storage tanks by several years. This was completed in June 2013.

12. Hydrant Painting. The Fire Hydrant Painting Program is a 3 – 4 year project on a ten year cycle. The Village began the last painting program in 2004. Many of the fire hydrants throughout the Village are in desperate need of repainting. Staff recommends beginning the program in fiscal year 2013 – 2014 and adjusting the cycle to be revisited every seven years.