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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT CHAMBERLIN, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY TREASURER'S REPORT  
**AGENDA:** MARCH 15, 2016 REGULAR BOARD MEETING  
**DATE:** MARCH 10, 2016

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**ISSUE**

Should the Village Board approve the February 2016 monthly Treasurer's report.

**DISCUSSION**

The Summarized Revenue & Expense Reports are attached (pages 1 – 8). At February 29, 2016, we are through 10 months of the year (83.3%).

The General Fund revenues and expenditures are at 91.9% and 80.3%, respectively. Revenues are higher than budget due to the receipt of property taxes. The following expenditures have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
01-50-6514	Insurance Premiums	58,800	55,360	94.2%	A
01-51-6104	Salaries – Part Time	145,677	184,731	126.8%	B
01-51-6209	Uniform Allowance	11,130	10,923	98.2%	C
01-51-6301	Legal Services	78,400	73,281	93.5%	D
01-53-6204	Unemployment Comp.	290	6,496	2,240%	E
01-53-6303	Engineering Services	6,900	15,840	229.5%	F
01-53-6402	Rental	3,499	5,746	164.2%	G
01-53-6407	Repair, Maint. Serv. Veh.	20,000	20,598	102.9%	H
01-53-6609	Roadway Maint. Supplies	14,500	13,521	93.3%	I
01-54-6406	Repair & Maint- BLG	28,770	45,889	159.5%	J
01-55-6104	Salaries – Part-Time	5,175	6,439	124.4%	K
01-55-6301	Legal Services	56,400	86,852	153.9%	L
01-57-6208	Training & Membership	7,849	7,759	98.9%	M
01-57-6309	Other Professional Svc	8,012	7,907	98.7%	O

- A Adm – This is due to the timing of the Village’s general liability insurance payment for 2016. This is a budgeted item and is not expected to exceed budget.
- B Pol – Overage is due to Special Event details including Corn Boil and Palmer Cup and two full-time officers out on worker comp injuries.
- C Pol – This is due to the timing of payments for uniform allowance. This is a budgeted item.
- D Pol – This is due to ongoing collective bargaining negotiations.
- E Str – Unemployment claim for terminated employee was not budgeted.
- F Str – This is due to engineering work related to Right-of-Way Permits. This is an unbudgeted item and the account is expected to exceed budget for the fiscal year.
- G Str – Overage is due to emergency in-house patching of various Village streets. Unbudgeted costs include material and equipment rental. This account will remain over budget.
- H Str – This is due to ongoing repairs to the Village’s fleet, account will remain over budget for the remainder of the fiscal year.
- I Str – These costs are related to emergency in-house patching of various Village streets. Costs include both material and equipment rental.
- J BM- Costs are related to repair of the Salt Storage structure, unexpected gutter repair, and A/C maintenance at Village Hall. This account will be over budget.
- K CD – This is due to the increase in permit inspections. This expense is offset by permit fee revenues.
- L CD – This account is over budget due to ongoing development litigation. This account will remain over budget.
- M Board – This is due to more IML conference expenses than expected. This account will remain over budget for the fiscal year.
- O Board – This is due to the timing of code updates. This is a budgeted purchase and the account will not exceed budget.

Please note engineering invoices are paid approximately 2 months after services are provided. Therefore, engineering services accounts in the General Fund, Infrastructure Capital Projects Fund, and Waterworks and Sewerage Fund will reflect a 2 month lag.

The General Capital Projects Fund revenues are at 121.6% and expenditures are at 33.9%. High revenues are attributed to the permit issuance to the Sugar Grove Senior Living complex. The expenditures are low due to the postponement of the 140 Municipal Drive build out project.

The Industrial TIF #1 Fund revenues are at 95.7% and expenditures are at 3156.9%. Expenditures are high due to the unexpected engineering costs related to the Dugan Rd LAFO project.

The Industrial TIF #2 Fund expenditures are at 64.8%.

The Infrastructure Capital Projects Fund revenues are at 98.4% and expenditures are 62.7%. Revenues are high due to the receipt of grant funds from the State and the Settler's Ridge Settlement.

The Debt Service Fund revenues are at 83.3% and the expenditures are at 100.0%. Expenditures are high due to the timing of debt service payments.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 79.3% and 70.6%, respectively. The capital revenues and expenses are at 74.9% and 34.7%, respectively. The following expenses have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
50-59-6403	Repair, Maint. Serv. Equip.	4,838	6,738	139.2%	P
50-59-6407	Repair, Maint. Serv. Veh.	15,000	14,675	97.9%	Q
50-59-6500	General Equipment	6,000	5,999	100.0%	R
50-65-6406	Repair, Maint. Serv-BLG	11,000	10,265	93.4%	S
50-71-7003	Building Improvements	0	58,700	100.0%	T
50-71-8002	Debt – Principal	50,000	50,000	100.0%	U
50-71-8003	Debt – Interest	93,625	93,625	100.0%	V
50-72-7012	Sanitary System Imp.	80,000	80,667	100.8%	W

- P PW – This is due to unexpected repairs to the Village's backhoe. The account will remain over budget.
- Q PW – This is due the ongoing maintenance of the Village's fleet. The account will continue to be monitored.
- R PW – This is due to the timing of the skid steer replacement. This account is not expected to exceed budget.
- S Sewer Op. – This is due to siding and soffit repair/replacement at lift station #4. The account will continue to be monitored
- T Water Cap. – This is related to an insurance claim for the roof replacement at Well 10 and has a revenue offset.
- U Water Cap. – This is high due to the timing of debt payments throughout the year and will not exceed budget.
- V Water Cap. – This is high due to the timing of debt payments throughout the year and will not exceed budget.
- W Sewer Cap. – This is due to timing of project completion. This was a budgeted item.

The Refuse Fund revenues and expenses are at 75.4% and 71.5%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 50 residential and 3 commercial permits in the fiscal year 2015 – 2016 budget approved by the Village Board, which we will track throughout the

fiscal year and report on. As of March 10, 2016, 32 residential and 4 commercial permits have been issued. The following accounts will be included in each Treasurer's Report to reflect the revenues from building activity:

		<u>Budget</u>	<u>Actual</u>	<u>% Earned</u>
01-00-3310	Building Permits	75,525	80,518	106.6%
01-00-3320	Cert of Occupancy Fees	5,300	4,000	75.5%
01-00-3330	Plan Review Fees	5,645	5,728	98.6%
01-00-3340	Reinspection Fees	3,472	7,852	226.1%
01-00-3350	Transition Fees	0	18,985	100.0%
01-00-3740	Zoning and Filing Fees	16,000	2,300	14.4%
01-00-3760	Review and Dev. Fees	109,420	76,891	70.3%
30-00-3850	Improvement Donations	120,456	234,565	194.7%
30-00-3851	Emerg Warn Device Fee	300	0	0.0%
30-00-3852	Life Safety-Police	3,458	2,050	59.3%
30-00-3853	Life Safety-Streets	3,458	2,210	64.0%
35-00-3855	Road Impact Fee	194,720	261,508	134.3%
50-00-3310	Meter Reinspections	728	255	35.1%
50-00-3670	Meter Sales	28,925	15,546	53.8%
50-01-3651	Water Tap-On Fees	178,310	112,898	63.4%
50-01-3652	Sewer Tap-On Fees	21,683	15,609	72.0%
50-01-3791	Fire Suppr Tap-On Fee	8,702	11,602	133.3%

## **COST**

There are no direct costs associated with the monthly Treasurer's report.

## **RECOMMENDATION**

That the Board approve the February 2016 monthly Treasurer's reports.