

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-466-4507 Fax: 630-466-4521</p>	<p>Village Trustees</p> <p>Robert Bohler Kevin Geary Mari Johnson Rick Montalto David Paluch Thomas Renk</p>
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Agenda
November 20, 2012
Regular Board Meeting
6:00 P.M.
Committee of the Whole - Cancelled

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearing:
 - a. Tax Levy
5. Appointments and Presentations
 - a. Oath of Office: Police Officer
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
 - a. Approval: Minutes for November 6, 2012 Meeting
 - b. Approval: Vouchers
 - c. Approval: Treasurer's Report
 - d. Ordinance: Approving a Front Yard Setback Variance – American Legion
8. General Business
 - a. Resolutions: Accepting Public Improvements – The Landings *STAR
 - b. Discussion: Dispatch Services
 - c. Discussion: Mid Year Budget Review
9. New Business
 - a. None
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 OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICH YOUNG, COMMUNITY DEVELOPMENT DIRECTOR
MIKE FERENCAK, VILLAGE PLANNER
SUBJECT: ORDINANCE: REQUEST FOR THREE VARIANCES FOR A
DECK AT 65 1ST STREET (SUGAR GROVE AMERICAN LEGION)
AGENDA: NOVEMBER 20, 2012 REGULAR VILLAGE BOARD MEETING
DATE: NOVEMBER 16, 2012

ISSUE

Should the Village Board consider a request for three Variances for related to a deck at the property at 65 1st Street, the Sugar Grove American Legion.

DISCUSSION

On May 15, 2012 the concept of the now-constructed deck was presented to the Village Board with a favorable response.

The applicant and property owner, Sugar Grove American Legion, has submitted requests for three Variances related to a deck at 65 1st Street.

In an April 2011 liquor license inspection, staff asked the American Legion to add a landing at the west side door for handicapped persons to comply with the American with Disabilities Act (ADA). A ramp was not required to meet ADA requirements since no work was taking place to the site.

On October 19, 2011, the Plan Commission approved a Special Accessory Use for a 257 square foot deck without outdoor seating / dining that would serve as the required ADA landing. It would not violate setback requirements or require additional parking.

In April 2012, a plan for permit was submitted that showed a larger 497 square foot deck with outdoor seating / dining which did not match with the Plan Commission approval, which would require a setback variation and additional parking.

Staff gave the applicant the option of being issued a building permit, with construction at their own risk for the deck and coming back to the Plan Commission

and Village Board for review of the variances needed. The building permit was issued and deck was constructed shortly after the aforementioned Village Board meeting.

A public hearing was held on this request at the November 14, 2012 Plan Commission meeting. There was no comment from the public. The Plan Commission voted 4-0 to recommend approval of each of the three Variances as detailed below:

1. Variance to allow a new deck that encroaches approximately 19 feet into the required 60 foot yard setback (instead of the 5 feet allowed), pursuant to Section 11-4-7-E of the Sugar Grove Zoning Ordinance.
2. Variance to reduce the required parking for the deck from the required 3 parking spaces to 0 parking spaces, pursuant to Section 11-4-7-L of the Sugar Grove Zoning Ordinance. (The existing building requires 40 spaces and 28 exist on the site.)
3. Variance to eliminate the requirement for landscape screening at the perimeter of the deck, pursuant to Section 11-4-7-K of the Sugar Grove Zoning Ordinance.

Staff and the Plan Commission recommended that as a condition for Variance number 2 that the applicant produce a signed agreement with a neighboring property owner for 15 parking spaces at the appropriate times of the day.

At this time, staff will also add this condition to the draft variance ordinance referencing the Site Plan.

The following items are attached for your information:

1. Draft Variance Ordinance
2. Staff Report to the November 14, 2012 Plan Commission Meeting
3. Applicant's Responses to the Variance Standards
4. Site Plan not dated, stamped received October 19, 2012

COSTS

There is no direct cost associated with this proposal. All costs are being paid for by the applicant.

RECOMMENDATION

That the Board adopts Ordinance 2012-1120_, An Ordinance Granting three Variances for the property at 65 1st Street.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

ORDINANCE NO. 2012-1120A

**An Ordinance
Granting Variances for Land at
65 1st Street
in the Village of Sugar Grove, Kane County, Illinois
(Sugar Grove American Legion)**

Adopted by the
Board of Trustees and President
of the Village of Sugar Grove
this 20th day of November, 2012.

Published in Pamphlet Form
by authority of the Board of Trustees
of the Village of Sugar Grove, Kane County,
Illinois, 20th day of November, 2012.

ORDINANCE NO. 2012-1120A

**AN ORDINANCE GRANTING
VARIANCES FOR LAND AT
65 1ST STREET
IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS
(SUGAR GROVE AMERICAN LEGION)**

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

WHEREAS, the Village of Sugar Grove is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

WHEREAS, Sugar Grove American Legion has petitioned for a Variance to allow a new deck that encroaches approximately 19 feet into the required 60 foot front yard setback (instead of the 5 feet allowed), at 65 1st Street, on property legally described in SECTION ONE; and,

WHEREAS, Sugar Grove American Legion has petitioned for a Variance to reduce the required parking for the deck from the required 3 parking spaces to 0 parking spaces, at 65 1st Street, on property legally described in SECTION ONE; and,

WHEREAS, Sugar Grove American Legion has petitioned for a Variance to eliminate the requirement for landscape screening at the perimeter of the deck, at 65 1st Street, on property legally described in SECTION ONE; and,

WHEREAS, a public hearing has been conducted on the requests by the Planning Commission of the Village of Sugar Grove on November 14, 2012, and the Commission recommended 4-0 conditional approval of each of the Variances; and,

WHEREAS, the Village Board has reviewed this request and has deemed that the approval of the Variance would be in compliance with the Zoning Ordinance of the Village of Sugar Grove.

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

SECTION ONE: VARIANCES

The subject property described in **Exhibit A** is hereby granted variances to allow a new deck that encroaches approximately 19 feet into the required 60 foot front yard setback (instead of the 5 feet allowed), to reduce the required parking for the deck from the required 3 parking spaces to 0 parking spaces, and to eliminate the requirement for landscape screening at the perimeter of the deck, pursuant to Sections 11-4-7-E, 11-4-7-L, and 11-4-7-K of the Sugar Grove Zoning Ordinance, respectively. Said Variances are conditioned upon compliance with the conditions enumerated on **Exhibit B** which is attached and made a part of this ordinance.

SECTION TWO: REPEALER

That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

SECTION THREE: SEVERABILITY

Should any provision of this ordinance 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 ordinance.

SECTION FOUR: EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 20th day of November, 2012.

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

	Aye	Nay	Absent
Bohler	___	___	___
Geary	___	___	___
Johnson	___	___	___
Renk	___	___	___
Montalto	___	___	___
Paluch	___	___	___

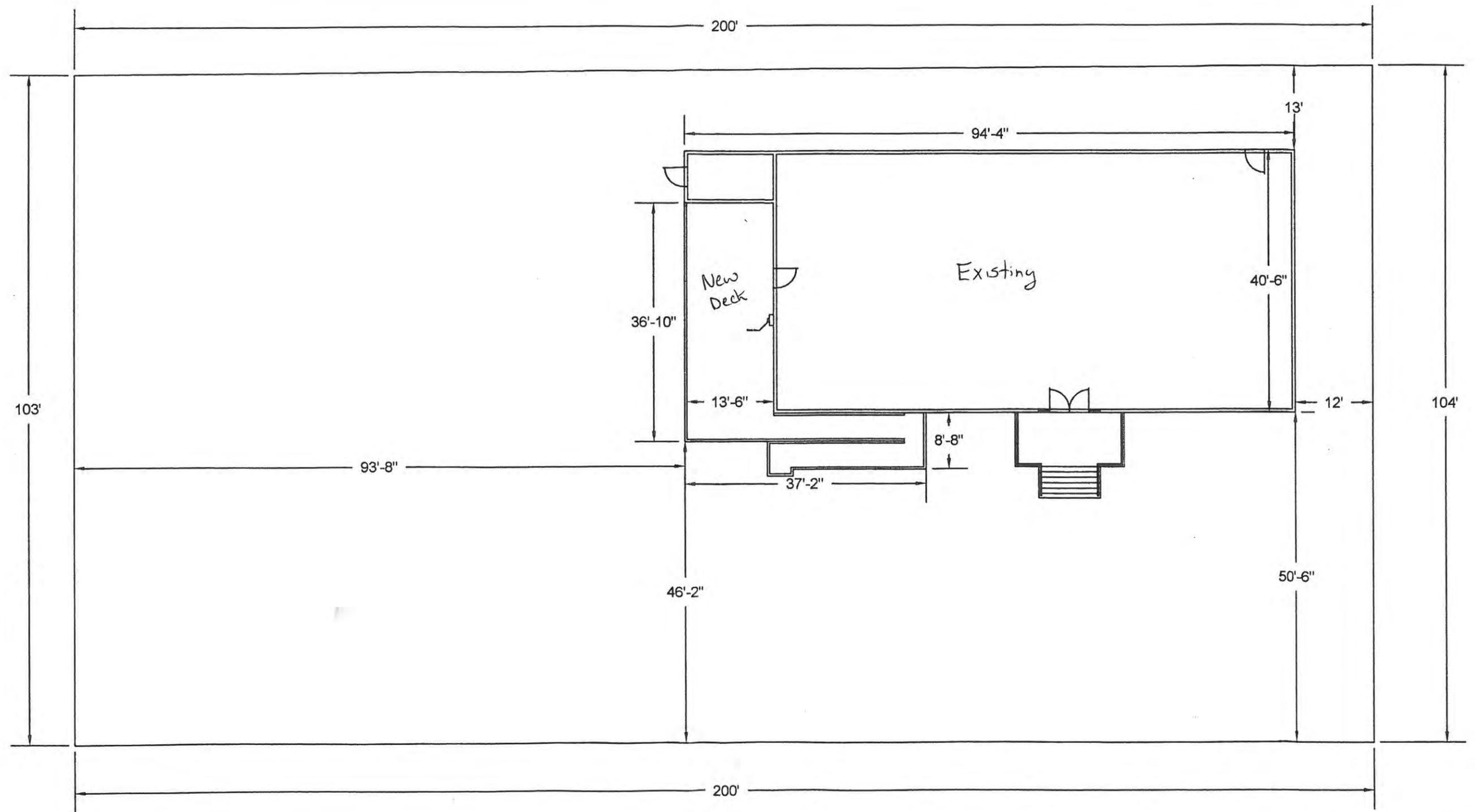
ATTEST: _____
Cynthia L. Galbreath
Clerk, Village of Sugar Grove

EXHIBIT A- LEGAL DESCRIPTION

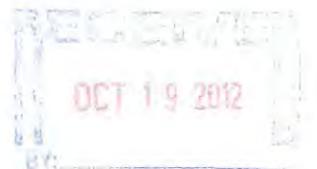
LOTS 3, 4, 5, AND 6 IN BLOCK 5 OF THE VILLAGE OF SUGAR GROVE AS PER PLAT THEREOF RECORDED NOVEMBER 27, 1876 IN BOOK 6 OF PLATS PAGE 34 IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS.

EXHIBIT B- CONDITIONS OF APPROVAL

1. The approval of three variances for 65 1st Street shall substantially conform to the plan not titled, by unknown, not dated, stamped received October 19, 2012, except as such plans may be revised to conform to Village Codes and Ordinances and the conditions below.
2. That the applicant produce a signed agreement with a neighboring property owner for 15 parking spaces at the appropriate times of the day.



Scale: $\frac{1}{16}'' = 1'$



**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RONALD A. MOSER, CHIEF OF POLICE
SUBJECT: CONSIDERATION OF CHANGE OF DISPATCH SERVICES
AGENDA: VILLAGE BOARD MEETING, NOVEMBER 20, 2012
DATE: NOVEMBER 14, 2012

ISSUE

Should the Village Board consider changing dispatch services from Montgomery Police Department to Tri-Com.

DISCUSSION

The 2012-2013 budget for the police department includes an Action Plan item to explore new options to obtaining dispatch services. Previously the Board approved an assessment for the selection and implementation for PSAP (Public Safety Answering Point) services for the Village of Sugar Grove Police Department from the firm of PSAP Concepts and Solutions (PCS). That assessment has been completed and provided to the Village. Staff has reviewed the assessment and met with Mr. Jerry Bleck of PCS to review the document. Attached is the Executive Summary of the report. At the time of writing, this agenda item, Mr. Bleck was making revisions to the full report. That document will be made available to the Board.

Additionally, the Sugar Grove Fire Protection District has sent a letter of intent to join Tri-Com and they have sent notice of cancellation of dispatch services to the Village of Montgomery. The Sugar Grove Police Dept. is working with the administration of the Sugar Grove Fire Protection District to insure an orderly transition in which communication between our departments will be maintained.

The assessment made a recommendation that the Village consider relocation to Tri-Com Central Dispatch. This dispatch center has a larger and more specialized staff, state of the art equipment and procedures that may best serve the Sugar Grove Police Department.

Mr. Jerry Bleck of PCS will be present at the meeting as well as Deputy Director Nicole Lamela of Tri-Com. They will be available for questions.

COST

As can be seen in the Executive Summary on the last page, the estimated cost for FY 13-14 includes a one time buy in fee of \$55,248.00 and dispatch services at a total of \$151,086. The current fiscal year police budget includes \$252,218 for Montgomery Dispatch Services (01-51-6502). The previous four years payments to Montgomery Dispatch are as follows; \$117,450 (2008), \$171,920 (2009), \$224,897 (2010), and \$177,871 (2011).

There is a necessity for installation of a receiver site within the Village as well as purchase of 15 additional radios. The receiver cost (includes installation) is \$27,000 which is unbudgeted within anticipated current/future dispatch services savings. Radio costs are \$14,250 of which \$37,500 is included in our current FY Budget (30-51-7007).

Additionally as part of this project it is anticipated that we would transfer our records system maintenance to the server host maintained by the Batavia Police Dept. This records system is New World which is the same records management system maintained by Montgomery Police Department. The current fiscal year budget for records system maintenance is \$12,542 (01-51-6502). Staff has begun discussions and received preliminary date from the Batavia Police Dept. and the cost comparison looks very favorable at this time, however, additional work needs to be done in that area also.

RECOMMENDATION

The Village Board provide direction for staff to proceed with detailed work towards the transfer of dispatch services to Tri-Com. This would include, but not be limited to, preparation of a contract, intergovernmental agreements, and technical issues.

If the Board provides direction to proceed towards this transfer staff also proposes to send a letter of intent to Tri-Com indicating that we may be switching to their dispatch services. This letter of intent would not bind us to such a move.

Vbdispatchsvcs11142012



Executive Summary
Assessment For The Selection And
Implementation of PSAP Services For
The Village Of Sugar Grove Police
Department



November 2012

EXECUTIVE SUMMARY

The Village of Sugar Grove Police Department engaged PSAP Concepts & Solutions LLC. (“PCS”) to conduct a study to assess, evaluate, and develop recommendations for Public Safety Answering Point (“PSAP”) communication and dispatch services for the Sugar Grove Police Department.

PSAP operations are a very important component of providing public safety services. A 9-1-1 call is the first contact the public has in reaching public safety services. PCS understands that the Village of Montgomery PSAP receives all 9-1-1 emergency and some of the non-emergency law enforcement service telephone calls when the residents and businesses of Sugar Grove call the police department. The Montgomery PSAP then radio dispatches the Sugar Grove Police to respond to those calls for service. The PSAP also maintains 9-1-1 dispatch records and officer field generated calls for service along with monitoring the status of all Sugar Grove police officers while they perform their day to day law enforcement duties.

The Village of Montgomery is providing this service on a contractual basis which includes the 24 x 7 dispatch personnel, the 9-1-1 telephone system, the 9-1-1 telephone and radio recording system, the radio dispatch system, and the dispatch and records management system utilizing their CAD (computer aided dispatch) system. In this study PCS provides the criterion and then evaluates the PSAP services and costs currently being provided by Montgomery along with those services and costs offered by the most viable alternate neighboring PSAPs of Kane Comm located in Geneva and Tri-Com Central Dispatch located in St. Charles.

The proposed project, through the Scope of Work, focuses on the following principal areas:

- 1) Collection and comparison of data which will compare the services and costs of communication services between the Montgomery, Kane Comm and Tri-Com PSAPs.
- 2) Based on the data collected, evaluate and make recommendations for PSAP services for the Sugar Grove Police Department.
- 3) Assess the village's current police communication equipment and assess how that equipment may be reused at an alternative PSAP, or what equipment must be replaced as a result of changing PSAPs.

For over ten (10) years the Village of Montgomery has provided dispatch services to the Village of Sugar Grove. Through the years the Sugar Grove Police Department has seen some escalation in the cost of operating from the Montgomery PSAP. The Village of Sugar Grove felt it was prudent that a study be conducted to review PSAP costs and services as well as to look to into the future as to how PSAP enhancements and possible technological advancements may be helpful so that the police department could improve upon the services it provides to the community.

PCS collected information on a variety of operational and technical areas essential to providing quality emergency communications services and compared, where warranted, these practices to national industry standards as well as to what is offered at each of the PSAPs under consideration. PCS utilized the outcome of the interviews, data collection and analysis, and operational practices evaluation to develop this report and findings therein.

In addition, PCS also compared assessment observations with applicable industry standards of best practice from industry accredited associations and commissions including the:

- National Emergency Number Association (NENA)
- Associated Public Safety Communications Officials (APCO)
- National Fire Protection Association (NFPA)
- Commission on Fire Accreditation International (CFAI)
- Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Illinois Commerce Commission 9-1-1 Standards (ICC)

The study serves to review the potential impact it would have on its law enforcement operations and its service delivery to the public. The study summarizes areas where these operational enhancements should be evaluated.

These areas include:

- PSAP Staffing
- PSAP Performance Standards
- Computer Aided Dispatch (CAD)
- Dispatcher Workstations
- Operating Procedures
- Radio Systems Coverage & Channel Capacity
- Telephone Equipment & Line (Trunk) Capacity

The benefits realized through operational changes, staffing enhancements, and reporting processes can have a positive affect on the efficiencies of the Sugar Grove Police Department.

While any decision to change dispatch services has to be made by solely by the Village of Sugar Grove, the conclusions from this study are intended to help provide the Village with the analysis required to make an educated decision on PSAP services and ensure that the equipment and communication systems supporting the Sugar Grove Police Department are well suited to provide efficient and effective emergency response call handling and dispatch well into the future.

PCS wishes to sincerely thank the staff of the Sugar Grove Police Department, the staff and Chief of Police of the Montgomery Police Department, the Director of the Kane Comm PSAP, and the Director and Deputy Director of the Tri-Com PSAP for the excellent cooperation that we received while conducting this study. All involved are to be commended for providing significant information and data, while responding quickly to questions and interviews conducted by the PCS staff

CONCLUSIONS & RECOMMENDATIONS

It is important to note that all three (3) of the PSAPs in this study are all excellent service providers. It is not the intent of this study to criticize any of these fine communication center facilities. This study is meant to serve as an evaluation tool for the Sugar Grove Police Department when considering retaining or relocating to an alternative PSAP.

After reviewing and analyzing all the data that was collected for this study, PCS recommends that the Sugar Grove Police Department consider a relocation to Tri-Com Central Dispatch. Tri-Com is a medium sized PSAP that has a larger, more specialized staff, with the latest state-of-the-art equipment that can assist the police department with providing law enforcement and community services. Tri-Com has a dedicated Executive Director and Deputy Director with a technical CAD and computer staff, dedicated training coordinator, using quality shift supervision, and dispatcher personnel.

In the study some of Tri-Com attributes noted were:

- Larger Staff
- Stable Well Experienced Staff
- Specialized Staff
- Well Trained Staff
- CALEA Approved Law Enforcement Operations
- State Of The Art Equipment Including AVL (Automatic Vehicle Location)
- Fully Implemented Phase II Wireless (Cellular) 9-1-1
- Mobile Data Services
- Can Provide Live Scan And LEADS Without Leased Line Costs
- FCC Required Radio Narrowbanding All Completed
- Would Keep The Sugar Grove Police And Fire Dispatch Coordinated Together In One PSAP / Eliminates Transferring 9-1-1 Calls (Sugar Grove Fire Moves To Tri-Com In 2013)

Tri-Com has given PCS an estimated cost for Sugar Grove to join Tri-Com on a contractual basis. For FY13-14 the estimated costs would be a base fee of \$25,198.81 with an estimated call for service set at \$125,887 totaling \$ 151,086. Tri-Com requires a one time buy-in fee which would be \$55,248.

PCS recommends that the one time cost for a receiver site and portable radios also be considered. This hardware would be expected to last at least 10 years. The cost of the receiver site is estimated at \$27,000 (installed) and the cost of (15) new portable radios is \$14,250. The cost of portable radios may be greatly reduced, or even eliminated, if used radios now in an abundant surplus quantity in Du Page County are utilized.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: JUSTIN VANVOOREN, FINANCE DIRECTOR
BRENT M. EICHELBERGER, VILLAGE ADMINISTRATOR
SUBJECT: MID-YEAR BUDGET UPDATE
AGENDA: NOVEMBER 20, 2012 REGULAR BOARD MEETING
DATE: NOVEMBER 15, 2012

ISSUE

Discussion of the mid-year budget update.

DISCUSSION

As of October 31, 2012, the Village was through the first half of the fiscal year. Staff has projected revenues and expenditures for the General Fund and operating revenues and operating expenses for the Waterworks and Sewerage Fund through the end of fiscal year 2012 – 2013. Staff is tracking the remaining 5 funds, but has noted no large differences that are of concern at this time.

The General Fund revenues are expected to exceed the fiscal year 2012 – 2013 Budget by approximately \$61,400 and expenditures are expected to be more than budget by approximately \$56,900. **This is projected to result in a \$4,500 increase in the budgeted surplus for a total projected surplus of approximately \$14,200.** The following are explanations of major revenue and expenditure differences:

- 1) Utility Tax - Telecommunications (\$20,500) – lower plan prices and usage resulting in less revenue
- 2) State income tax \$58,600 – IML has increased the projected per capita receipts
- 3) Towing fees \$30,000 – number of towing fees collected more than expected
- 4) All departments, medical insurance \$17,300 – insurance increase lower than expected
- 5) Administration, Insurance Premiums \$8,600 – general liability insurance rates lower than expected
- 6) Police, salaries \$48,600 – due to retirement
- 7) Police, police pension contribution (\$25,700) – due to disability case
- 8) Police, legal services (\$12,200) – due to negotiation of union contracts
- 9) Police, other professional services (\$94,400) – due to payment of interim chief
- 10) Police, telecommunications \$27,000 – lower costs anticipated with Tri-Com

- 11) Streets, electricity \$7,800 – reduction based on historical average and current year-to-date expenditures
- 12) Building Maintenance, repair and maintenance service – buildings (\$11,600) – due to the payment for carpet replacement at Village Hall (anticipated completion in fiscal year 2011 – 2012)
- 13) Community Development, legal and engineering services (\$37,100) – expenditures are projected to be higher due to costs associated with working through development amendments

Staff is proposing the following items for the Board to consider for the remainder of fiscal year 2012 – 2013:

- 1) \$5,000 for scanning of additional documents for more efficient searching of records;**
- 2) \$3,500 for treatment of trees affected by the Emerald Ash Borer (EAB); and**
- 3) \$1,500 for upgrades throughout the Police Department facilities.**

Staff projected and included 0 residential, 6 commercial, and 308 miscellaneous building permits in the fiscal year 2012 – 2013 budget approved by the Village Board, which we continue to track throughout the fiscal year and report on. As of November 15, 2012, 1 of the residential, 3 of the commercial, and 196 of the miscellaneous building permits have been issued.

The Waterworks and Sewerage Fund operating revenue are expected to be more than budgeted by approximately \$121,900 and operating expenses are expected to be less than budgeted by approximately \$9,700. This will result in a \$131,600 decrease in the budgeted deficit for a total operating surplus of \$102,600. The projected surplus is caused mostly by higher water usage during the drought this summer. The Village cannot depend on these additional revenues on an annual basis; however, this is positive for the fund overall.

The Board directed staff to bring the tag and shut-off fees back for discussion during the mid-year budget update. The table below presents the average monthly number of fees (based on June – October), which shows prior year actual, versus current year budget and actual:

	FY11-12 Actual	FY12-13 Budget	FY12-13 Actual
Tags	31	30	25
Shut offs	5	5	6

The tag fee does result in the responsible party covering the costs the Village incurs rather than all residents. Staff recommends no change to the current policy, as it appears to have reduced the average number of tags staff hangs on a monthly basis.

Staff has also updated the Department Action Plans and noted progress to date. The updated plans are attached.

COST

There are no costs associated with this discussion.

RECOMMENDATION

That the Board discuss the mid-year budget update and by consensus authorize staff to implement the recommended items.

Village of Sugar Grove, Illinois
Administration Department Action Plan
Fiscal Year 2012-2013

The budget for fiscal year 2012 - 2013 remains conservative and does not include significant new services. However, all basic services residents have come to expect from the Village will remain stable in spite of continued tight economic times. 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.

It should be noted that ongoing efforts such as, web optimization, document imaging and retention, 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.

As noted above document imaging and retention is an ongoing effort. However, due to a large volume of requests for information document imaging and retention has become a high priority. Staff is currently reviewing documents for appropriate retention and categorizing them to allow for controlled imaging.

Specific goals for the Administration Department are listed below.

1. Substantial completion of the Mallard Point/Rolling Oaks Area Drainage Project. This will include working with 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 is expected to be completed in November 2012. Pond/wetland initial maintenance and final restoration will likely carry into FY13-14.

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 and accepted for the applicable portions of Prairie Glen and the same is anticipated to be accomplished in November 2012 for 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.

Village of Sugar Grove, Illinois
Administration Department Action Plan
Fiscal Year 2012-2013

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.

Discussions are underway regarding the potential use of TIF funds to facilitate the improvement and occupancy of a vacant business in the TIF District. Work on the Implementation Policy will be a focus of the second half of the fiscal year.

5. 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. This item may carry forward into FY 13-14.

6. 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 high speed internet to strategic areas, if not all, of the Village.

Staff worked with a consultant to apply for a grant for installation of fiber. The Village has not received formal notice, however, it appears doubtful that grant funds will be received. Staff will continue to work on obtaining funds for the installation of fiber.

At this time Staff is reaching out to other agencies, specifically OnLight, to determine if a partnership can be arranged to provide broadband to businesses and healthcare providers and link government agencies. Staff will continue to pursue avenues for the provision of additional carriers for residential use.

7. 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.

This item is schedule for development during the second half of the fiscal year.

8. 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.

Village of Sugar Grove, Illinois
Administration Department Action Plan
Fiscal Year 2012-2013

This item was completed with the approval of a labor Agreement that expires April 30, 2015.

9. 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 the second half of the fiscal year.

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 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 Action Plan
Fiscal Year 2012-2013

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 in FY 12-13 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.

In many cases the timeframe for the review and issuance of residential permits or review comments have been met. 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 may still be achievable even thou only three new single-family home permits have been processed 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.

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 six month 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 FY 11-12. 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.

Work has been completed and text amendments approved by the Village Board on a few Zoning Ordinance items but additional areas need to be brought forward. Staff has started the process on additional Zoning Ordinance amendments and will be reviewing same with the Plan Commission during the next few months. The Subdivision Regulation will be a part of the FY 12-13 Action Plan.

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 for the first six months of this FY. As noted, this will be an Action Plan item for FY 12-13.

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 area continues to be a function of phone calls, meetings, mailings and follow up with prospective developers, retailers, realtors and others interested in the Sugar Grove market area.

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 four Chamber lunches this FY, along with afterhours events and as a member of the Golf Outing Committee, along with staff support the day of the outing.

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 FY as a goal for the department. Text amendments to the Zoning Ordinance and the Village Code have been published during this FY, 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 FY 12-13 full compliance would be for the Community Development Department to have no accidents in the fiscal year and quarterly Departmental Safety Meetings.

This is always an ongoing goal 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.

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 the first six months of this FY.

16. Grant Writing. Provide Staff support in the form of developing application packets exhibits and endorsement materials for CMAP, Kane County Small Cities, Kane County Riverboat Funds and other development related grant programs. Full completion would be the awarding of a grant for community development purposes.

The department has submitted two grant applications so far this FY. The County has awarded the Village an EDC grant which was applied for two years ago, and a modified grant for the Dugan Road/Rich Harvest Farms Traffic Study.

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 the first six months of this FY.

Village of Sugar Grove, Illinois
Finance Department Action Plan
Fiscal Year 2012 – 2013

The Finance Department will again concentrate its efforts during fiscal year 2012 – 2013 on the enactment of financial policies and 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. Review the investment policy. The current economic climate has necessitated a thorough review of the Village's investment policy and practices to determine if any changes are necessary. Staff believes this item can be completed by June 2012.

Approved at November 6, 2012 Board meeting

2. Review the capital assets policy. The Village adopted its current policy in fiscal year 2003 – 2004. Modifications in accounting and financial reporting standards, as well as changes in best practices have necessitated a review to determine if any changes are necessary. Staff believes this item can be completed by August 2012.

Approved at July 17, 2012 Board meeting

3. 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 2012 is the anticipated completion date for this item.

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 the second half of the fiscal year.

4. Investigate online bill pay for Village payments to vendors. Staff believes this item can be completed by December 2012.

Staff is in discussion with our software vendor to establish the availability and the cost to implement. Staff will determine our direction once we receive the above information.

5. Produce a comprehensive financial procedures manual. The Village currently has informal procedures in place covering many of its activities. 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. Include procedures to insure that they are updated as needed. Full compliance will be achieved by the production of a comprehensive manual. Staff expects this to be done by February 2013.

Staff will begin this item in earnest during December 2012. The major components should be completed by February 2013, while minor components may run into fiscal year 2013 – 2014.

6. 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 2013 is the expected completion date for this item.

All Labor Agreements are completed and the Village revised its wage schedule for non-represented employees based on new comparison communities. Staff now needs to write the Compensation Philosophy and Plan to represent the process.

7. Revise the Village's Safety Manual. The Finance Department, in cooperation with all Village Departments, has revised approximately 45% 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 an additional 15% of the Village's Safety Manual during fiscal year 2012 – 2013.

The revision of the safety manual continues and staff has completed approximately 55% at this time. Staff will be applying to IRMA to obtain a summer intern (at no cost) 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. 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.

The Villages rating continues to improve with IRMA.

Village of Sugar Grove
Fiscal Year 2012-2013
Police Department Action Plan

Specific goals for the Police Department are listed below:

1. Research wellness and safety programs specifically designed for the health and welfare of public safety personnel.

Research related to wellness and safety has developed one program which the police department is implementing. This program is entitled "Under 100". It is designed to keep police officers safe by improving driving safety. Specifically this program is being brought forward nationwide with the goal of reducing police officer fatalities from traffic crashes to under 100 per year. Officer Riley has attended the training and we will utilize that officer to train all other police officers

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.

A consultant was hired to provide a report comparing/contrasting our current dispatch service with that of TriCom and Kane Co. Communications. That report is due to be completed no later than November 9, 2012. Subsequent to review of that report, the police administration will make a presentation to the Village Board

3. Conduct an Emergency Management exercise. It is proposed that we conduct a table-top 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 table-top 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.

A consultant was hired to provide a report comparing/contrasting our current dispatch service with that of TriCom and Kane Co. Communications. That report is due to be completed no later than November 9, 2012. Subsequent to review of that report, the police administration will make a presentation to the Village Board

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.

No action taken to date.

5. Rapid Response Retraining. The Department needs to be retrained 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.

Training for the entire department is scheduled for November 11th at the Suburban Law Enforcement Academy's Homeland Security Training facility at the College of DuPage. Additionally, Waubensee Community College police officers will participate with our officers in the training. It is thought that if there were an active shooter incident in Sugar Grove, it is likely that Sugar Grove PD and Waubensee PD officers will work in conjunction

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. The department signed an agreement with the St. Charles Police Department to use their outdoor firearms range. We shot our first training and qualification exercise there on October 15th. All officers qualified. We have begun a mandatory quarterly shooting practice and qualification at this range. In the past, it was the department's practice to shoot only one (1) 30 round qualification per year.

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. The department now issues Police EAlerts. Since mid-July the department has issued eight (8) EAlerts. These are also logged on the police department's section on the website of the Village.

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 carry-over from last year due to the inability to agree to a contract.

Completed.

9. Conduct a Police Department Citizens Survey. It has been proposed that we conduct a survey to evaluate the citizen's impression of the Police Department. We know that there will 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.

Past surveys have been reviewed. No further action has been taken at this time..

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 their 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.

Chief Moser meet with representatives of the River Valley Training Consortium. Discussions were held regarding what services they could provide. The Chief is informed when they have regular meetings; however, there have been very few.

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 it the old system will need to be replaced all at once.

Extensive research has been done to replace our in-car video cameras. Staff has reviewed different companies and received quotations. Village staff visited the Hanover Park Police Dept. and reviewed their camera system which appeared to be an excellent product. Staff is requesting the Board approve purchase of three cameras and a server at the Special Board Meeting of October 30th. Village staff has also worked on a plan to convert a closet area adjacent to the Board Room for a Village wide server area which would also hold the server for this in-car video system.

Village of Sugar Grove, Illinois
Public Works Department Action Plan
Fiscal Year 2012 – 2013

The focus of the Public Works Department for Fiscal Year 2012-2013 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 2012-2013 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 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 bid letting was scheduled for June 5, 2012 and award of the contract followed shortly after. Staff will be 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. Currently, utility conflict relocations are under construction. The project is expected to be completed by October 2013.

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.

Easements acquisitions are ongoing.

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 project has been bid and the contract was awarded in July 2012. Construction began in August 2012 and is expected to be completed in November 2012. 100 % of the main line pipe has been installed. A huge drop in ground water has been measured. Most sump pumps in the subdivision have decreased.

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.

Village of Sugar Grove, Illinois
Public Works Department Action Plan
Fiscal Year 2012 – 2013

The project is on-going and on schedule. The goal is to complete the remaining procedures by February 2013 and begin implementation of the manual to Public Works Staff through training and procedural reviews.

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.

The project was completed in October 2012

6. Well 8

Rehabilitation and Overhaul of the Well 8 Pump and Motor and Ion Exchange Equipment is needed at this time.

The project is expected to be completed by May 2013.

7. Sewer Maintenance

Focus will be placed on In-house I&I Inspections, Sewer Jetting and Manhole Repairs.

Smoke testing in scheduled for November – December 2012.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RONALD A. MOSER, CHIEF OF POLICE
SUBJECT: CONSIDERATION OF POLICE STRIPING PACKAGE ISSUE
AGENDA: VILLAGE BOARD MEETING, NOVEMBER 20, 2012
DATE: NOVEMBER 14, 2012

ISSUE

Should the Village Board consider changing the police squad car striping package.

DISCUSSION

The Police Department is currently replacing three squad cars. Those cars are currently being outfitted with equipment. As part of the equipping staff recommends a change in the striping package and look of the fleet.

Staff has considered many configurations. Attached are two which are currently favored.

COST

At this time Staff has conferred with two firms being *SignFX* of Sugar Grove and Signs Now of Batavia. Estimates of removing old lettering are approximately \$195.00 per squad car and the new striping package is in the range of \$550 - \$625. The cost of this restriping is included in the fiscal year 2012-13 budget.

RECOMMENDATION

That the Village Board give direction on preferred striping package so staff can proceed with negotiations.

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: JUSTIN VANVOOREN, FINANCE DIRECTOR
SUBJECT: MONTHLY TREASURER'S REPORT
AGENDA: NOVEMBER 20, 2012 REGULAR BOARD MEETING
DATE: NOVEMBER 20, 2012

ISSUE

Should the Village Board approve the October 2012 monthly Treasurer's report.

DISCUSSION

1) The Summarized Revenue & Expense Reports are attached (pages 1 – 8). At October 31, 2012 we are through 6 months of the year (50.0%).

The General Fund revenues and expenditures are at 72.9% and 43.6%, respectively. The main reason revenues are higher than budgeted is due to the timing of receipt of property taxes. The main reason for the expenditures being lower than budgeted is many expenditures are attributable to the prior fiscal year, for which journal entries have already been made. 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>	
01-51-6102	Overtime	58,927	35,309	60.0%	A
01-51-6209	Uniform Allowance	14,000	8,418	60.2%	B
01-51-6301	Legal services	54,800	42,758	78.1%	C
01-51-6309	Other professional svc	9,750	29,733	304.9%	D
01-53-6603	Specialized Supplies	5,500	4,147	75.4%	E
01-53-6609	Roadway Maint sup	11,000	7,239	65.9%	F
01-53-6617	Vehicle Maint. Supplies	10,000	6,993	70.0%	G
01-54-6406	Repair, Maint Svc- bldg	14,000	14,653	104.6%	H
01-55-6309	Other professional svc	17,800	17,652	99.2%	I
01-56-6302	Audit Services	10,600	9,117	86.1%	J
01-56-6307	I.S. services	5,182	5,137	99.2%	K

A Pol – This is due to officers out on disability, as well as training for staff.

- B Pol – This is due the timing of the purchase of bullet proof vests, which were a budgeted expenditure.
- C Pol – This is due to the timing of negotiations that took place with the Sergeants. This account is expected to be over budget.
- D Pol – This is related to contractual costs of temporary personnel.
- E Str – This is due to the seasonal purchase of mosquito control chemicals which was a budgeted item.
- F Str – This is due to the timing of roadway maintenance throughout the year. This account is not expected to be over budget.
- G Str – This is due to hydraulic repairs of the Village's bucket truck. This account will continue to be monitored.
- H BM – This is related to carpet replacement costs. This expenditure was anticipated to take place last fiscal year, but was delayed until after April 30. Therefore, this account is expected to be over budget since it was not budgeted for in fiscal year 2012 – 2013.
- I CD – This is due to payment for the special event traffic study. The Village is the recipient of a Kane County Grant to help offset the cost associated with the traffic study.
- J Fin – This is due to the timing of payments which coincide with the filing of the audit. There is no anticipation for this account to be over budget.
- K Fin – This is due the timing of payment for the Village's financial software maintenance agreement.

Please note engineering invoices are paid approximately 2 months after services are provided. Thus, 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 84.7% and expenditures are at 56.9%. The expenditures are low due to projects not being billed or not starting yet this fiscal year.

The Industrial TIF #1 Fund expenditures are at 100.0%. There are minor expenditures that were not been budgeted for this fiscal year.

The Industrial TIF #2 Fund expenditures are at 48.9%.

The Infrastructure Capital Projects Fund revenues are at 15.0% and expenditures are 9.2%. The revenues are low due to the timing of receipt of reimbursements for the various projects scheduled. The expenditures are low due to projects not being billed or not starting yet this fiscal year.

The Debt Service Fund revenues are at 44.1% and the expenditures are at 17.0%. The expenditures are low due to the timing of debt payments throughout the year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 58.8% and 42.4%, respectively. The capital revenues and expenses are at 44.7%

and 37.3%, respectively. The operating revenue is high due to the higher usage during the drought this summer. The capital expenses are low due to projects not starting yet this fiscal year. 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>	
50-50-6302	Audit Services	10,600	9,118	86.1%	K
50-50-6307	I.S. Services	7,370	5,691	77.3%	L
50-50-8002	Debt – Principal	496,908	327,355	65.9%	M
50-59-6407	Repair, Maint Svc.-Veh	6,000	7,990	133.1%	N
50-60-6311	IEPA Water Sampling	10,000	6,185	61.9%	O

- K W&S Adm – This is due to the timing of payments which coincide with the filing of the audit. There is no anticipation for this account to be over budget.
- L W&S Adm – This is due to the installation and monthly hosting of iConnect (for online utility billing). This was not a budgeted item, but was discussed with the Board prior to installation. The account will be over budget for the year.
- M W & S Adm – This is due to the timing of payments for debt. Payments are budgeted; this account is not expected to be over budget.
- N PW – This is due to multiple unforeseen repairs of the Villages’ fleet. This account will continue to be monitored.
- O Water Ops – This is due to the timing of water sampling program. This is a budgeted item.

The Refuse Fund revenues and expenses are at 49.9% and 42.0%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 0 residential and 6 commercial, and 325 miscellaneous permits in the fiscal year 2012 – 2013 budget approved by the Village Board, which we will track throughout the fiscal year and report on. As of November 16, 2012, 1 of the residential, 3 of the commercial, and 196 of the miscellaneous 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	38,100	19,155	50.3%
01-00-3320	Cert of Occupancy Fees	600	400	66.7%
01-00-3330	Plan Review Fees	1,920	504	26.3%
01-00-3340	Reinspection Fees	1,215	720	59.3%
01-00-3350	Transition Fees	0	0	0.0%
01-00-3740	Zoning and Filing Fees	5,500	4,850	88.2%
01-00-3760	Review and Dev. Fees	106,600	51,349	48.2%
30-00-3850	Improvement Donations	0	0	0.0%
30-00-3851	Emerg Warn Device Fee	0	0	0.0%
30-00-3852	Life Safety-Police	0	0	0.0%
30-00-3853	Life Safety-Streets	0	0	0.0%

30-00-3856	Commercial Fee	0	0	0.0%
35-00-3854	Traffic Pre-emption Donate	0	0	0.0%
35-00-3855	Road Impact Fee	0	0	0.0%
50-00-3310	Meter Reinspections	960	80	8.4%
50-00-3670	Meter Sales	8,850	2,032	23.0%
50-01-3651	Water Tap-On Fees	17,403	5,801	33.4%
50-01-3652	Sewer Tap-On Fees	0	2,058	100.0%
50-01-3791	Fire Suppr Tap-On Fee	17,403	0	0.0%

2) The summarized revenue and expense budget vs. actual graphs for October 31, 2012 are attached (pages 9 - 30).

3) The Detailed Revenue & Expense Reports are attached for October 31, 2012 (pages 31 - 52).

COST

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

RECOMMENDATION

That the Board approve the October 2012 monthly Treasurer's reports



Resolution 2012-1120A

The Landings

ACCEPTANCE OF PUBLIC IMPROVEMENTS

WHEREAS Sugar Grove Holding LLC, the Developer of The Landings development entered into a contract with Geneva Construction Company Inc. for the construction of the final bituminous surface course for streets in the aforesaid road improvement; and

WHEREAS, the Contractor has constructed the final bituminous surface course in accord with the plans and specifications, as revised, heretofore approved by the Village of Sugar Grove; and

WHEREAS, the final bituminous surface course have been inspected by the Engineer for the subdivider and by a representative for the Village of Sugar Grove and are found to be satisfactory; and

WHEREAS, Sugar Grove LLC has submitted to the Village of Sugar Grove the required maintenance bond and payment for the Village parkway tree program;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sugar Grove, and that said Board hereby approved and accepts the public utility of the final bituminous surface course for streets. It being understood that this acceptance and/or approval in no way relieves the Contractor or his Surety of any obligation for maintenance for a period of one year as provided for in said Contract.

PASSED by the Village Board of the Village of Sugar Grove, this 20th day of November 2012, and **APPROVED** by the President of the Village of Sugar Grove, this 20th day of Novembers 2012.

P. Sean Michels, Village President

ATTEST:

Cynthia L. Galbreath, Village Clerk

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: RICHARD YOUNG COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RESOLUTION: ACCEPTANCE OF PUBLIC IMPROVEMENTS -
THE LANDINGS
AGENDA: NOVEMBER 20, 2012
DATE: NOVEMBER 16, 2012

ISSUE

Acceptance of public improvements within The Landings Subdivision.

DISCUSSION

Sugar Grove Holding LLC, owners of the Landings Subdivision have requested Village Board approval and acceptance of all public improvement within the development. Punchlist items within the development have been completed with the exception of the establishment of adequate turf within some sections of the right-of-way along Division Drive and Park Avenue, and the installation of parkway trees throughout much of the development. The developer has agreed to add funds into the required maintenance bond for the establishment of turf and deposit funds into the Village parkway tree program for the complete cost of said trees and maintenance of same. The underground improvements have been completed for a few years and the final road surface, street lights and sidewalks for Division Drive were completed this past summer.

Even though the Village had started the process of calling the development bonds that have been established for this development, it is the desire of the developer to complete these public improvements and have them accepted at this time. With the afore mentioned funding of the maintenance bond and parkway tree program, staff recommends acceptance of the public improvements and settlement of the bond company lawsuit.

COSTS

There are legal review costs associated with this proposal that will be paid by the developer.

RECOMMENDATION

That the Board approve Resolution 2012-1120A for the acceptance of public improvements within The Landings Subdivision, including the establishment of a

twelve month maintenance period with associated bond, all subject to Village Attorney review.



**Resolution 2012-1120A
The Landings**

ACCEPTANCE OF PUBLIC IMPROVEMENTS

WHEREAS Sugar Grove Holding LLC, the Developer of The Landings development entered into a contract with Geneva Construction Company Inc. for the construction of the final bituminous surface course for streets in the aforesaid road improvement; and

WHEREAS, the Contractor has constructed the final bituminous surface course in accord with the plans and specifications, as revised, heretofore approved by the Village of Sugar Grove; and

WHEREAS, the final bituminous surface course have been inspected by the Engineer for the subdivider and by a representative for the Village of Sugar Grove and are found to be satisfactory; and

WHEREAS, Sugar Grove LLC has submitted to the Village of Sugar Grove the required maintenance bond and payment for the Village parkway tree program;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sugar Grove, and that said Board hereby approved and accepts the public utility of the final bituminous surface course for streets. It being understood that this acceptance and/or approval in no way relieves the Contractor or his Surety of any obligation for maintenance for a period of one year as provided for in said Contract.

PASSED by the Village Board of the Village of Sugar Grove, this 20th day of November 2012, and **APPROVED** by the President of the Village of Sugar Grove, this 20th day of Novembers 2012.

P. Sean Michels, Village President

ATTEST:

Cynthia L. Galbreath, Village Clerk