
**VILLAGE OF SUGAR GROVE
INTEROFFICE MEMORANDUM**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: MATT ANASTASIA, FINANCE DIRECTOR
SUBJECT: FISCAL YEAR 2021-2022 BUDGET, WORKSHOP #2, MARCH 2, 2021
DATE: FEBRUARY 26, 2021
CC: BRENT EICHELBERGER, ALISON MURPHY, TONY SPECIALE, PAT ROLLINS AND WALTER MAGDZIARZ

At the first Budget Workshop on February 16, 2021, the FY2021-2022 Proposed General Fund Budget was presented. To finish up the General Fund discussion, there was one item left to discuss from the first workshop, which is the proposed Part-Time Village Clerk position. Attached to this memo is the draft information and job description for the position proposed.

During the remainder of Budget Workshop #2, we will discuss the remaining Funds within the proposed budget. The following items will be presented as a part of the proposed budget. Any fee increases as presented were used in determining the budgeted amounts. If changed, they would affect the proposed budget in their respective funds.

- A) All Other Funds Budget Summary – This will include a brief overview of fiscal year 2020-2021 projected and fiscal year 2021-2022 proposed budget amounts.
- B) Waterworks and Sewerage Fund Budget Summary – This will include a brief overview of fiscal year 2020-2021 projected and fiscal year 2021-2022 proposed budget amounts.
- C) Fees presented in the fiscal year 2021-2022 budget:
 - i. Water/Sewer Rates
 - ii. Road Maintenance Fees
 - iii. Refuse Rates

General Capital Projects Fund (Fund 30)

Fiscal Year 2020-2021 Revenues

Revenues are projected to be \$223,555 higher than what was budget for the year. This increase was due to the increase in funding the Equipment Replacement Fund to 100% (increase of roughly \$146,000), originally budgeted at 50%. As well as the transfer being completed to fund the painting of the Public Works building (\$100,000) in the FY21-22 budget.

Fiscal Year 2020-2021 Expenditures

Expenditures are projected to be on budget for the year, will all purchases coming in close to budget.

Fiscal Year 2021-2022 Revenues

Revenues are expected to decrease by roughly \$242,704 due to the reduction of the Equipment Replacement Fund by 50% as a short-term solution for the budget and no transfer being made from the General Fund for future projects.

Fiscal Year 2021-2022 Expenditures

Five vehicles are scheduled for replacement.

- **Police Department** -
 - 2017 SUV Interceptor – Patrol - \$64,354
 - 2016 Tahoe – Sergeants - \$70,352
 - 2014 Interceptor Sedan – Investigations - \$57,850

- **Street Department** –
 - #209 2008 Int'l V-Box 7400 with Wing - \$225,000
 - #12 2006 F-350 1 Ton Pick Up Truck with Plow - \$55,000

There are two additional expenses for the FY2021-2022 budget, first is \$100,000 for the Public Works Building Painting, which was transferred from the General Fund surplus for FY20-21. There is one other expense, the replacement of the Ditch Mower for \$8,500. The Village only has 1 mower, and it was purchased in 2004, with an expected useful life of 10 years. We have used the current mower for 16 years, but it becoming unreliable the last two years with multiple repairs.

Industrial Tax Increment Financing District #1 (Fund 32)

Fiscal Year 2020-2021 Revenues and Expenditures

Revenues are within \$125 of budgeted amounts, this also includes the \$50,000 TIF #1 declaration of surplus in the year. There was one major expenditure in fiscal year 2020-2021 for the Sanitary Sewer Extension Study in the amount of \$29,909.

Fiscal Year 2021-2022 Revenues and Expenditures

Revenues were budgeted at a 2% decrease over the prior year actual collections for the TIF due to the TIF #2 boundary extension. During that process, there were parcels removed from TIF #1 boundaries and added to TIF #2, therefore, the increment received in TIF #1 will reduce for the next fiscal year. A declaration of surplus to the taxing districts in the amount of \$50,000 is again budgeted for in FY2021-2022. In the fiscal year 2021-2022 there is a total of \$10,000 added for any type of professional services needed throughout the year, as well as \$5,000 for engineering.

Industrial Tax Increment Financing District #2 (Fund 33)

Fiscal Year 2020-2021 Revenues and Expenditures

The revenues in the TIF are from property tax increment, which was budgeted to increase by 1%, came in within \$45 of budgeted amount. Expenditures are expenses in relation to the Auditor’s TIF compliance letter, were within \$12 of budgeted amount.

Fiscal Year 2021-2022 Revenues and Expenditures

Revenues in the TIF are estimated at a 1% increase over the prior year projections to anticipate another positive increase in the EAV over the base value. The expenditures include minor legal expenses for potential development work if it were to come.

Infrastructure Capital Projects Fund (Fund 35)

Fiscal Year 2020-2021 Revenues

The revenues are projected to come in below budget by \$1,521,000 due to how the Bliss and Rt. 47 project will be invoiced, only a portion will be invoiced through the Village. Another reason the revenues are below budget is due to how MFT revenues are being received from the 1-time Capital Bill. Below are the grants that were budgeted in fiscal year 2020-2021:

- IL-47 and Bliss Road Phase 3 Construction.
- DCEO Granart Left Turn Lane
- DCEO Camp Dean Rd. Repairs

An additional revenue in FY2020-2021, is a \$300,000 transfer from the FY20-21 General Fund surplus for future use in the Village’s Road/Sidewalk Program.

Fiscal Year 2020-2021 Expenditures

The expenditures are projected to be below budget by \$1,088,704 strictly due to the construction and engineering for Bliss & IL-47 intersection being invoiced differently and not 100% through the Village.

Fiscal Year 2021-2022 Revenues

The proposed fiscal year 2021-2022 budget has the monthly Road Maintenance Fee amount staying the same with no increase at \$6.48 per month.

Revenues are budgeted lower than the projected actuals of fiscal year 2020-2021 due to not having a transfer from the General Fund for FY2022. The Non-Home Rule Sales Tax budgeted amount increased slightly by \$6,000 over the fiscal year 2020-2021 budget due to the unknown still of the effects of COVID.

Fiscal Year 2021-2022 Expenditures

Expenditures are budgeted \$980,716 below estimated actuals of fiscal year 2020-2021. All projects in fiscal year 2021-2022 have a dedicated funding source of MFT Funds from the State, Grants, Road Maintenance Fee or existing fund balance. Below are the scheduled projects for fiscal year 2021-2022:

- Phase III Engineering IL-47 & Bliss Rd. - \$24,270
- Phase III Construction IL-47 & Bliss Rd. - \$217,310
- Road Program Engineering – \$55,543
- Road Program Construction - \$554,135
- Bridge Evaluations Engineering - \$25,000

- ADA Program - \$5,000
- Hannaford Farm Top Soil - \$37,841
- Gordon Rd. Median Maintenance - \$5,500
- Main St. At-Grade Crossing - \$4,200
- Seal Coat Bike Path and 140/160 Parking Lots - \$7,500

The remaining revenues from the NHRST collections are used to pay the debt service payments for the 2013A Bonds.

Debt Service Fund (Fund 41)

This fund pays the debt service payments on the 2009 Public Works Facility refunding bond and the 2013A Building Program refunding bond. Revenues to cover the bonds are received from a transfer from Waterworks and Sewerage Fund, Infrastructure Capital Projects Fund (NHRST) and General Capital Projects Fund.

SSA#10 Sugar Grove Center (Fund 47)

This fund was established to maintain the area near Jewel. The taxes collected are used for Storm Water and Detention Basin Maintenance. Due to the reduction in work needed in the area, the Village did not levy taxes for Tax Year 2020, collected in 2021, for SSA#10. The fund balance in the account will be reduced until we need to levy taxes again.

Waterworks and Sewerage Fund (Fund 50)

Fiscal year 2020-2021 is projected to have a surplus of \$782,998 and fiscal year 2021-2022 proposed budget is to have a surplus of \$78,020. The proposed Water and Sewer rates for FY2021-2022 is a **decrease** of 3%. The 3-year plan approved by the Utility Rate Committee was 3% increases annually, in the first two years of the plan we have had a 0% increase and a proposed 3% decrease. With the increased water usages in the past fiscal year, as well as the accuracy of the new water meters, revenues came in higher than anticipated. At the end of the fiscal year 2020-2021 the recommended fund balance is \$833,897 and the projected fund balance with the projected actuals will be \$1,444,573, \$610,676 above the 25% fund balance reserve policy. The excess fund balance is expected to partially fund needed system improvements that are planned over the next few years.

Fiscal Year 2020-2021 Revenues (50-0X-XXXX)

Revenues are estimated to come in \$326,778 (7.69%) above the approved budget for the year. With the continuous efforts of the Utility department to push water conservation, while helping residents find leaks quicker, but with the increased usage with COVID, more families being home and an increased number of pools, the water usage for the Village has overall increased. We have been successful in working with residents to get their past due balances caught up to get our receivable to a reasonable amount.

Fiscal Year 2020-2021 Expenditures (50-XX-XXXX)

Expenditures are estimated to be \$2,862 (0.01%) above the approved budget for the fiscal year. The projected actuals include a \$225,000 additional transfer to the Water Capital Fund to fund the Phase I Engineering of the remaining Dugan Woods Water Main project budgeted for FY21-22.

Fiscal Year 2021-2022 Revenues (50-0X-XXXX)

The fiscal year 2021-2022 budgeted revenues reflect a decrease in water and sewer rates of 3%. The average usages were recalculated for residents and non-residents now that there is better data from the new meters, showing an increase in average usage per account. Revenues are proposed to decrease by \$318,528 over fiscal year 2020-2021 estimated revenues. The major revenue decreases were within water and sewer sales due to the proposed rate decrease of 3% and the change in average account usage.

Fiscal Year 2021-2022 Expenditures (50-XX-XXXX)

Overall throughout the Water and Sewer budget, the salary amounts are budgeted with a COLA to match the average of the two union contracts and steps for eligible employees. A holding amount based upon the median actual for comparison communities was used for appointed full-time salaries. Actual compensation is expected to be determined following the seating of new Board members as state law does not allow employment agreements beyond the current mayoral term.

Administration

- 1) Insurance Premiums (6514) – decreased slightly by \$6,000 due to the decrease in the Village’s 2021 premium from IRMA;
- 2) Transfer to Equipment Replacement (7010) – increased to \$134,838 which is full funding for the fiscal year;
- 3) Transfer to Infrastructure Fund (7011) – there is a large increase of \$850,000 to the infrastructure replacement transfer for the future needs of the Dugan Woods water main completion project, as well as transferring money for the Water Meter Replacement Program based on a 10-year cycle (\$125,000); and
- 4) Interfund Transfer Expense (9003) – decreased to \$0 as the 2009 Alt. Revenue Bonds have expired.

P.W. Administration

- 1) SCADA Services (6313) – included an increase of \$5,000 from the FY20-21 projections, however, remain the same as the FY20-21 approved budget;
- 2) Repair & Maintenance – Buildings (6406) – decreased significantly due to the projects in the prior year budget being completed;
- 3) General Equipment (6500) – decreased by \$19,000 with the replacement of the Air Compressor, Gate Operator, Pressure Washer and Equipment Trailer being purchased in the prior year.

Water Operations

- 1) Repair & Maintenance – Buildings (6406) – the same items replaced at Village Hall for the access control panel and security system is needed at the Well House in the amount of \$21,000, which accounts for the increase in the budget;
- 2) Electricity (6511) – was decreased due to the electrical aggregation program bid coming in with favorable rates for the Village.

Sewer Operations

- 1) Other Professional Services (6309) – increased \$45,000 from FY20-21 projections due to the testing in Windstone, Black Walnut and Bliss Woods subdivisions not being completed in FY20-21, this budget item was moved to this budget.

Water Capital

- 1) Engineering Services (6303) – increased by \$205,000 from prior years approved budget, the projects to be completed are the remainder on the Risk & Resiliency Plan, Water Works System Needs Assessment and Sanitary Sewer System Needs Assessment;
- 2) Automotive Equipment (7006) – is budgeted for \$65,000 to replace #07 2003 F-350 Crew Cab; and
- 3) Water System Improvements (7011) – decreased from prior year by \$218,044 with the completed of the Well #10 Rehab and Electrical repairs being completed.

Water Works System Needs Assessment

Staff believes updating the current Village Wide-Water Works System Needs Assessment would provide a more effective planning document in helping staff determine the Village's options relative to water supply, treatment, distribution and storage. The last Village-Wide Water Works System Needs Assessment was completed in 2006. This assessment will help staff project water usage for current and future developments as well as determine the supply, treatment, storage, control and major water distribution system components required. Cost estimates associated with the recommended system improvements will also be addressed.

Sanitary Sewer System Needs Assessment

Staff believes updating the Sanitary System Needs Assessment would provide a more effective planning document in helping staff determine the Village's options relative to the Sanitary System Components, Lift Stations and Sanitary System Flows. The last Sanitary System Needs Assessment was completed in approximately in 1996 when the Village connected to Fox Metro. Each new subdivision or proposed development was analyzed for its own area. This assessment would collect all of the individual reports into a single document.

Water Capital Fund (Fund 51)

The Water Capital Fund is a new fund created in fiscal year 2017-2018 to form a dedicated fund to transfer money for equipment replacement, vehicle replacement and infrastructure improvement projects separate from the Water Fund. In the past, the transfers being made for equipment and vehicle

replacement and infrastructure was internally being transferred within the same fund. Creating the Water Capital Fund will designate and earmark these funds for those specific uses only, not to get confused with the Waterworks and Sewerage Fund Balance.

Fiscal Year 2020-2021 Revenues & Expenditures

The revenues in this fund are on the transfers from the Water & Sewer Fund (50) for future Equipment/Vehicle Replacement and Infrastructure Improvement projects. There was an additional transfer this year of \$225,000 for the Phase I Engineering of completing the Dugan Woods water main project budgeted for FY21-22. There were no expenditures in FY20-21.

Fiscal Year 2021-2022 Revenues & Expenditures

Revenues are expected to increase by \$573,966 for the additional transfer for a portion of the Dugan Woods water main project construction which is expected to begin in FY22-23. There will be one expense for the year in the Water Capital Fund for Phase I Engineering of Dugan Woods water main project. This project is pre-funded by the transfer made in FY20-21.

Refuse Fund (Fund 57)

Fiscal Year 2020-2021

Revenues are projected to come in slightly lower than budgeted by \$877, while expenses are expected to come in \$10,312 higher than budgeted.

Fiscal Year 2021-2022

The refuse fund has a fund reserve policy to have only a 12.5% reserve balance in the fund, therefore, to maintain the reserve, we are recommending a 3% increase which is what the monthly expense will increase by per the contract with D.C. Trash. The current rate being charged by D.C. Trash is \$18.83 per month and will increase to \$19.40 per month.

Police Pension Fund (Fund 80)

Fiscal Year 2020-2021

Revenues are projected to be above budget and expenditures to be in line with what was budgeted for the fiscal year.

Fiscal Year 2021-2022

Revenues are expected to increase as a result of the increased contribution at Projected Unit Credit 90% funding level per the actuarial study as well as the expected increase in expected rate of return. The increase per the Actuarial Study is roughly \$60,000 for FY2021-2022.

Attachments

- 1) Proposed Part-Time Village Clerk Discussion
- 2) All Other Funds Summary and Detail Sheets

- 3) Waterworks and Sewerage Summary and Detail Sheets
- 4) FY 2020-2021 Accomplishments
- 5) FY 2021-2022 Action Plans
- 6) Water/Sewer Rates DRAFT Resolution
- 7) Refuse Rates DRAFT Resolution
- 8) Road Maintenance Fee DRAFT Resolution

Cost

There is no cost to discuss the Fiscal Year 2021-2022 All Other Funds proposed budget.

Recommendation

That the Board discuss the Fiscal Year 2021-2022 General Fund proposed Clerk position and All Other Funds proposed budget and make recommendations to Staff.



TO: Brent Eichelberger, Village Administrator
FROM: Alison Murphy, Senior Management Analyst/Village Clerk
DATE: February 8, 2021

At the March 3, 2020 Village Board meeting, the Board approved a separation agreement with the previous Village Clerk, approved an Ordinance removing the Clerk compensation in the Village Code and approved my appointment to the position of Village Clerk. At the time, this appointment was considered temporary so that the department could gauge the position's requirements including duties and time required before filling the role on a permanent basis. Approximately one week later, COVID changed the focus of the Village's efforts and the duties of Village Clerk remain with the Senior Management Analyst today. With the upcoming budget development, it is time to revisit filling the Village Clerk position.

Over the past year, Village Clerk duties have required at least 50%, or 12 hours, of my time per week with fluctuations based on the season. Ongoing and seasonal duties include,

- Agenda Prep
- Village Board Meeting Attendance
- Codification of Ordinances
- Records Management
- Freedom of Information Inquiries
- Licenses – Liquor, Tobacco, Amusement Devices
- Local Election Official
- Other Various

During the year, I have made room for these tasks by reducing the number of hours I have dedicated to the duties of the Senior Management Analyst including public information, community surveys and contract review and development. Issues that have been put on hold or reduced in scope include;

- General Liability and Property Insurance Review
- IT Consultant Contract Review
- Custodial Services Contract Review
- Communications, Public Information, Surveys
- Capital Improvement Project Assistance
- LaserFische Implementation
- Economic Development

It is projected that the position of Village Clerk will require approximately 10-12 hours per week based on my experience over the past year. As the employee becomes for familiar with the position and the Village, more time may be needed to address more in depth records management.

I have attached a draft Job Description for the position for your review and consideration.

VILLAGE OF SUGAR GROVE DRAFT 2/1/2021
POSITION DESCRIPTION

Position Title: Village Clerk
Department: Administration
Reporting Structure: Village Administrator and the Board of Trustees
FLSA Status: Exempt

GENERAL PURPOSE

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the Village government.

SUPERVISION RECEIVED:

Works under the general supervision of the Village Board and the Village Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Communicates official plans, policies and procedures to staff and the general public.

Examines work of the Board of Trustees for conformance to policies and procedures.

Serves as custodian of official Village records and public documents; performs certification and recording for the Village as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Village certification; catalogs and files all Village records.

Prepares and distributes agendas, materials, minutes and records of meetings.

Attends regular and special Village council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.

Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Administers the issuance of municipal licenses, including liquor, amusement, tobacco, and various regulatory licenses as assigned, in accordance with applicable Village ordinances and other regulations.

Administers oath of office to public officials.

Registers voters.

Serves as a notary public.

Prepares reports for Council Meetings as directed.

Provides public records and information to citizens, civic groups, the media and other agencies as requested.

Provide Economic Interest Statements to County Clerk.

Serves as the Local Election Official for the Village.

Responsible for own safety and the maintenance of a safe work environment.

PERIPHERAL DUTIES

Assists in the preparation of ordinances and resolutions as directed.

Accepts claims for damages and other legal papers served on the Village.

SPECIAL REQUIREMENTS:

(A) Must be bondable; (B) Valid State Driver's License, or ability to obtain one; notary public certification within six months.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing.
- (B) two (2) years of increasingly responsible related experience, or
- (C) any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures;

(B) Skill in operating listed tools and equipment;

(C) Ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

TOOLS AND EQUIPMENT USED

Personal computer including spreadsheet, word processing and database programs, phone, telephone, fax and copy machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 30 - General Capital Projects Fund
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ 1,998,237	\$ 1,925,403	\$ 1,936,837	\$ 1,936,837	\$ 2,182,188
<u>Revenues</u>	\$ 436,093	\$ 364,925	\$ 338,757	\$ 562,312	\$ 319,608
<u>Expenditures by Department</u>					
51 - Police	\$ 422,044	\$ 167,944	\$ 243,556	\$ 243,556	\$ 305,059
53 - Public Works - Streets	86,880	185,549	65,000	73,404	396,000
<u>Total Expenditures</u>	\$ 508,924	\$ 353,493	\$ 308,556	\$ 316,960	\$ 701,059
Net Change in Fund Balance	(72,831)	11,432	30,201	245,352	(381,451)
Fund Balance, End of Year	\$ 1,925,403	\$ 1,936,837	\$ 1,967,037	\$ 2,182,188	\$ 1,800,737

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 30 - General Capital Projects Fund
 Revenues & Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Revenues						
30-00-3510	Court Fines	\$ 4,389	\$ 2,360	\$ 3,000	\$ 4,500	\$ 4,500
30-00-3520	Forfeitures	7,017	2,110	2,000	600	1,000
30-00-3811	Interest Income - CD	30,018	40,392	35,000	30,000	30,000
30-00-3820	Rental Income	85,566	87,821	90,393	90,392	92,956
30-00-3850	Improvement Donations	146,731	89,781	60,728	54,944	33,637
30-00-3852	Life Safety - Police	-	200	200	200	250
30-00-3853	Life Safety - Streets	-	200	200	-	-
30-00-3920	Proceeds - Fixed Asset Sale	-	6,500	7,500	6,061	6,500
30-00-3990	Interfund Transfer	162,372	135,561	139,736	375,615	150,765
Total Capital Projects Revenue		\$ 436,093	\$ 364,925	\$ 338,757	\$ 562,312	\$ 319,608
Expenditures						
30-51-7006	Automotive Equipment	\$ 118,601	\$ 57,185	\$ 131,420	\$ 131,420	\$ 192,556
30-51-9003	Interfund Transfer Expense	303,443	110,759	112,136	112,136	112,503
30-53-6303	Engineering Services	-	3,313	-	-	7,500
30-53-7003	Building Improvements	-	-	-	-	100,000
30-53-7006	Automotive Equipment	78,931	182,236	65,000	64,904	280,000
30-53-7007	Other Equipment & Machinery	7,949	-	-	-	8,500
Total Capital Projects Expenditures		\$ 508,924	\$ 353,493	\$ 308,556	\$ 308,460	\$ 701,059
Net Surplus/(Deficit)		\$ (72,831)	\$ 11,432	\$ 30,201	\$ 253,852	\$ (381,451)

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 30 - General Capital Projects Fund
 Revenues

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
30-00-3510	Court Fines	\$ 4,389	\$ 2,360	\$ 3,000	\$ 4,500	\$ 4,500
30-00-3520	Forfeitures	7,017	2,110	2,000	600	1,000
30-00-3811	Interest Income - Cd	30,018	40,392	35,000	30,000	30,000
30-00-3820	Rental Income	85,566	87,821	90,393	90,392	92,956
30-00-3850	Improvement Donations	146,731	89,781	60,728	54,944	33,637
30-00-3852	Life Safety - Police	-	200	200	200	250
30-00-3853	Life Safety - Streets	-	200	200	-	-
30-00-3920	Proceeds - Fixed Asset Sale	-	6,500	7,500	6,061	6,500
30-00-3990	Interfund Transfer	162,372	135,561	139,736	375,615	150,765
Total Capital Projects Revenue		\$ 436,093	\$ 364,925	\$ 338,757	\$ 562,312	\$ 319,608

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 30 - General Capital Projects Fund
 Expenditures by Department

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Dept. 51 - Police Department						
30-51-7006	Automotive Equipment	\$ 118,601	\$ 57,185	\$ 131,420	\$ 131,420	\$ 192,556
30-51-9003	Interfund Transfer Expense	303,443	110,759	112,136	112,136	112,503
Total Police Department Expenditures		\$ 422,044	\$ 167,944	\$ 243,556	\$ 243,556	\$ 305,059
Dept. 53 - Public Works - Streets						
30-53-6303	Engineering Services	\$ -	\$ 3,313	\$ -	\$ -	\$ 7,500
30-53-7003	Building Improvements	-	-	-	-	100,000
30-53-7006	Automotive Equipment	78,931	182,236	65,000	64,904	280,000
30-53-7007	Other Equipment & Machinery	7,949	-	-	-	8,500
Total Public Works - Street Division Expenditures		\$ 86,880	\$ 185,549	\$ 65,000	\$ 64,904	\$ 396,000
Total Capital Projects Fund Expenditures		\$ 508,924	\$ 353,493	\$ 308,556	\$ 308,460	\$ 701,059

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 32 - Industrial Tax Increment Financing District #1
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ 137,311	\$ 218,527	\$ 366,735	\$ 366,735	\$ 696,995
Revenues	\$ 186,918	\$ 364,130	\$ 361,417	\$ 361,532	\$ 350,300
Expenditures by Department					
50 - Administration	\$ 1,726	\$ 1,951	\$ 2,000	\$ 1,050	\$ 2,000
53 - Public Works - Streets	103,678	73,510	30,000	24,909	5,000
55 - Community Development	298	140,461	15,325	5,313	10,325
Total Expenditures	\$ 105,702	\$ 215,922	\$ 47,325	\$ 31,272	\$ 17,325
Net Change in Fund Balance	81,216	148,208	314,092	330,260	332,975
Fund Balance, End of Year	\$ 218,527	\$ 366,735	\$ 680,827	\$ 696,995	\$ 1,029,970

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 32 - Tax Increment Financing District #1
 Revenues & Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Revenues						
32-00-3110	Property Tax - Increment	\$ 186,752	\$ 363,972	\$ 361,277	\$ 361,232	\$ 350,000
32-00-3810	Interest Income	166	158	140	300	300
Total TIF District #1 Revenues		\$ 186,918	\$ 364,130	\$ 361,417	\$ 361,532	\$ 350,300
Expenditures						
Dept. 50 - Administration						
32-50-6208	Training & Memberships	\$ 1,726	\$ 1,951	\$ 2,000	\$ 1,050	\$ 2,000
Total Administration Expenditures		\$ 1,726	\$ 1,951	\$ 2,000	\$ 1,050	\$ 2,000
Dept. 53 - Public Works - Streets						
32-53-6303	Engineering Services	\$ 3,834	\$ 3,532	\$ 30,000	\$ 24,909	\$ 5,000
32-53-7008	Streets/ROW Improvements	99,844	69,978	-	-	-
Total Public Works - Streets Expenditures		\$ 103,678	\$ 73,510	\$ 30,000	\$ 24,909	\$ 5,000
Dept. 55 - Community Development						
32-55-6301	Legal Services	\$ -	\$ 409	\$ -	\$ -	\$ -
32-55-6302	Audit Services	288	300	325	313	325
32-55-6309	Other Professional Services	-	5	15,000	5,000	10,000
32-55-6501	Postage & Delivery	10	17	-	-	-
32-55-9003	Interfund Transfer Expense	-	139,730	-	-	-
Total Community Development Expenditures		\$ 298	\$ 140,461	\$ 15,325	\$ 5,313	\$ 10,325
Total TIF District #1 Expenditures		\$ 105,702	\$ 215,922	\$ 47,325	\$ 31,272	\$ 17,325
Net Surplus/(Deficit)		\$ 81,216	\$ 148,208	\$ 314,092	\$ 330,260	\$ 332,975

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 33 - Industrial Tax Increment Financing District #2
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ (8,811)	\$ (133,420)	\$ 43,465	\$ 43,465	\$ 166,860
Revenues	\$ 71,430	\$ 203,701	\$ 125,204	\$ 123,708	\$ 125,229
Expenditures by Department					
55 - Community Development	\$ 196,039	\$ 26,816	\$ 5,325	\$ 313	\$ 5,325
Total Expenditures	\$ 196,039	\$ 26,816	\$ 5,325	\$ 313	\$ 5,325
Net Change in Fund Balance	(124,609)	176,885	119,879	123,395	119,904
Fund Balance, End of Year	\$ (133,420)	\$ 43,465	\$ 163,344	\$ 166,860	\$ 286,764

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 33 - Tax Increment Financing District #2
 Revenues & Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Revenues						
33-00-3110	Property Tax - Increment	\$ 58,847	\$ 63,950	\$ 125,184	\$ 123,663	\$ 125,184
33-00-3761	Reimbursement	12,548	-	-	-	-
33-00-3810	Interest Income	35	21	20	45	45
33-00-3990	Interfund Transfer Income	-	139,730	-	-	-
Total TIF District #2 Revenues		\$ 71,430	\$ 203,701	\$ 125,204	\$ 123,708	\$ 125,229
Expenditures						
Dept. 55 - Community Development						
33-55-6301	Legal Services	\$ 3,344	\$ 1,131	\$ 5,000	\$ -	\$ 5,000
33-55-6302	Audit Services	288	300	325	313	325
33-55-6303	Engineering Services	16,591	313	-	-	-
33-55-6309	Other Profession Services	36,076	24,781	-	-	-
33-55-6501	Postage & Delivery	10	291	-	-	-
33-55-7001	Land Purchase	139,730	-	-	-	-
Total Community Development Expenditures		\$ 196,039	\$ 26,816	\$ 5,325	\$ 313	\$ 5,325
Total TIF District #2 Expenditures		\$ 196,039	\$ 26,816	\$ 5,325	\$ 313	\$ 5,325
Net Surplus/(Deficit)		\$ (124,609)	\$ 176,885	\$ 119,879	\$ 123,395	\$ 119,904

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 35 - Infrastructure Capital Projects Fund
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ 2,517,634	\$ 3,172,931	\$ 2,874,674	\$ 2,874,674	\$ 2,642,014
Revenues	\$ 1,640,778	\$ 1,934,375	\$ 3,703,955	\$ 2,182,955	\$ 1,877,698
<u>Expenditures by Department</u>					
50 - Motor Fuel Tax	\$ 259,431	\$ 304,139	\$ 1,127,360	\$ 633,496	\$ 435,895
53 - Public Works - Streets	726,050	1,928,493	2,870,823	1,782,119	999,004
Total Expenditures	\$ 985,481	\$ 2,232,632	\$ 3,998,183	\$ 2,415,615	\$ 1,434,899
Net Change in Fund Balance	655,297	(298,257)	(294,228)	(232,660)	442,799
Fund Balance, End of Year	\$ 3,172,931	\$ 2,874,674	\$ 2,580,446	\$ 2,642,014	\$ 3,084,813

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 35 - Infrastructure Capital Projects Fund
 Revenues & Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Revenues						
35-00-3430	Motor Fuel Tax	\$ 248,111	\$ 336,905	\$ 1,002,286	\$ 553,663	\$ 594,067
35-00-3435	Road Maintenance Fee	261,372	270,667	267,883	269,127	269,127
35-00-3440	Grants	30,292	-	1,621,135	187,500	264,686
35-00-3450	Local Sales Tax	651,612	665,314	688,265	643,386	649,820
35-00-3761	Reimbursement	42,856	562,148	26,619	72,599	25,273
35-00-3810	Interest Income	3,517	2,506	3,100	500	500
35-00-3855	Road Impact Fee	163,020	95,674	63,476	86,772	35,236
35-00-3860	Public Improvement Fee	46,786	1,161	31,191	69,408	38,989
35-00-3990	Interfund Transfer	193,212	-	-	300,000	-
Total Infrastructure Capital Projects Revenue		\$ 1,640,778	\$ 1,934,375	\$ 3,703,955	\$ 2,182,955	\$ 1,877,698
Expenditures						
Dept. 50 - Motor Fuel Tax						
35-50-6303	Engineering Services	\$ 24,443	\$ 56,826	\$ 69,360	\$ -	\$ -
35-50-7008	Streets/ROW Improvements	234,988	247,313	1,058,000	633,496	435,895
Total Motor Fuel Tax Expenditures		\$ 259,431	\$ 304,139	\$ 1,127,360	\$ 633,496	\$ 435,895
Dept. 53 - Public Works - Streets						
35-53-6301	Legal Services	\$ -	\$ 712	\$ 500	\$ 2,500	\$ 7,500
35-53-6303	Engineering Services	87,484	256,136	247,857	384,361	142,654
35-53-6518	Bad Debt Expense	12	40	50	40	40
35-53-7008	Streets/ROW Improvements	148,397	1,179,101	2,123,789	896,591	348,550
35-53-9003	Interfund Transfer Expense	490,157	492,504	498,627	498,627	500,260
Total Public Works - Streets Expenditures		\$ 726,050	\$ 1,928,493	\$ 2,870,823	\$ 1,782,119	\$ 999,004
Total Infrastructure Capital Projects Expenditures		\$ 985,481	\$ 2,232,632	\$ 3,998,183	\$ 2,415,615	\$ 1,434,899
Net Surplus/(Deficit)		\$ 655,297	\$ (298,257)	\$ (294,228)	\$ (232,660)	\$ 442,799

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 35 - Infrastructure Capital Projects Fund
 Revenues

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Revenues						
35-00-3430	Motor Fuel Tax	\$ 248,111	\$ 336,905	\$ 1,002,286	\$ 553,663	\$ 594,067
35-00-3435	Road Maintenance Fees	261,372	270,667	267,883	269,127	269,127
35-00-3440	Grants	30,292	-	1,621,135	187,500	264,686
35-00-3450	Local Sales Tax	651,612	665,314	688,265	643,386	649,820
35-00-3761	Reimbursement	42,856	562,148	26,619	72,599	25,273
35-00-3810	Interest Income	3,517	2,506	3,100	500	500
35-00-3855	Road Impact Fee	163,020	95,674	63,476	86,772	35,236
35-00-3860	Public Improvement Fee	46,786	1,161	31,191	69,408	38,989
35-00-3990	Interfund Transfer	193,212	-	-	300,000	-
Total Infrastructure Capital Projects Revenue		\$ 1,640,778	\$ 1,934,375	\$ 3,703,955	\$ 2,182,955	\$ 1,877,698

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 35 - Infrastructure Capital Projects Fund
 Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Dept. 50 - Motor Fuel Tax						
35-50-6303	Engineering Services	\$ 24,443	\$ 56,826	\$ 69,360	\$ -	\$ -
35-50-7008	Streets/ROW Improvements	234,988	247,313	1,058,000	633,496	435,895
Total Motor Fuel Tax Expenditures		\$ 259,431	\$ 304,139	\$ 1,127,360	\$ 633,496	\$ 435,895
Dept. 53 - Public Works - Streets						
35-53-6301	Legal Services	\$ -	\$ 712	\$ 500	\$ 2,500	\$ 7,500
35-53-6303	Engineering Services	87,484	256,136	247,857	384,361	142,654
35-53-6518	Bad Debt Expense	12	40	50	40	40
35-53-7008	Streets/ROW Improvements	148,397	1,179,101	2,123,789	896,591	348,550
35-53-9003	Interfund Transfer Expense	490,157	492,504	498,627	498,627	500,260
Total Public Works - Streets Expenditures		\$ 726,050	\$ 1,928,493	\$ 2,870,823	\$ 1,782,119	\$ 999,004
Total Infrastructure Capital Projects Expenditures		\$ 985,481	\$ 2,232,632	\$ 3,998,183	\$ 2,415,615	\$ 1,434,899

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 41 - Debt Service Fund
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ 208,060	\$ 207,185	\$ 206,310	\$ 206,310	\$ 205,436
Revenues	\$ 924,168	\$ 926,603	\$ 932,853	\$ 932,853	\$ 612,763
Expenditures by Department					
50 - Administration	\$ 925,043	\$ 927,478	\$ 934,452	\$ 933,727	\$ 613,236
Total Expenditures	\$ 925,043	\$ 927,478	\$ 934,452	\$ 933,727	\$ 613,236
Net Change in Fund Balance	\$ (875)	\$ (875)	\$ (1,599)	\$ (874)	\$ (473)
Fund Balance, End of Year	\$ 207,185	\$ 206,310	\$ 204,711	\$ 205,436	\$ 204,963

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 41 - Debt Service Fund
 Revenues & Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Revenues						
41-00-3990	Interfund Transfer Income	\$ 924,168	\$ 926,603	\$ 932,853	\$ 932,853	\$ 612,763
Total Debt Service Revenues		\$ 924,168	\$ 926,603	\$ 932,853	\$ 932,853	\$ 612,763
Expenditures						
Dept. 50 - Administration						
41-50-8002	Debt - Principal	\$ 775,000	\$ 800,000	\$ 830,000	\$ 830,000	\$ 535,000
41-50-8003	Debt - Interest	149,168	126,603	102,852	102,852	77,761
41-50-8004	Fiscal Agent Fees	875	875	1,600	875	475
Total Administration Expenditures		\$ 925,043	\$ 927,478	\$ 934,452	\$ 933,727	\$ 613,236
Total Debt Service Expenditures		\$ 925,043	\$ 927,478	\$ 934,452	\$ 933,727	\$ 613,236
Net Surplus/(Deficit)		\$ (875)	\$ (875)	\$ (1,599)	\$ (874)	\$ (473)

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 47 - SSA #10 Sugar Grove Center
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ 52,120	\$ 48,132	\$ 43,630	\$ 43,630	\$ 35,650
<u>Revenues</u>	\$ 37	\$ 23	\$ 25	\$ 20	\$ 20
<u>Expenditures by Department</u>					
55 - Community Development	\$ 4,025	\$ 4,525	\$ 6,500	\$ 8,000	\$ 8,000
<u>Total Expenditures</u>	\$ 4,025	\$ 4,525	\$ 6,500	\$ 8,000	\$ 8,000
Net Change in Fund Balance	\$ (3,988)	\$ (4,502)	\$ (6,475)	\$ (7,980)	\$ (7,980)
Fund Balance, End of Year	\$ 48,132	\$ 43,630	\$ 37,155	\$ 35,650	\$ 27,670

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 47 - SSA #10 Sugar Grove Center
 Revenues & Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Revenues						
47-00-3810	Interest Income	\$ 37	\$ 23	\$ 25	\$ 20	\$ 20
Total SSA #10 Sugar Grove Center Revenues		\$ 37	\$ 23	\$ 25	\$ 20	\$ 20
Expenditures						
Dept. 55 - Community Development						
47-55-6309	OTHER PROFESSIONAL SERVICES	\$ 4,025	\$ 4,525	\$ 6,500	\$ 8,000	\$ 8,000
Total Community Development Expenditures		\$ 4,025	\$ 4,525	\$ 6,500	\$ 8,000	\$ 8,000
Total SSA #10 Sugar Grove Center Expenditures		\$ 4,025	\$ 4,525	\$ 6,500	\$ 8,000	\$ 8,000
Net Surplus/(Deficit)		\$ (3,988)	\$ (4,502)	\$ (6,475)	\$ (7,980)	\$ (7,980)

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 50 - Waterworks & Sewerage Fund
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Unrestricted Fund Balance, Beginning of Year	\$ 1,927,753	\$ 701,789	\$ 661,575	\$ 661,575	\$ 1,444,573
<u>Revenues</u>					
Operating Revenues	\$ 4,174,982	\$ 4,254,652	\$ 4,227,406	\$ 4,544,345	\$ 4,230,907
Capital Revenues	48,502	56,388	23,162	33,001	27,911
Total Revenues	\$ 4,223,484	\$ 4,311,040	\$ 4,250,568	\$ 4,577,346	\$ 4,258,818
<u>Expenditures by Department</u>					
49 - Information Services	\$ 18,430	\$ 19,113	\$ 33,598	\$ 39,502	\$ 37,081
50 - Administration	1,584,853	1,799,712	1,672,578	1,880,398	2,152,736
59 - P.W. Administration	847,309	918,094	928,458	886,470	883,485
60 - Water Operations	746,603	446,903	555,655	520,225	552,915
65 - Sewer Operations	74,371	66,443	145,300	89,587	128,375
71 - Water Capital	282,339	43,072	455,897	378,166	426,206
72- Sewer Capital	207,806	-	-	-	-
Total Expenditures	\$ 3,761,711	\$ 3,293,337	\$ 3,791,486	\$ 3,794,348	\$ 4,180,798
Net Change in Fund Balance	461,773	1,017,703	459,082	782,998	78,020
Unrestricted Fund Balance, End of Year*	\$ 701,789	\$ 661,575	\$ 1,120,657	\$ 1,444,573	\$ 1,522,593

*Carried forward from Audit, will not calculate per actual numbers above for FYE2019 & FYE2020

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 50 - Waterworks & Sewerage Fund
 Revenues

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
<u>Operating Revenues</u>						
50-00-3530	Water Penalties	\$ 32,540	\$ 24,560	\$ 31,706	\$ 23,000	\$ 22,000
50-00-3540	Sewer Penalties	29,667	22,498	29,180	20,000	20,500
50-00-3610	Water Sales	2,043,510	2,141,024	2,113,716	2,413,365	2,156,629
50-00-3620	Sewer Sales	1,865,621	1,954,380	1,945,318	2,023,145	1,954,488
50-00-3670	Meter Sales	13,873	12,478	8,900	8,900	12,325
50-00-3761	Reimbursement	449	910	900	390	390
50-00-3792	Sewer - Other Charges	23,937	20,132	24,138	4,015	12,045
50-00-3810	Interest Income	-	7	-	20	20
50-00-3811	Interest Income - Cd	42,724	57,501	52,000	34,000	35,000
50-00-3820	Rental Income	-	-	500	500	500
50-00-3890	Miscellaneous Income	27,661	21,162	21,048	17,010	17,010
50-00-3920	Proceeds - Capital Asset Sale	95,000	-	-	-	-
Total Operating Revenues		\$ 4,174,982	\$ 4,254,652	\$ 4,227,406	\$ 4,544,345	\$ 4,230,907
<u>Capital Revenues</u>						
50-01-3651	Water Tap-On Fees	\$ 32,628	\$ 50,067	\$ 21,604	\$ 30,180	\$ 27,004
50-01-3652	Sewer Tap-On Fees	3,876	6,321	1,558	2,821	907
50-01-3791	Fire Suppression Tap-On Fees	8,702	-	-	-	-
50-01-3930	Loan/Bond Proceeds	3,296	-	-	-	-
Total Capital Revenues		\$ 48,502	\$ 56,388	\$ 23,162	\$ 33,001	\$ 27,911
Total Waterworks & Sewerage Revenues		\$ 4,223,484	\$ 4,311,040	\$ 4,250,568	\$ 4,577,346	\$ 4,258,818

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 50 - Waterworks & Sewerage Fund
 Department 49 - Information Services

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
50-49-6307	I.S. Services	\$ 16,457	\$ 17,984	\$ 31,031	\$ 37,067	\$ 34,484
50-49-6502	Telecommunications	1,973	1,129	2,567	2,435	2,597
Total Information Services Expenditures		\$ 18,430	\$ 19,113	\$ 33,598	\$ 39,502	\$ 37,081

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 50 - Waterworks & Sewerage Fund
 Department 50 - Administration

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
50-50-6101	Salaries - Regular	\$ 112,673	\$ 108,798	\$ 119,093	\$ 118,769	\$ 134,522
50-50-6104	Salaries - Part-Time	30,860	46,244	43,473	41,475	48,905
50-50-6201	Medical/Dental Insurance	16,102	14,542	13,874	13,355	14,314
50-50-6202	Group Life Insurance	98	108	122	126	130
50-50-6203	Opeb Pension Expense	1,342	153,904	-	-	-
50-50-6205	Social Security Contributions	10,357	11,263	12,220	11,977	13,737
50-50-6206	Imrf Contributions	2,594	16,906	12,152	12,077	14,435
50-50-6208	Training & Memberships	1,454	4,296	3,675	275	3,375
50-50-6301	Legal Services	352	-	500	-	500
50-50-6302	Audit Services	11,300	12,800	12,725	11,425	13,950
50-50-6306	Medical Services	-	-	260	-	-
50-50-6307	I.S. Services	8,536	8,629	8,954	8,119	8,474
50-50-6309	Other Professional Services	19,167	26,191	24,758	28,268	29,228
50-50-6402	Rental	557	504	650	474	474
50-50-6403	Repair & Maint. Serv-Equipment	458	263	650	350	350
50-50-6501	Postage & Delivery	16,240	19,007	20,150	18,000	21,000
50-50-6502	Telecommunications	3,220	3,463	3,264	3,300	2,975
50-50-6503	Publishing	-	-	15	517	530
50-50-6504	Printing	1,056	-	750	480	480
50-50-6507	Mileage Reimbursement	21	9	50	25	25
50-50-6514	Insurance Premiums	107,341	78,099	119,246	110,314	104,084
50-50-6518	Bad Debt Expense	-	-	-	100	100
50-50-6613	General Office Supplies	440	448	850	850	850
50-50-7010	Transfer To Equip. Replacement Fund	64,004	120,172	110,872	110,872	134,838
50-50-7011	Transfer To Infra. Replacement	-	-	200,000	425,000	975,000
50-50-7510	Depreciation Expense	742,468	758,618	-	-	-
50-50-8002	Debt - Principal	-	-	560,756	560,756	565,275
50-50-8003	Debt - Interest	109,620	91,633	80,929	80,929	64,710
50-50-8004	Fiscal Agent Fees	813	475	500	475	475
50-50-9003	Interfund Transfer Expense	323,780	323,340	322,090	322,090	-
Total Administration Expenditures		\$ 1,584,853	\$ 1,799,712	\$ 1,672,578	\$ 1,880,398	\$ 2,152,736

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 50 - Waterworks & Sewerage Fund
 Department 59 - P.W. Administration

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
50-59-6101	Salaries - Regular	\$ 476,258	\$ 525,327	\$ 485,206	\$ 463,820	\$ 505,198
50-59-6102	Salaries - Overtime	39,480	40,547	44,756	44,756	47,196
50-59-6105	Salaries - Seasonal	8,569	3,779	8,643	9,363	9,363
50-59-6201	Medical/Dental Insurance	76,735	78,428	71,266	64,119	65,014
50-59-6202	Group Life Insurance	617	872	888	765	775
50-59-6205	Social Security Contributions	38,991	41,670	40,838	39,413	42,806
50-59-6206	Imrf Contributions	42,113	39,579	39,574	38,352	44,247
50-59-6208	Training & Memberships	5,043	3,035	7,900	3,000	8,800
50-59-6209	Uniform Allowance	2,038	3,358	3,950	3,800	3,800
50-59-6301	Legal Services	3,800	32	2,500	2,500	2,500
50-59-6303	Engineering Services	-	-	-	1,666	500
50-59-6306	Medical Services	943	718	1,140	1,500	1,500
50-59-6307	I.S. Services	-	-	200	-	-
50-59-6309	Other Professional Services	1,010	5,775	5,225	4,975	6,225
50-59-6312	Julie Services	3,005	8,727	7,500	5,144	6,000
50-59-6313	Scada Services	6,274	4,253	15,000	10,000	15,000
50-59-6402	Rental	446	981	662	412	412
50-59-6403	Repair & Maint. Serv-Equipment	6,105	10,478	4,100	4,500	3,850
50-59-6406	Repair & Maint. Serv-Buildings	13,032	23,124	57,745	56,147	13,554
50-59-6407	Repair & Maint. Serv-Vehicles	23,000	18,340	20,000	20,000	20,000
50-59-6500	General Equipment	15,727	38,904	29,500	31,309	10,500
50-59-6501	Postage & Delivery	1,138	249	500	375	500
50-59-6502	Telecommunications	13,681	11,638	11,415	10,804	10,745
50-59-6504	Printing	127	13	300	325	300
50-59-6507	Mileage Reimbursement	167	91	50	125	125
50-59-6508	Receptions & Entertainment	143	151	200	500	325
50-59-6512	Water & Sewer	1,003	1,359	1,100	1,000	1,000
50-59-6516	Employee Activities	227	169	250	250	-
50-59-6601	Fuels & Lubricants	29,733	25,809	28,250	26,250	29,500
50-59-6602	Custodial Supplies	1,671	1,144	1,700	1,700	1,700
50-59-6603	Specialized Supplies	5,024	6,544	8,000	8,000	8,000
50-59-6604	Safety Supplies	8,897	6,652	6,500	6,300	2,500
50-59-6608	Books & Publications	261	261	100	-	50
50-59-6611	Building Materials & Supplies	-	260	3,500	3,800	-
50-59-6612	Equipment Maintenance Supplies	2,327	1,661	3,000	4,500	4,500
50-59-6613	General Office Supplies	1,127	1,049	1,000	1,000	1,000
50-59-6617	Vehicle Maint. Supplies	18,597	13,117	16,000	16,000	16,000
Total P.W. Administration Expenditures		\$ 847,309	\$ 918,094	\$ 928,458	\$ 886,470	\$ 883,485

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 50 - Waterworks & Sewerage Fund
 Department 60 - Water Operations

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
50-60-6303	Engineering Services	\$ 5,194	\$ 669	\$ 1,500	\$ -	\$ -
50-60-6309	Other Professional Services	146,332	52,283	118,000	120,570	120,570
50-60-6311	Ilepa Water Sampling	15,117	19,956	20,000	20,000	20,000
50-60-6402	Rental	5,594	1,304	2,700	2,700	2,700
50-60-6403	Repair & Maint. Serv-Equipment	3,998	13,172	12,100	5,800	11,300
50-60-6406	Repair & Maint. Serv-Buildings	15,430	14,565	15,500	10,500	36,490
50-60-6510	Natural Gas	1,278	1,210	1,100	1,400	1,500
50-60-6511	Electricity	175,560	204,168	200,000	165,000	168,000
50-60-6518	Bad Debt Expense	507	168	500	100	100
50-60-6603	Specialized Supplies	259,046	48,230	58,205	68,205	63,205
50-60-6606	Landscaping Supplies	2,142	2,073	5,500	4,500	8,000
50-60-6607	Chemicals & Lab Supplies	113,326	86,180	115,000	115,000	115,000
50-60-6610	Traffic Control Supplies	999	1,020	2,000	2,000	2,000
50-60-6611	Building Materials & Supplies	1,546	1,840	2,750	3,750	3,250
50-60-6612	Equipment Maintenance Supplies	534	65	800	700	800
Total Water Operations Expenditures		\$ 746,603	\$ 446,903	\$ 555,655	\$ 520,225	\$ 552,915

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 50 - Waterworks & Sewerage Fund
 Department 65 - Sewer Operations

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
50-65-6309	Other Professional Services	\$ 42,422	\$ 17,743	\$ 82,500	\$ 30,000	\$ 75,000
50-65-6402	Rental	671	692	1,200	1,212	1,250
50-65-6403	Repair & Maint. Serv-Equipment	6,102	16,587	15,500	15,500	15,500
50-65-6406	Repair & Maint. Serv-Buildings	946	256	1,000	500	750
50-65-6510	Natural Gas	2,425	2,708	2,750	3,300	3,300
50-65-6511	Electricity	14,502	17,476	17,000	14,000	15,000
50-65-6518	Bad Debt Expense	290	88	350	75	75
50-65-6603	Specialized Supplies	4,127	8,712	20,000	20,000	12,500
50-65-6607	Chemicals & Lab Supplies	1,301	425	1,500	1,000	1,000
50-65-6611	Building Materials & Supplies	718	404	500	1,000	1,000
50-65-6612	Equipment Maintenance Supplies	867	1,352	3,000	3,000	3,000
Total Sewer Operations Expenditures		\$ 74,371	\$ 66,443	\$ 145,300	\$ 89,587	\$ 128,375

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 50 - Waterworks & Sewerage Fund
 Department 71 - Water Capital

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
50-71-6303	Engineering Services	\$ 120,762	\$ 41,369	\$ 118,500	\$ 81,153	\$ 323,500
50-71-7006	Automotive Equipment	-	-	81,647	47,962	65,000
50-71-7011	Water System Improvements	161,577	1,703	255,750	249,051	37,706
Total Water Capital Expenditures		\$ 282,339	\$ 43,072	\$ 455,897	\$ 378,166	\$ 426,206

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 51 - Waterworks & Sewerage Capital Fund
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ -	\$ 64,004	\$ 184,176	\$ 184,176	\$ 720,048
Revenues	\$ 64,004	\$ 120,172	\$ 310,872	\$ 535,872	\$ 1,109,838
Expenditures by Department					
71 - Water Capital	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Net Change in Fund Balance	\$ 64,004	\$ 120,172	\$ 310,872	\$ 535,872	\$ 884,838
Fund Balance, End of Year	\$ 64,004	\$ 184,176	\$ 495,048	\$ 720,048	\$ 1,604,886

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 51 - Waterworks & Sewerage Capital Fund
 Revenues & Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Capital Revenues						
51-00-3990	Interfund Transfer Income	\$ 64,004	\$ 120,172	\$ 310,872	\$ 535,872	\$ 1,109,838
Total Capital Revenues		\$ 64,004	\$ 120,172	\$ 310,872	\$ 535,872	\$ 1,109,838
Expenditures						
Dept. 71 - Water Capital						
51-71-6303	Engineering Services	\$ 1,245	\$ -	\$ -	\$ -	\$ 225,000
Total Water Capital Expenditures		\$ 1,245	\$ -	\$ -	\$ -	\$ 225,000
Net Surplus/(Deficit)		\$ 62,759	\$ 120,172	\$ 310,872	\$ 535,872	\$ 884,838

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 57 - Refuse Fund
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ 104,501	\$ 96,855	\$ 88,091	\$ 88,091	\$ 77,129
Revenues	\$ 700,623	\$ 724,177	\$ 752,189	\$ 751,312	\$ 773,843
Expenditures by Department					
50 - Administration	\$ 708,268	\$ 732,941	\$ 751,961	\$ 762,274	\$ 773,915
Total Expenditures	\$ 708,268	\$ 732,941	\$ 751,961	\$ 762,274	\$ 773,915
Net Change in Fund Balance	\$ (7,645)	\$ (8,764)	\$ 228	\$ (10,962)	\$ (72)
Fund Balance, End of Year	\$ 96,855	\$ 88,091	\$ 88,319	\$ 77,129	\$ 77,057

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 57 - Refuse Fund
 Revenues & Expenditures

Account Number	Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Revenues						
57-00-3650	Refuse Penalties	\$ 8,999	\$ 7,107	\$ 13,300	\$ 7,000	\$ 7,000
57-00-3690	Refuse Charges	691,624	717,070	738,889	744,312	766,843
Total Refuse Revenues		\$ 700,623	\$ 724,177	\$ 752,189	\$ 751,312	\$ 773,843
Expenditures						
Dept. 50 - Administration						
57-50-6513	Refuse & Recycling Collection	\$ 658,182	\$ 682,852	\$ 701,811	\$ 712,199	\$ 733,840
57-50-6518	Bad Debt Expense	86	89	150	75	75
57-50-9003	Interfund Transfer Expense	50,000	50,000	50,000	50,000	40,000
Total Administration Expenditures		\$ 708,268	\$ 732,941	\$ 751,961	\$ 762,274	\$ 773,915
Total Refuse Expenditures		\$ 708,268	\$ 732,941	\$ 751,961	\$ 762,274	\$ 773,915
Net Surplus/(Deficit)		\$ (7,645)	\$ (8,764)	\$ 228	\$ (10,962)	\$ (72)

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 80 - Police Pension Fund
 Fund Summary by Department

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Fund Balance, Beginning of Year	\$ 3,481,778	\$ 3,836,057	\$ 4,224,599	\$ 4,224,599	\$ 5,237,505
Revenues	\$ 727,832	\$ 798,762	\$ 1,023,237	\$ 1,383,811	\$ 1,453,761
<u>Expenditures by Department</u>					
Police Pension Fund	\$ 373,553	\$ 410,220	\$ 405,440	\$ 370,905	\$ 377,806
Total Expenditures	\$ 373,553	\$ 410,220	\$ 405,440	\$ 370,905	\$ 377,806
Net Change in Fund Balance	\$ 354,279	\$ 388,542	\$ 617,797	\$ 1,012,906	\$ 1,075,955
Fund Balance, End of Year	\$ 3,836,057	\$ 4,224,599	\$ 4,842,396	\$ 5,237,505	\$ 6,313,460

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 80 - Police Pension Fund
 Revenues

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY2020-2021 Estimated Actual	FY2021-2022 Final Budget
Interest Income	\$ 224,473	\$ 154,350	\$ 360,574	\$ 721,148	\$ 728,358
Employer Pension Contribution	402,140	547,974	562,879	562,879	623,000
Employee Pension Contribution	101,219	96,372	99,784	99,784	102,403
Total Pension Fund Revenues	\$ 727,832	\$ 798,696	\$ 1,023,237	\$ 1,383,811	\$ 1,453,761

Village of Sugar Grove
 FY2021-2022 Budget
 Fund 80 - Police Pension Fund
 Expenditures

Description	FY2018-2019 Actual	FY2019-2020 Actual	FY2020-2021 Approved Budget	FY20220-2021 Estimated Actual	FY2021-2022 Final Budget
<u>Pension Benefits & Refunds</u>					
Refund of Contributions	\$ -	\$ 21,491	\$ -	\$ -	
Pension - Officer	114,568	118,005	120,743	120,342	120,342
Disability - Line of Duty	146,593	147,943	147,643	148,855	153,321
Disability - Not Line of Duty	78,081	79,056	81,204	46,644	48,043
Total Pension Benefits & Refunds	\$ 339,242	\$ 366,495	\$ 349,590	\$ 315,842	\$ 321,706
<u>Administration</u>					
Training & Memberships	\$ 5,482	\$ 4,861	\$ 5,200	\$ 2,000	\$ 5,200
Legal Services	6,484	14,981	11,000.00	16,745.00	12,500.00
Audit Services	3,000	7,475	-	-	-
Financial Services	15,004	25,986	21,500.00	27,000.00	29,000.00
Medical Services	3,690	2,580	7,500.00	4,500.00	4,500.00
Other Professional Services	-	4,039	10,000.00	4,050.00	4,100.00
Filing Fee	651	697	650.00	768.00	800.00
Postage & Delivery	-	-	-	-	-
Total Administration Expenditures	\$ 34,311	\$ 60,619	\$ 55,850	\$ 55,063	\$ 56,100
Total Police Pension Expenditures	\$ 373,553	\$ 427,114	\$ 405,440	\$ 370,905	\$ 377,806

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

RESOLUTION NO. 20210406A

**RESOLUTION AMENDING CERTAIN RATES AND FEES
FOR THE VILLAGE OF SUGAR GROVE**

**Adopted by the
Board of Trustees and President
Of the Village of Sugar Grove
This 6th day of April, 2021**

**Published in Pamphlet Form
By authority of the Board of Trustees
Of the Village of Sugar Grove, Kane County, Illinois
This 6th day of April, 2021**

RESOLUTION NO. 20210406A

**RESOLUTION AMENDING CERTAIN RATES AND FEES
FOR THE VILLAGE OF SUGAR GROVE**

BE IT RESOLVED by the President and Board of Trustees for 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 and therefore acts pursuant to the powers granted to it under 65 ILCS 5/11-129-1, et seq.; and

WHEREAS, the Village previously made water and sewer system improvements for the benefit of its customers; and

WHEREAS, these improvements were funded by loans made from the Illinois Environmental Protection Agency (IEPA); and

WHEREAS, the Village is required by the IEPA Loan to set water rates which are sufficient to pay the installments for the loan in a timely manner; and

WHEREAS, a committee composed of users of the system, both residents and non-residents, met and after consideration of all factors, made certain recommendations to the Board of Trustees regarding rates; and

WHEREAS, pursuant to the provisions of the code of ordinances of the Village of Sugar Grove, the Board of Trustees have determined that there is a need to amend the rates and fees for the Village water and sewer system.

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

RESOLVED, effective with the May 1, 2021, water and sewer bill, water and sewer charges and rates are hereby amended as follows:

(A)	Village of Sugar Grove (resident)		
	Customer Charge	Per Month Water	\$16.49
	Customer Charge	Per Month Sewer	\$14.83
	Water Rate (Usage)	Per 1,000 gallons	\$ 5.02
	Sewer Rate (Usage)	Per 1,000 gallons	\$ 5.05
(B)	County (non-resident)		
	Customer Charge	Per Month Water	\$16.49
	Customer Charge	Per Month Sewer	\$14.38
	Water Rate (Usage)	Per 1,000 gallons	\$ 6.55
	Sewer Rate (Usage)	Per 1,000 gallons	\$ 6.56

RESOLVED, utility accounts (water, sewer and refuse) that are delinquent as defined by the code of ordinances of the Village of Sugar Grove shall hereby be assessed:

Delinquent Accounts:	10% of current bill
NSF Charge:	\$35 per occurrence
Tag Fee:	\$35 per occurrence
Shut On/Off Fee:	
Within regular working hours	\$35.00 per occurrence
After regular working hours	\$75.00 per occurrence

RESOLVED, that all sections of previous Resolutions setting charges and rates in conflict herewith are hereby rescinded.

BE IT FURTHER RESOLVED that the Village will credit \$1.00 per month to those accounts who choose to utilize the direct debit form of payment due to the reduction in administrative time involved.

ADOPTED this 6th day of April, 2021 by the Corporate Authorities of the Village of Sugar Grove by roll call vote as follows:

	Ayes	Nays
Trustee Herron	_____	_____
Trustee Konen	_____	_____
Trustee Lendi	_____	_____
Trustee Walter	_____	_____
Trustee Koch	_____	_____
Trustee Montalto	_____	_____

APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 6th day of April, 2021.

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

ATTEST: _____
Alison Murphy, Village Clerk

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

RESOLUTION NO. 20210406B

**RESOLUTION AMENDING REFUSE RATES FOR
THE VILLAGE OF SUGAR GROVE**

**Adopted by the
Board of Trustees and President
Of the Village of Sugar Grove
This 6th day of April, 2021**

**Published in Pamphlet Form
By authority of the Board of Trustees
Of the Village of Sugar Grove, Kane County, Illinois
This 6th day of April, 2021**

RESOLUTION NO. 20210406B

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

WHEREAS, Village Code 3-5-15: provides that the charges for garbage removal within the Village of Sugar Grove shall be set from time to time by the Board of Trustees of the Village of Sugar Grove by resolution of said Board of Trustees:

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

1. That the charge pursuant to the Village Code of Ordinances, 3-5-15: the fee for pickup of residential refuse shall be and hereby is set as follows:

\$19.40 per unit effective with the May 1, 2021 billing

PASSED AND APPROVED, by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on the 6th day of April, 2021.

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

	AYES	NAYS	ABSENT
Konen	_____	_____	_____
Herron	_____	_____	_____
Lendi	_____	_____	_____
Koch	_____	_____	_____
Montalto	_____	_____	_____
Walter	_____	_____	_____

Attest:

Alison Murphy, Clerk, Village of Sugar Grove

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

RESOLUTION NO. 20210406C

**RESOLUTION AMENDING VEHICLE USE FEE
(INFRASTRUCTURE MAINTENANCE) FOR
THE VILLAGE OF SUGAR GROVE**

**Adopted by the
Board of Trustees and President
Of the Village of Sugar Grove
This 6th day of April, 2021**

**Published in Pamphlet Form
By authority of the Board of Trustees
Of the Village of Sugar Grove, Kane County, Illinois
This 6th day of April, 2021**

RESOLUTION NO. 20210406C

RESOLUTION AMENDING VEHICLE USE FEE (INFRASTRUCTURE MAINTENANCE) FOR THE VILLAGE OF SUGAR GROVE

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

WHEREAS, Village Code 3-1: provides that the charges for a Vehicle Use Fee (Infrastructure Maintenance Fee) within the Village of Sugar Grove shall be set from time to time by the Board of Trustees of the Village of Sugar Grove by resolution of said Board of Trustees:

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

1. That the Vehicle Use Fee pursuant to the Village Code of Ordinances, 3-1F-1: for the purpose of Infrastructure Maintenance shall be and hereby is set as follows:

\$6.48 per unit effective with the May 1, 2021 billing

PASSED AND APPROVED, by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on the 6th day of April, 2021.

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

	AYES	NAYS	ABSENT
Trustee Konen	_____	_____	_____
Trustee Herron	_____	_____	_____
Trustee Lendi	_____	_____	_____
Trustee Koch	_____	_____	_____
Trustee Montalto	_____	_____	_____
Trustee Walter	_____	_____	_____

Attest:

Alison Murphy, Clerk, Village of Sugar Grove

Village of Sugar Grove, Illinois

Administration Department Action Plan Accomplishments Fiscal Year 2020-2021

The focus of the Administration Department is to serve in a leadership role with the other Village departments, insure that the policies of the Board are followed and act as the primary staff liaison with other governmental bodies and outside agencies.

Most of the Administration Department's goals are imbedded in the goals of the other departments. There are limited efforts that primarily or solely fall under Administration.

Specific goals for the Administration Department are listed below.

1. Explore the extension of the existing Boundary Agreement with Plano in advance of the 2025 expiration date. Completion will be achieved by the approval of a new Boundary Agreement with Plano. It is recognized that this may be a multi-year project.

*The Village Board approved an ordinance extending the existing boundary line agreement with Plano at the July 21, 2020 Village Board meeting. The signed agreement has been sent to both Kane and Kendall Counties for recording. **This item is complete.***

2. Explore a Boundary Agreement with Elburn. Completion will be achieved by the approval of a new Boundary Agreement with Elburn. It is recognized that this may be a multi-year project.

*Elburn reengaged and discussions are ongoing. **This item will be carried over to 2021-22.***

3. Explore a Boundary Agreement with Big Rock. Completion will be achieved by the approval of a new Boundary Agreement with Big Rock. It is recognized that this may be a multi-year project.

*Big Rock has not responded to our inquiries regarding a boundary agreement. **This item will be carried over to FY 2021-22.***

4. Continue to monitor the space needs for the Police Department, Administrative/Finance, and CD functions to be able to continue to provide services to residents, businesses, and visitors. Included in this effort is the projections of future revenues to insure fiscally responsible funding. Completion will be achieved by the relocation or expansion of Village Hall and CD. It is recognized that this may be a multi-year project.

*This project was added to the Capital Improvement Plan and placed on hold for FY 2020-21. **This item will be carried over to FY 2021-22.***

5. Research the buildout of the 160 S. Municipal Drive building for future office use. Focus will be on a Return on Investment analysis. Completion will be achieved through presentation of a plan for VB consideration.

*This project was added to the Capital Improvement Plan and placed on hold for FY 2020-21. **This item will be carried over to FY 2021-22.***

6. Complete cross training between the appropriate levels of the Administration staff with the other departments. Completion will be achieved when cross training is complete.

*The appropriate level of cross training given the duties of the Senior Management Analyst has been achieved. Opportunities will continue to be explored in the future. **This item is considered complete for Action Plan purposes.***

7. Foster relationships with other community governmental bodies at the local, regional, state and federal levels. Completion will be achieved through the establishment of a systematic contact framework.

*In response to COVID weekly meetings with members of the other local taxing bodies including the Park District, the Library, the Community House, Kaneland School District, the SG Fire Protection District, and the Township were established. On a monthly basis staff is reviewing the local, county, state and federal contact list and facilitating appropriate contact. **This is an ongoing item but is considered complete for Action Plan purposes.***

8. Engage residents in the public feedback process. Conduct regular surveys on a variety of timely topics to help gauge community sentiment. Publish results and follow-up to demonstrate how resident participation impacts outcomes. Completion will be achieved by conducting a minimum of twelve surveys.

*A communications survey was conducted via Survey Gizmo in mid-July. Over 740 responses were received. Results have been posted to the website. Staff has made changes to the e-newsletter system to consolidate mailing lists to ensure all subscribers receive all mailings. All respondents who indicated interest in the Nixle Alert Program were emailed to sign-up for the program when it went live in January 2021. **This is an ongoing item but is considered complete for Action Plan purposes.***

9. 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. 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.

No OSHA reportable accidents have occurred in FY 2021.

Village of Sugar Grove, Illinois
Community Development Department Action Plan Accomplishments
Fiscal Year 2020 – 2021

The focus of the Community Development Department is to ensure the public health, safety and general welfare through the administration and enforcement of land use and development, building construction, and property maintenance regulations, policies and programs. The Department utilizes three divisions to carry out its focus: planning and zoning, economic development, and building inspection.

Specific goals for the Community Development Department include the following:

1. Complete updates to the Zoning Ordinance. This is an ongoing task intended to keep current with changes in business and development practices, community standards, technology, and the law. FY20-21 focus areas include reformatting regulations for ease of use and administration; adding more illustrations where appropriate; adding regulations to support the Route 47 Corridor Plan and the Downtown/Main Street Plan; and, adding regulations for big-box industrial buildings and data centers. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption.

Solar regulations amendment adopted; data center district draft in progress

2. Complete transformation of the Subdivision Regulations into a Development Code. Begun in FY17, this effort is expected to continue in FY21 with targeted amendments to revise out-of-date regulations including the portions relating to the development process, the required submittals for preliminary and final plat, among others. Full completion of this goal will be presentation of a newly revised Development Code to the Village Board for adoption.
3. Begin update of Comprehensive Plan. Assuming the Village's application for a CMAP Local Technical Assistance grant is approved and the Village funds its portion of the project, completion of community outreach and education effort and existing conditions analysis is expected in FY20-21. Plan development also is expected to begin but may not be completed in the current fiscal year. Full completion of this goal will be presentation of a consensus plan for adoption by the Village Board.

Application was successful; IGA with CMAP approved; awaiting completion of project scope of work from CMAP; anticipated start date is March 2021.

4. Develop an economic development strategy for the Village. Given the challenges facing the Village with respect to economic development, establishing a plan that provides direction for policy-makers concerning decisions affecting economic development in Sugar Grove would help decision-makers make sound decisions. Developing and implementing a strategy for using Enterprise Zone benefits is an incentive that needs to be explored. Emphasis should be given to the use of incentives in TIF 1 and TIF 2, and incentives used to attract retail development to the community. Full completion of this goal will be adoption of an economic development policy or plan describing what the Village wants to achieve and how it expects to accomplish the plan, including the use of economic development incentives.

Monitoring the impact of the pandemic on all types of economic development opportunities. Prepared a checklist and program for establishing outdoor dining area at restaurants in the Village effective with the Phase 3 re-opening procedures and guidelines. Directed several businesses to Kane County business interruption program.

Interest in commercial and industrial development opportunities in Sugar Grove has not waned during pandemic. Anticipate Village Board to approve contract with retail recruiting firm (Next Site). Currently collaborating with commercial developer on development and entitlement of 40 acres at SWC of Galena and Sugar Grove Parkway. Developer interest in property around the airport for industrial (warehouse/distribution) uses has grown.

Late in FY20-21 the Village Board engaged a retail site selection consultant (Next Site, LLC) to develop and implement a marketing plan to recruit retail and restaurant businesses and developers to the community. Data collection is expected to be completed by end of FY20-21 and leads and contact development to begin in earnest in FY21-22.

5. Develop and implement a marketing plan, including adaptive reuse, for the former Chesterbrook Academy building in Sugar Grove Center.

Anticipate retail recruiting firm (Next Site) to assist in this endeavor.

6. Participate in a building official's mutual aid agreement. In the event of a major calamity that causes mass damage and destruction of structures, the Village staff will be overwhelmed by the demand for services. Entering into a mutual aid agreement for building inspection services with nearby municipalities would provide an alternative for immediate assistance in times of need. Completion of this task would be the presentation of a mutual aid agreement for building inspection services and approval by the Village Board.
7. Utilize the Village website to dispense more information about development in the Village. This is an ongoing effort whereby the Community Development Department will search for ways to make more community development information available and accessible to residents and businesses. FY20-21 focus areas include updating permit tip sheets, and attempt to be more responsive to community needs for information about specific development proposals.

Small updates and changes made to website in response to user comments and needs.

8. 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 FY20-21 full compliance would be for the Community Development Department to experience no accidents in the fiscal year and to conduct quarterly Department safety meetings.

There have been no accidents or incidents that affected employee safety during the FY21-21.

However, the COVID-19 global pandemic presents a persistent threat to health and safety until a vaccine can be effectively distributed among the population. The pandemic, health agency recommendations and related Executive Orders from the Governor's office were not contemplated. However, public contact during the pandemic has been limited and the Department has continued to provide its core services. The public is limited to the vestibule of the CD building and social distancing, per CDC recommendations is exercised by staff when in the field. Vehicles are sanitized at the end of each day. Office staff is working remotely as much as practical to ensure continuity of operations. A COVID-19 barrier was installed at the front counter to separate staff from the public. CD staff follows all pandemic protocols established by the US CDC to prevent the spread of the virus.

Fire extinguishers installed in CD vehicles.

Village of Sugar Grove, Illinois
Finance Department Accomplishments
Fiscal Year 2020-21

The Finance Department is responsible for overseeing the fiscal operations of the Village.

Primary responsibilities of the department include accounting and financial reporting, creating the budget and compiling the budget document, managing the audit process, investment and cash management activities, payment of bills, billing and collecting of revenue, payroll processing, human resources and risk management.

Specific goals for the Finance Department are listed below.

The Finance Department is responsible for overseeing the fiscal operations of the Village.

Primary responsibilities of the department include accounting and financial reporting, creating the budget and compiling the budget document, managing the audit process, investment and cash management activities, payment of bills, billing and collecting of revenue, payroll processing, human resources and risk management. Specific goals for the Finance Department are listed below.

1. Research options that are available for general liability insurance. Ensure that the Village is receiving the best price possible for insurance. This is anticipated to be completed by April 2021.

No report.

2. Evaluate options for funding a proposed new Village Hall. This will be completed by April 2021.

The Village is currently exploring the options available for a new Village Hall vs. updating and renovating the current Village Hall to make it more efficient and useable for all departments.

3. With the hiring of a new Utility Billing Clerk, it is important to cross train staff and provide all the necessary training. This will continue through the fiscal year.

On-going training continues throughout the year. Additional external training done through BS&A user groups for cross training purposes as they become available.

4. Update the Utility Billing system to have 100% contact information (e-mail addresses or phone number) within the system. Anticipated completion date by February 2021.

In-Process, we are updating contact information as residents call in, but also promoting this through our social media and website.

5. Begin to create an electronic filing system for records management. Research the potential integration of a fully-built out Laserfiche system to create records retention and management programs. Anticipate completion date January 2021.

Due to COVID, this is on hold as training has not been able to be completed yet. This will be a multi-year project as well to become fully electronic. As we update Utility Billing customer information, Staff is also scanning in address records that coincide with each residential address.

Village of Sugar Grove, Illinois
Finance Department Accomplishments
Fiscal Year 2020-21

6. Research a government corporate credit card to pay vendors and accumulate rewards to be able to purchase ongoing items through the rewards program. Anticipated completion date December 2020.

No Report.

7. Create a separate, comprehensive Capital Improvement Plan which outlines short-term, as well as long-term, capital project needs with funding sources. Anticipated completion date by October 2020.

Department heads and Staff are going through the current CIP to update current projects, as well as add new projects needed. This is anticipated to be presented within FY21-22.

8. 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 2020-21. Staff expects this to be done by the end March 2020.

The safety committee continues to have quarterly meetings.

9. 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 2019 – 2020, 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.

No accidents to report for FY2020-2021.

Village of Sugar Grove, Illinois

Police Department Accomplishments

Fiscal Year 2020 – 21

The Police Department is responsible for keeping Sugar Grove safe and tackling crime through quality policing that secures the trust and support of the people it serves and protects.

Primary responsibilities of the department include keeping Sugar Grove safe by minimizing the loss of life, personal injury, and property damage resulting from crime or exposure to unsafe conditions caused by traffic collisions or emergency incidents. The Sugar Grove Police Department strives in being responsive and proactive in preventing and suppressing crime through evidence-based policing strategies, and ensuring a high quality of livability and sense of security. And, Securing trust and support by performing and obtaining results in a manner that embodies equal justice under the law, effective engagement with the community and continuous improvement. Foster a culture of service excellence, operational efficiencies, and risk-intelligent innovation. Engage in activities that enhance Police-Community collaboration, trust and support. Enhance safety, reduce criminal victimization, and strengthen emergency response.

Specific goals for the Police Department are listed below.

1. Continue the multi-year joint training exercise and tabletop with the Sugar Grove Fire Protection District and Sugar Grove Public Works. The exercise will simulate a joint response to a major incident which will require the implementation of an incident command protocol. The incident will test each department's readiness and address necessary areas of improvement. During the fiscal year hold the tabletop exercise.

On-hold due to COVID-19 but still working through the planning phase.

2. Maintain the standards and processes for the Sugar Grove Police Department accreditation through the Illinois Police Chiefs Association. Illinois Law Enforcement Accreditation Program (ILEAP) will continue to help us strive to achieve a high level of professionalism, follow the leading edge of practices and policies in law enforcement. Peer reviews from the Chief's association will help ensure we are meeting and exceeding the standards in place.

Officer Hanold and others from the department are wrapping up the remaining items. Officer Hanold is coordinating a mock assessment team to come in to review our standards. Accreditation Team will follow behind for their official assessment of our agency.

3. Continue the multi-year joint review and update as necessary the Village's Emergency Operations Manual. Provide training on new updates to all entities involved.

On-going

4. Collaborate with community partners in providing training on A.L.I.C.E (Alert, Lockdown, Inform, Counter, and Evacuate) for Active Intruder/Shooter preparedness. Continue building upon the progress on promoting A.L.I.C.E. with Kaneland School District, Religious Institutions and other entities within the Village.

Completed- Schools drills at the elementary and middle school have been completed..

5. Streamline records processes with the use of electronic accidents to be pushed into the police department record's database software.

Currently In discussions with our vendor.

6. Implement modern technologies for the officers to utilize electronic accident data that will make the process more efficient and interface with the records management software directly to the State.

Currently In discussions with our vendor

7. Transition off a Uniform Crime Report (UCR) over to a new federal mandate, National Base Incident Reporting (NIBRS). Agencies to go-live January 2021 with the new reporting format.

Completed- NIBRS is live as of January 2021.

8. Continue to promote safety within the Police 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. The goal for the Police Department is to minimize the number of work related accidents.

On-going.

Village of Sugar Grove Public Works Department Action Plan Accomplishments Fiscal Year 20-21

The focus of the Public Works Department for Fiscal Year 2020-2021 was infrastructure projects. Staff did continue to be as efficient and effective as possible, in carrying out planned activities and in responding to the unforeseen and unpredictable. Specific Action Plan Accomplishments for the Public Works Department are listed below.

1. Bliss & 47 Intersection
Reconstruct the intersection of Bliss Road at Illinois Route 47. Construction is anticipated to start in May 2020.

This project is complete.

2. 2020 Roadway Program
The Road Program includes the resurfacing of the remaining streets in Strafford Woods, McCannon Street (Maple to Bastian), Yolane Drive (McCannon Street to Patricia) and Mallard Point Subdivision (Except Cobbler Court and Lane). Miscellaneous patching on Merrill Road, ADA improvements will be completed in the Windsor West neighborhood. Crack sealing on Calkins Drive, Grove Street, Monna Street, Snow Street, Waubensee Drive, Heartland Drive, Cobbler Court, Cobbler Lane, North and South Dugan Road and Gordon Road will be completed. The Local Road Program includes Micro surfacing in Windsor West as well as the sealcoating and striping of the Village Hall and the front parking lot at Public Works.

This project is complete except punch list items. There are some ongoing issues with the restoration which are still being addressed, and some restoration might be delayed until Spring. This contract has a 1 year warranty with a 10% retainage. EEI has prepared a punch list.

3. Gordon Road Quiet Zone
Under their revised Annexation Agreement for portions of Settlers Ridge, Coast Oak is required to install a Quiet Zone at the Railroad Tracks on Gordon Road. In order to ensure proper installation in accordance with Village, developer and State Standards, Public Works will take an active role in this project. Coast Oak will continue to lead this project. This project is anticipated to be constructed this year.

This project is complete.

4. Park Avenue & Sugar Grove Parkway Signalization
Obtain approval from IDOT for a traffic signal at Park Avenue & Sugar Grove Parkway, including 50% funding from IDOT.

This project has been delayed.

5. Gordon Road Corridor Study
Complete the Gordon Road Corridor study. Completion is anticipated by September 2020.

This project is complete.

6. Blackberry Creek Bike/Pedestrian Bridge Phase I Engineering
Complete Phase I Engineering for the Blackberry Creek Bike/Pedestrian Bridge and submit to available grant programs for funding to complete Phase II engineering and construction.

This project is complete. Phase I Engineering has been reviewed and approved by IDOT. The ITEP Grant request has been submitted.

Safe Routes to Schools.

This project is complete. Phase I Engineering has been reviewed and approved by IDOT. The ITEP Grant request has been submitted.

7. Vulnerability Assessment Plan and Risk and Resiliency Plan.
America's Water Infrastructure Act of 2018 (AWIA '18) requires community water systems serving 3,300 or more persons to conduct a risk and resilience assessment and develop an emergency response plan.

This project is nearly complete with the Final Report to be submitted in June 2021.

8. Continue to Promote Safety within the Public Works 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. The goal for the Public Works Department is zero accidents and zero claims.

Public Works Staff is continuing efforts to achieve the zero accident goals.

Village of Sugar Grove, Illinois

Administration Department Action Plan Fiscal Year 2021-2022

The focus of the Administration Department is to serve in a leadership role with the other Village departments, insure that the policies of the Board are followed and act as the primary staff liaison with other governmental bodies and outside agencies.

Most of the Administration Department's goals are imbedded in the goals of the other departments. There are limited efforts that primarily or solely fall under Administration.

Specific goals for the Administration Department are listed below.

1. Explore a Boundary Agreement with Elburn. Completion will be achieved by the approval of a new Boundary Agreement with Elburn. It is recognized that this may be a multi-year project.
2. Explore a Boundary Agreement with Big Rock. Completion will be achieved by the approval of a new Boundary Agreement with Big Rock. It is recognized that this may be a multi-year project.
3. Continue to monitor the space needs for the Police Department, Administrative/Finance, and CD functions to be able to continue to provide services to residents, businesses, and visitors. Included in this effort is the projections of future revenues to insure fiscally responsible funding. Completion will be achieved by the relocation or expansion of Village Hall and CD. It is recognized that this may be a multi-year project.
4. Research the buildout of the 160 S. Municipal Drive building for future office use. Focus will be on a Return on Investment analysis. Completion will be achieved through presentation of a plan for VB consideration.
5. Conduct a review of the Village's General Liability and Property Insurance Coverage. Completion will be achieved by determining to continue with the current carrier or to move to a new carrier. This item is dependent upon staff hours becoming available with the hiring of a part time Clerk.
6. Conduct a review of the Village's IT Consultant Services Agreement. Completion will be achieved by determining to continue with the current provider or to move to a new provider. This item is dependent upon staff hours becoming available with the hiring of a part time Clerk.
7. Conduct a review of the Village's Custodial Services Agreement. Completion will be achieved by determining to continue with the current provider or to move to a new provider. This item is dependent upon staff hours becoming available with the hiring of a part time Clerk.
8. 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. 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 2021 – 2022

The focus of the Community Development Department is to ensure the public health, safety and general welfare through the administration and enforcement of land use and development, building construction, and property maintenance regulations, policies and programs. The Department utilizes three divisions to carry out its focus: planning and zoning, economic development, and building inspection. While a year-round effort, property maintenance enforcement receives extra attention during the summer months with the addition of a seasonal code enforcement inspector.

Specific goals for the Community Development Department include the following:

1. Complete update of Comprehensive Plan. Begun late in FY20-21, this effort will begin in earnest during FY21-22 with a community outreach and education effort and existing conditions analysis. The effort is expected to be completed before the end of FY 21-22. Full completion of this goal will be presentation of a consensus plan for adoption by the Village Board.
2. Complete updates to the Zoning Ordinance. This is an ongoing task intended to respond to changes in business and development practices, community standards, technology, and the law. FY22- focus areas include adding regulations for big-box industrial buildings and data centers. It is expected the comprehensive planning process will identify further areas of change in the zoning regulations. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption.
3. Begin the transformation of the Zoning Ordinance and Subdivision Regulations into a Unified Development Code (UDC). Begun in FY17, this effort is expected to continue in FY22 with targeted amendments to revise out-of-date regulations including the portions relating to the development process, the required submittals for preliminary and final plat, among others, as interim steps toward a UDC. A grant will be sought to facilitate the UDC process, which will be a multi-year project. Full completion of this goal will be presentation of a newly revised Development Code sections to the Village Board for adoption and a UDC grant application submittal.
4. Develop and implement a strategy for using TIF Districts, Sales Tax Rebates and other programs such as Enterprise Zone benefits to facilitate economic development. Emphasis should be given to the use of incentives in TIF 1 and TIF 2, and incentives used to attract retail development to the community. Full completion of this goal will be adoption of an economic development policy or plan describing what the Village wants to achieve and how it expects to accomplish the plan, including the use of economic development incentives.
5. Exploit the services of Next Site, LLC. The Village Board engaged Next Site in late FY20-21 to develop and implement a plan to recruit restaurants and retail businesses to the community. While Next Site's responsibilities are generally broader in scope, staff will utilize information and analysis to market to desired smaller area businesses. Completion of this goal will include specific local marketing programs targeted to local restaurant and retailers desired by the community.
6. Participate in a building official's mutual aid agreement. In the event of a major calamity that causes mass damage and destruction of structures, the Village staff will be overwhelmed by the demand for services. Entering into a mutual aid agreement for building inspection services with nearby municipalities would provide an alternative for immediate assistance in times of need. Completion of this task would be the presentation of a mutual aid agreement for building inspection services and approval by the Village Board.

7. 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 FY21-22 full compliance would be for the Community Development Department to experience no accidents in the fiscal year and to conduct quarterly Department safety meetings.

Village of Sugar Grove, Illinois
Finance Department Action Plan
Fiscal Year 2021-22

The Finance Department is responsible for overseeing the fiscal operations of the Village.

Primary responsibilities of the department include accounting and financial reporting, creating the budget and compiling the budget document, managing the audit process, investment and cash management activities, payment of bills, billing and collecting of revenue, payroll processing, human resources and risk management.

Specific goals for the Finance Department are listed below.

1. Research options that are available for general liability insurance. Ensure that the Village is receiving the best price possible for insurance. This is anticipated to be completed in cooperation with the Administration Department, with a presentation including a cost analysis.
2. Evaluate options for funding a proposed new Village Hall and present to the Board funding options.
3. Begin to create an electronic filing system for records management. Research the potential integration of a fully-built out Laserfiche system to create records retention and management programs. Training will begin in May 2021, with the all documents scanned into a full records management database to take 1-2 years.
4. Research a government corporate credit card to pay vendors and accumulate rewards to be able to purchase ongoing items through the rewards program.
5. Create a separate, comprehensive Capital Improvement Plan which outlines short-term, as well as long-term, capital project needs with funding sources. Revamped CIP will be presented to the Board for review.
6. 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 2021-2022, 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 2021 – 22

The Police Department is responsible for keeping Sugar Grove safe and tackling crime through quality policing that secures the trust and support of the people it serves and protects.

Primary responsibilities of the department include keeping Sugar Grove safe by minimizing the loss of life, personal injury, and property damage resulting from crime or exposure to unsafe conditions caused by traffic collisions or emergency incidents. The Sugar Grove Police Department strives in being responsive and proactive in preventing and suppressing crime through evidence-based policing strategies, and ensuring a high quality of livability and sense of security. And, Securing trust and support by performing and obtaining results in a manner that embodies equal justice under the law, effective engagement with the community and continuous improvement. Foster a culture of service excellence, operational efficiencies, and risk-intelligent innovation. Engage in activities that enhance Police-Community collaboration, trust and support. Enhance safety, reduce criminal victimization, and strengthen emergency response.

Specific goals for the Police Department are listed below.

1. Continue the multi-year joint training exercise and tabletop with the Sugar Grove Fire Protection District and Sugar Grove Public Works. The exercise will simulate a joint response to a major incident which will require the implementation of an incident command protocol. The incident will test each department's readiness and address necessary areas of improvement. During the fiscal year hold the tabletop exercise.
2. Develop a 2021-2026 Strategic Planning Initiative for the police department. Create and utilize a citizen survey, work through a SWOT analysis with external and internal stakeholders. Prepare for succession planning with many retirements possible during the next five-year period.
3. Provide Effective Police Services by enhancing Investigative Services through new intelligence analytics. Track and evaluate investigative follow-ups and assignments through our Records Management System. Investigations to prepare timely reports for internal staff on the trends and patterns in order to assist in deterring crimes.
4. Maintain the standards and processes for the Sugar Grove Police Department accreditation through the Illinois Police Chiefs Association. Illinois Law Enforcement Accreditation Program (ILEAP) will continue to help us strive to achieve a high level of professionalism, follow the leading edge of practices and policies in law enforcement. Peer reviews from the Chief's association will help ensure were meeting and exceeding the standards in place. Achieve ILEAP Accreditation.
5. Foster a supportive culture that helps the police department staff grow and utilize their skills to better serve the community. Create a training analysis of classes, and mandatory training requirements, to best serve the needs of our agency enabling multi-faceted officers to meet the needs of our community by enhancing

leadership, professional development, and performance. Continue to enable staff to be highly trained, knowledgeable and prepared. Create and provide an internal electronic report to track progress of officer development throughout their career.

6. Continue to promote safety within the Police 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. The goal for the Police Department is to minimize the number of work-related accidents.

Village of Sugar Grove Public Works Department Action Plan Fiscal Year 21-22

The focus of the Public Works Department for Fiscal Year 2021-2022 will be on infrastructure planning and projects. Staff will continue to be as efficient and effective as possible, in carrying out planned activities and in responding to the unforeseen and unpredictable. Specific goals for the Public Works Department are listed below.

1. **CMAP Local Pavement Management Plan**
The Village has been awarded a Grant from CMAP for a Pavement Management Plan. A local pavement management plan will be provided to CMAP and municipal staff. The pavement management plan will introduce pavement management, characterize current pavement condition, describe current local agency pavement maintenance practices, describe the importance and types of pavement preservation, describe potential scenarios evaluating the cost to meet different network-level pavement conditions, and a recommended improvement program based on the selected pavement condition/spending scenario. It will include summary tables, charts, graphics, and maps depicting current pavement condition and forecasted pavement conditions under different scenarios. The consultant will develop a recommended five-year pavement improvement program.
2. **Water Works System Needs Assessment**
The Water Works System Needs Assessment would provide a more effective planning document in helping staff determine the Village's options relative to water supply, treatment, distribution and storage. The last Water Works System Needs Assessment was completed in 2006. This study will help staff project water usage for current and future developments as well as determine the supply, treatment, storage, control and major water distribution system components required. Cost estimates associated with the system improvements will also be addressed. This update would be coordinated with the CMAP Comprehensive Plan update and would not duplicate that report
3. **Sanitary Sewer System Needs Assessment**
The Sanitary System Needs Assessment would provide a more effective planning document in helping staff determine the Village's options relative to the Sanitary System Components, Lift Stations and Sanitary System Flows. The last Sanitary System Needs Assessment was completed in approximately in 1996 when the Village connected to Fox Metro. Each new subdivision or proposed development was analyzed for its own area. This assessment would collect all of the individual reports into a single document.
4. **Dugan Woods Fays Lane Watermain Project Engineering**
Complete Design Engineering for the Dugan Woods Fay's Lane/Whispering Oaks Watermain replacement project. Watermain Construction will be completed in 2022.
5. **Public Works Facility Repainting**
The paint is failing on Public Works Facility. Bid specs will be developed and the project will be bid for the repainting of the exterior and interior of the Public Works Facility.
6. **Continue to Promote Safety within the Public Works 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. The goal for the Public Works Department is zero accidents and zero claims.