



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: March 31, 2023

The following is a short summary of current projects the Administration Department is working on that have an update since the last report.

160 Move Odds & Ends – Staff is coordinating the procurement of odds and ends as a result of the move to 160 such as business cards, additional furniture, and supplies.

2023-2024 License Applications – Liquor License applications are substantially complete and are on the April 4, 2023 agenda for approval. Staff is still waiting for a few supporting documents like Kane County Health Department Certificates, which have not yet been completed by the County, but it is anticipated that these items will be completed shortly.

Liquor License Inquiries – Staff has fielded two calls regarding new liquor licenses and is working to address those questions.

FOIAs – Staff continues to reply to large FOIA requests.

Social Media – Twenty-two Facebook posts were published in the past two weeks including the Village Board Agenda, Special Plan Commission Meeting Agenda, Arbor Day Parkway Tree Giveaway, Coffee with Koenig, Fix a Leak Week, Comcast Franchise Agreement, Village Phone and Email Problems, Yard Waste Collection Resumes, Street Sweeping Notice, Electronic Waste Collection, Expanded Voting Sites Open, Rep. Underwood link to photo of meeting with Village President and staff. Over 1,200 people were reached with a reminder for Household Hazardous Waste collection.

Village YouTube Channel – The audio recording of the March 21st Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: March 31, 2023

The following is a summary of items the Finance Department is working on:

Tasks/Updates:

- **IRMA Underwriting Coverage Year 2024.** I have completed the underwriting questionnaire for coverage year 2024.
- **Village Administrator.** The process has been completed and the Village Administrator is set to be appointed on April 4, 2023.
- **Powering Safe Communities Grant 2023.** I worked with Chief Rollins to complete a grant application through ComEd and Metropolitan Mayors Caucus under the Powering Safe Communities 2023 program. The Village applied for it's 2nd year costs of the Body-Worn Camera program, a total of \$9,316 with a match of \$9,316. It is expected to know the decision of the grant committee by mid-July.
- **T-Mobile Lease Amendment – 100 New Bond Rd.** The Village has a current lease agreement with T-Mobile that is set to expire in March 2024. T-Mobile reached out to us at the beginning of the year to extend the lease agreement for another 5-year term with 5 renewal periods, with a monthly lease amount of \$3,100 with 2% escalation factors annually. This is lower than the current monthly amount of \$3,441.99, however, we do not want to lose thing income that goes into the Capital Fund. Sprint removed their equipment last year, losing their income, we do not want to lose this as well. This agreement has been received and is being reviewed by the Village's attorney prior to being brought to the Board for approval.
- **Building Permit Fee Schedule Survey.** I completed a building permit fee survey of surrounding communities. I was able to get responses from 11 communities. I have compiled this to be used during the discussion on April 18th for the Fee schedule. I am working with Community Development to provide additional detail for the discussion at the Board meeting.

Meetings:

- **IRMA Safety Committee.** Staff conducted the monthly Safety Committee of all departments. This is used to discuss any incidents that occurred during the month, and how to correct any procedure to prevent incidents in the future.
- **FY23-24 Fee Schedule.** I met with Walter to discuss the Fee Schedule to be proposed to the Board. We went through the survey of surrounding communities fee schedules, how our fees are derived and what we are proposing to the Board.
- **Tax Year 2022 Levy.** We finally have received the PTELL Levy Worksheets from Kane County to allocate how much the Village is levying for collections in 2023. I have submitted the 3% increase on current plus new construction estimates back to Kane County for Tax Year 2022.

Conferences/Trainings/Seminars: None

Accounts Receivable through March 31, 2023:

	<u>As of March 31, 2023</u>	<u>As of March 31, 2022</u>
Account Billings:		
<i>Garbage Accounts</i>	3,318	3,303
<i>Water Accounts</i>	4,320	4,310
<i>Sewer Accounts</i>	3,990	4,035
<i>Road Maintenance</i>	3,495	3,484
<i>ACH Customers</i>	1,064	1,031
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	601	697
<i>2nd Step - Delinquent Notice Sent</i>	52	31
<i>3rd Step - Tag Notice</i>	22	9
<i>4th Step- Water Shut-Off</i>	4	1
<i>Past Due Notices</i>	207	205
Active Payment Plans:	-	3
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	(72.50)
<i>Copper & Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(16.00)	(14.00)
<i>Garbage</i>	5,057.67	4,442.01
<i>Hydrant Fees</i>	57.50	57.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	105.00
<i>Road Maintenance Fee</i>	1,838.47	1,783.42
<i>Sewer Maintenance</i>	6,125.60	6,103.63
<i>Sewer Usage</i>	9,790.11	9,729.66
<i>Shut-Off Fee</i>	70.00	35.00
<i>Tag Fee</i>	175.00	105.00
<i>Water Maintenance</i>	8,089.83	7,930.52
<i>Water Usage</i>	(9,537.50)	(9,927.02)
<u>Total Accounts Receivable</u>	<u>\$21,640.68</u>	<u>\$20,258.22</u>



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: March 31, 2023

The following is a short summary of current projects that the Public Works Department is addressing:

Meetings:

On March 28, 2023 Village Engineer Brian Schiber attended the Pre-Construction meeting for the Village Bible Church parking lot expansion project. The project is scheduled to start within the next few weeks.

Training:

Chris Lemke, Brian Schiber and I attended the Annual ISAWWA Water Conference in Springfield from March 20-23, 2023. The major topics of the conference this year included PFAS in drinking water sources and lead service line replacements/inventory.

Annual Road Program:

This project was awarded to Builders Asphalt at the March 7th Village Board Meeting. Staff has not received an estimated start date.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

This project was awarded to Conley Excavating at the January 17th Village Board Meeting. Staff has not received an estimated start date.

Public Works Field Operations:

Staff completed pot hole patching throughout the Village.

Staff jetted 10,770 feet of sanitary sewer in Windstone and Black Walnut.

Staff completed a total of 84 JULIE tickets since the last staff report.

Fall Parkway Tree Trimming begin the Week of December 5th, the focus this year is East and West Sides of Town including Chelsea Meadows. Staff completed the East Side of Town, Chelsea Meadows, Heartland Drive, Waubensee Drive and Windsor Pointe to trim ahead of this year's Road Program. We have completed tree trimming for the season.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: March 31, 2023

Summary of Projects/Prospects:

95 E. Park- toured the former Chesterbrook facility with Caton Commercial.

BDM Property- assisting truck trailer sales and leasing company making an offer for the site.

BEI Property- meeting with company official on April 4 to discuss development opportunities.

Dolan & Murphy- follow up with the Dolans to discuss development potential for their two properties.

Fireside Grille- Commercial Property Owner Enhancement Program application has been submitted.

Graham Shell- met with Mr. Graham on March 24 to discuss development of adjacent vacant lot.

Keck Building- met with Mr. Keck and his property manager to discuss the CPEP grant program.

Sports Facility- follow up with developer on three potential sites.

Terrazon: met with company officials on March 30 to discuss redevelopment site issues.

Marketing and Outreach:

Marketing Materials- beginning to design and compile inventory of marketing pieces.

TIF Conference- staff will be attending the TIF Conference in Springfield, April 11-13, 2023.

Village of Sugar Grove Initiative Update April 4, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
A1	Develop Administration/Finance Facilities Plan		\$50,000 - \$600,000		Determine an interim office solution for Administration/Finance staff allowing for the Police Department to move into east side of Village Hall.	Administration and Finance staff completed their move to 160 S. Municipal Drive in January 2023. - This project is complete.
A2	Conduct a Comprehensive Review and Update of the Village Liquor License Ordinance		\$ 1,000		VB adoption of updated ordinance.	The Liquor Control Ordinance was passed at the December 6, 2022 Board meeting - This project is complete.
A3	Implement Laserfiche Electronic Document System Village Wide		\$ -		Staff from all departments are trained and using Laserfiche to manage electronic documents.	All past Board Minutes have been entered into Laserfiche. Admin staff is finalizing a procedures manual for further training in other departments. - This project will continue in the FY23-24 year.
A4	Develop and Implement Certificate of Insurance Review Process based on new Village Ordinance		\$ 1,500		Clerk staff implementing process for reviewing COIs.	Updated Insurance Requirements and Ordinance Amending Village Code approved by the Board at the March 7, 2023. Guidelines have been sent to IRMA and Clerk staff is now forwarding all COIs to IRMA for review. - This project is complete.
A5	Issue RFP for IT Consultant Services		\$ 500		VB approval for new IT Consultant Services agreement.	Contract with DeKind Computer Consultants for IT Services was approved at the December 6, 2022 Board meeting - This project is complete.
A6	Review Custodial Services	3	\$ -		Provide recommendation for provider and/or service level.	Contract with Total Facilities Management began in February 2023. - This project is complete.
CD1	Facilitate New Town Center		\$ -		VB approval of a prioritized list of viable sites	Town Center brochure completed January 17, 2023. The Town Center committee's work is complete.
CD2	Update the Comprehensive Plan		\$ 24,000	\$ 24,000	Presentation of consensus plan for adoption by the Village Board	Public comment meeting (public hearing) will be held on April 24, 2023 at Village Bible Church.
CD3	Update Zoning Ordinance - 47 Corridor Plan		\$ 500		VB approved Ordinance	
CD4	Update Zoning Ordinance - Main Street Plan		\$ 500		Placement on VB agenda for discussion	VB directed staff to proceed September 20, 2022
CD5	Update Zoning Ordinance - Big Box Industrial		\$ 500		VB approved Ordinance	Zoning amendment presented to VB on February 7, 2023
CD6	Update Zoning Ordinance - Data Centers		\$ 500		VB approved Ordinance	VB for adopted on January 17, 2023 - This project is complete.
CD7	Transform the Zoning Ordinance & Subdivision Regulations into a Unified Development Code (UDC)		\$ -		Placement on VB agenda for discussion	
CD8	Building Officials Mutual Aid Agreement		\$ 500		VB approved Agreement.	
CD9	Update CD Web Site		\$ -		Permit Tip Sheets and revamped Proposed Development section on web site	ongoing
CD10	Convert CD Records to a digital format		\$ -		5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY22-23	in-progress
ED1	Develop Economic Development Incentive Policy		-		VB approval of a policy.	
ED2	Implement Commercial Property Enhancement Program		\$ 50,000		Village Board approval of a program.	Received application from Fireside Grille in February 2023.
ED3	Increase Utilization of Next Site Services		-		Utilize services as part of overall marketing plan.	
ED4	Make a Recommendation on the future of the Economic Development Corporation		\$ -		Presentation to VB	Made presentation to Village Board on September 20, 2022. - This project is complete.
ED5	Develop a marketing strategy that includes a new website.		-		Presentation to Village Board.	Karben Marketing has begun designing the website.
ED6	Meet with civic and business leaders.		\$ -		Complete initial meetings.	Several meetings with local leaders have been held with more scheduled.
F1	Revamp CIP	6	\$ -		Present a new updated CIP Plan to the Board for Approval.	The Final projects have been compiled. The plan is being compiled together and will be presented to the Board on February 7, 2023 meeting. Board approved the CIP at the February 21, 2023 meeting. - This project is complete.

Village of Sugar Grove Initiative Update April 4, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
F2	Review General Liability & Property Insurance Coverage	6	\$ -		Present change to VB if recommended.	This was presented at the December 20, 2022 Board meeting with no action needed. - This project is complete.
F3	Complete the Illinois Municipal Treasurers Institute certification	3	\$ 1,200		There are 3 Phases to be completed, over 3 years. Each Phase is 4 days - complete Phase 1 in FY22-23.	I attended Phase I of the Institute November 13-17, 2022. This is completed for the year and will continue each year for Phase II and Phase III. Certification is anticipated to be applied for January 2024. - This project is complete for FY22-23.
PD1	Joint Table Top and Training EMA Exercise	6-9	\$ 1,000		Completion of both a table top and a live training exercise.	
PD2	Body-Worn Camera Implementation	10	\$ 55,000		100% Implementation of a Body-Worn Camera Policy and Program.	Body-Worn Policy and Program are 100% implemented as of January 2023. This project is complete.
PD3	Emergency Response Planning	9	\$ -		Update the Village's Emergency Response Plan and present to Board.	Emergency Response Plan is an agenda topic for the Command Staff and will be working diligently through the manual for a presentation in the late fall of 2023
PD4	Establish a Technological Redundancy in the Emergency Operations Center.	6	\$ -		Present a plan to the Village Board with implementation budget dependant.	Staff is reviewing techonolgy needs internally and will be meeting with stakeholders from all village departments and public safety entities and the capabilities of the EOC and back-up EOC locations.
PD5	ILEAP Certification	6	\$ -		Achieve ILEAP Accreditation.	PD is awaiting the move into the other side of the building and will schedule out a mock assessment, followed up with the official assessment
PD6	Patrol & Sergeant Contracts Renewal		\$ 7,500		Village Board and Union approved contracts.	Both Patrol and Sergeants contracts have been signed. This project is complete.
PW1	Conduct Water Works Needs Assessment	16	\$ 143,579		Complete Assessment in coordination with CMAP Comp. Plan Update and present to Board	Assessment will be presented at the 4/18/2023 Board Meeting.
PW2	Conduct Sanitary Sewer Needs Assessment	16	\$ 50,000		Collection of all individual reports into one and presented to Board.	Assessment will be presented at the 4/18/2023 Board Meeting.
PW3	Dugan Woods Fays Lane Phase 1 Watermain Engineering & Construction	14	\$ 983,000		Complete Engineering and Construction of Phase I of the Dugan Woods Fays Lane Water Main Replacement project.	This project is complete aside from punch list and final landscaping.
PW4	Dugan Woods Fays Lane Phase 2 Watermain Engineering	14	\$ 50,000		Complete Phase 1 Engineering of Phase 2 in the Dugan Woods Fays Lane Water Main Replacement project.	Construction Contract Awarded 1/17/23, Engineering approved 2/21/23. Phase 2 Engineering expected to VB in May 23
PW5	Blackberry Creek Pedestrian Bridge ITEP Project	12	\$ 127,306		Phase II Engineering Complete - Phase III Engineering and Construction in process. Full project to be completed in FY23-24.	All IGA's Approved by all Partners. Phase II/III Engineering SOQ's received 3/15/2023. Phase 11/111 Engineering Contract Approval at the 4/4 Board Meeting.
PW6	Safe Routes to School ITEP Project	12	\$ 218,000		Complete Engineering and Construction of Safe Routes to School ITEP project.	Phase II Engineering approval at the 09/20/2022 Board Meeting. Sent Phase II Engineering to IDOT for Approval. September 2023 IDOT Letting.
PW7	Crosswalk across US 30 at Municipal Drive	12	\$ 144,760		Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	Discussion at 10/04/2022 Board Meeting. Reviewed at 10/18/2022 Board Meeting. Waiting until Final Notification of Grant to proceed.