



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Scott Koeppel, Village Administrator  
Alison Murphy, Assistant to the Village Administrator/Village Clerk  
**DATE:** July 14, 2023

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

The major focus continues to be the Crown Project. Staff and representatives from Crown Development continue to discuss several aspects of the project.

**MetroWest** - Administrator Koeppel attended the MetroWest annual event in Elburn and Senators Dewitt and Holmes presented about the budget and the most recent legislative session.

**Metropolitan Mayors Caucus** - Administrator Koeppel and President Konen attended the meeting and learned about broadband projects, DCEO projects, and county/city collaboration.

**School Resource Officer** - Police and Administration staff met with Kaneland School District staff to discuss a possible resource officer at Harter Middle School.

**Property Owners and Brokers** - Economic Development and Administration staff met with local property owners and brokers to discuss undeveloped properties in the Village.

**Park District** - Administrator Koeppel, President Konen, and Park District staff visited a few different lakes to learn more about potential parks in the Crown Development. The trip was also an excellent opportunity to meet staff from the parks. The staff at Lake Arlington provided excellent information about their park.

**Administrative Adjudication** - Staff discussed the state law change to non-home rule communities and administrative adjudication. Staff is evaluating adding additional items to our adjudication process.

**Capital Improvement Plan** - Senior staff discussed the current CIP and worked on a short list of projects to target with grant funds.

**Performance Reviews** - Administrator Koeppel presented performance review addendums to the Assistant to the Village Administrator and all Department Heads.

**Social Media** – Thirty Facebook posts were published in the past four weeks including the Village Board Agenda, Plan and Police Commission Meeting Agendas, Link to Groovin' in the Grove July 13 event notice, Next Coffee with Konen, Village Offices Closed for July 4th, Village Offices Closed for July 4th, Park District Bike Parade, Electronic Waste Collection Reminder, Kane County Connects Newsletter link, Sugar Grove Corn Boil links, Kane County Fair link, SG Community House pre-Corn Boil event, Four Seasons

CPEP Grant Award Notice and Picture, Water Conservation Rules, Link to WTTW News Report on The Grove development, Photo of Flags on Main Street. Over 7,000 people were reached with a post announcing the residential winner of 4<sup>th</sup> of July Decorating Contest.

**Village YouTube Channel** – The audio recording of the June 20<sup>th</sup> Village Board Meeting was uploaded to the site.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** July 14, 2023

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

### Tasks/Updates:

- **2023 Powering Safe Communities Grant.** Finance and Police worked in conjunction to apply for the 2023 Powering Safe Communities Grant through the Metropolitan Mayors Caucus in March 2023 for additional funding of the Village's early implementation of Body-Worn Cameras. The Village received notification that we did not receive the grant for 2023.
- **State of Illinois – High Growth Cities Program.** The Village received notification from IDOT of the communities who have been in the High Growth Cities Program prior. The program includes communities who have experienced a population growth of 5% or greater between the decennial censuses. The Village's population only grew 3.12% between the 2010 and 2020 census from 8,997 to 9,278, therefore, we have been removed from the program. Over the past few years, the High Growth Cities amount the Village would receive is \$33,623, contributed towards the amount utilized for the Road Program. Communities surrounding us that are still in the program are Elburn, Gilbert, Hampshire, Huntley, Lisle, Minooka, Naperville, North Aurora, Plano, South Elgin, Sycamore, and Yorkville.
- **FY2023 Audit.** Fieldwork has been completed for the FY2023 audit. It is anticipated to have the DRAFT Audit the by August 11<sup>th</sup>, with a discussion at the August 15<sup>th</sup> Board meeting regarding any surplus funds use for FY22-23.
- **FY2023-2024 Budget Document.** I have been working on the expansive FY23-24 Budget Document that is scheduled for completion and uploaded to the Village website by the end of July.
- **Invoice Cloud.** We are in the final stages of completing the switch over to Invoice Cloud for our payment processing and online payment provider. We will go live with Invoice Cloud on July 19<sup>th</sup>. Residents will have more expanded payment options, reminders, functionality, and ease of use with the new payment software.

- **FY22-23 Police Pension Fund Actuarial Study.** We have received the DRAFT Actuarial Study completed by Lauterbach & Amen for the Police Pension Fund. This is the private actuary the Village has completed for the Pension Fund, as the State's IPOPIF Actuarial Study does not supply the GASB 67/68 requirements for our audit, nor does it provide a contribution number for 100% funding, only 90% funding is provided. The Village's EAN 100% contribution amount was \$685,056 for Tax Levy Year 2022 and has reduced to \$575,884 for Tax Levy Year 2023. There are many factors that go into this reduction, but the main ones were the transfer of service for Aaron Riley leaving employment with the Village and increasing the Rate of Return Assumption from 6% to the IPOPIF approved Rate of Return of 6.8%. There will be further discussion regarding the contribution amount to the Pension Fund during the Tax Levy discussions.

### **Meetings:**

- **Invoice Cloud Portal Training.** Staff completed the Invoice Cloud customer and biller portal trainings to preparation for go-live on July 19<sup>th</sup>.
- **2022 ComEd Annual Review Report.** Brad and I met with Markeis Sayles, our ComEd Government Representative to go over Sugar Grove's 2022 ComEd Annual Review Report. The focus was on performance of ComEd as well as our Village address update for ComEd.
- **Gallagher Benefits.** I met with Gallagher Benefits regarding broker services for the Village. Discussions were briefly had on what they would be able to provide to the Village. After research, it was determined the Village has used their current broker since 2007, and best practice would be to issue an RFP for Broker Services. This is on the agenda for discussion on July 18<sup>th</sup> meeting.
- **Fifth Third.** I met with Fifth Third banking to hear their offerings for investments services, e-payables, purchasing cards and banking services.
- **SB Friedman – TIF Update.** Staff had a brief meeting with SB Friedman regarding the progress on the TIF plan and get an update. Things are moving along as expected.
- **Performance Review with Administrator.** Administrator Koeppel held performance review updates with Department Heads to go over some things in his first two months of employment with the Village, and to set some additional goals for us for FY2023-2024.

### **Conferences/Trainings/Seminars:**

**IMTA Annual Conference** – Effingham, IL – *June 25-27, 2023*

I attended the Annual Illinois Municipal Treasurers Association Conference in Effingham, IL. This is part of the on-going education for my Illinois Municipal Treasurer Certification that is part of my initiatives. At this conference, I was asked to join the education committee to help bring back the Pension Administrator Certification program and plan the speakers/education for the Treasurers Institute held in November annually, in which, I accepted and will join the committee.

**Accounts Receivable through June 30, 2023:**

	<b><u>As of June 30, 2023</u></b>	<b><u>As of June 30, 2022</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,316	3,306
<i>Water Accounts</i>	4,327	4,291
<i>Sewer Accounts</i>	4,052	4,016
<i>Road Maintenance</i>	3,499	3,468
<i>ACH Customers</i>	1,061	1,035
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	731	694
<i>2nd Step - Delinquent Notice Sent</i>	41	32
<i>3rd Step - Tag Notice</i>	15	19
<i>4th Step- Water Shut-Off</i>		5
<i>Past Due Notices</i>	198	219
<b>Active Payment Plans:</b>	0	0
<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	(187.50)	(97.50)
<i>Copper &amp; Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(2.00)	(10.96)
<i>Garbage</i>	4,507.88	5,454.96
<i>Hydrant Fees</i>	1,122.09	55.00
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	70.00	34.00
<i>Road Maintenance Fee</i>	1,646.68	2,084.97
<i>Sewer Maintenance</i>	5,740.67	6,333.86
<i>Sewer Usage</i>	8,739.91	10,521.13
<i>Shut-Off Fee</i>	70.00	35.00
<i>Tag Fee</i>	175.00	64.35
<i>Water Maintenance</i>	7,363.00	8,092.05
<i>Water Usage</i>	(9,273.78)	(8,757.53)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$19,961.95</u></b>	<b><u>\$23,789.33</u></b>



## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
DATE: July 13, 2023

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

### **Meetings:**

On June 22, 2023, Matt Anastasia and I met with Markeis Sayles our ComEd External Affairs Manager, to discuss our Annual Report. Overall, the ComEd system is very reliable with minimal outages reported and when outages are reported the down time is minimal.

On June 27, 2023, I attended the Northwest Water Planning Alliance Technical Advisory Committee Meeting. Presentations included the results of the Illinois State Water Survey's study of the ground water quality in Lake County's shallow aquifers and NWPA Water Supply Sustainability Plan.

On June 28, 2023, I attended the Pre-Construction meeting for the Norris Road resurfacing project. The project is scheduled to begin in early September.

On June 29, 2023, I attended the Kane County Ground Water Sustainability Group meeting. We discussed the results and lessons from a shallow groundwater study conducted in Will County, information about the hydrogeology of Kane County's shallow aquifers and how they are evaluating community water use data.

On July 5, 2023, I along with other Village Department heads met to discuss the CIP Plan.

On July 6, 2023, Scott Koeppel, Brian Schiber, Michele Piotrowski and I met to discuss the Village Water System, Treatment and Capacity.

On July 12, 2023, I attended the IL Rt. 47 Reconstruction Project Meeting. IDOT discussed the IL 47 widening and reconstruction project from Waterpark Way to Cross Street. This project is currently in the Phase II Engineering Land/Acquisition phase and the final roadway design is being completed. Discussion included the proposed improvements, detour route and utility relocations. The Project will require a water main and a sanitary sewer force main to be relocated. The targeted letting for this project is the Summer of 2024.

On July 14, 2023, The Public Works Department Hosted Coffee with Konen, Katie Neary from Lake Shore Recycling attended to answer any refuse contract questions.

### **Training:**

On June 22, 2023, Chris Lemke and Alan Pease attended the Kane County Water Association quarterly meeting. The main topic of the meeting was an Introduction to the Kane County Shallow Groundwater Sustainability Project.

On July 14, 2023, Public Works staff attended the Public Works Safety Committee Monthly Meeting. Future training opportunities, continuing education and current certifications were the topics of discussion.

### **Annual Road Program:**

The concrete portion of the project is complete, leveling binder is complete and Builders Asphalt is currently paving surface course.

### **Central Fays Lane and Creek Crossing Water Main Replacement Project:**

The contractor started the week of June 19<sup>th</sup>, to date they have installed all the water main east of the park in Dugan Woods on Fays Lane and continue to work to the west towards the final connection point.

### **LED Street Light Conversion Project:**

Staff applied for the ComEd Energy Efficiency Program Incentive to convert all the Street lights to LED within the East & West Sides of Town, Prairie Glen and Gordon Road for a total of 121 streets and received approval. Staff have received the street lights, installation is scheduled to begin in early August.

### **Public Works Field Operations:**

Staff trimmed 8 trees throughout the Village.

Staff completed a total of 404 JULIE tickets since the last staff report.

Staff have been testing and servicing fire hydrants in preparation for this year's hydrant painting project.

Staff replaced 27 street lights since the last staff report.



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: July 14, 2023

### **Summary of Projects/Prospects:**

BEI- met with the owner and broker of the BEI property on June 29 to discuss future development opportunities.

Burnt Barrel Social- Staff is providing assistance for the grand opening, which is tentatively scheduled for August 16.

Cope Property- met with the brokers representing the Cope property on June 28.

Dolan & Murphy Real Estate- meeting with Dan and Brian Dolan on July 10 to discuss future development opportunities.

Graham Out Lot- follow up continues with national tenant that is considering locating on the out lot next to the Shell station.

Pickleball- staff is identifying pickleball/restaurant facilities that are expanding into the Chicago area.

Producers Chemical- Staff met with company officials on June 26 to discuss future expansion opportunities.

Wiedner Property- met with the owner and broker for the Wiedner property on June 27.

### **Marketing and Outreach:**

4<sup>th</sup> of July Decorating Contest- Village President Jen Konen presented gift cards to the contest winners.

Aurora Area CVB- Michael Cassa attended the AACVB board meeting on June 22.

DCEO- staff met Joe McKeown, regional representative for DCEO, on June 30 in Sugar Grove.

DCEO- staff met with the Deputy Director for Regional Economic Development on July 11.

DCEO Business Assistance Programs- staff is developing a comprehensive list of all state incentive programs offered by DCEO.

Incentive Policy- the proposed policy was discussed by the Village Board on June 20, and will be presented for approval at the July 18 Village Board meeting.

Intersect Illinois- staff is designing the Sugar Grove ad that will appear in the 2023 Intersect Illinois Economic Development Guide.

Kane County- met with John Grueling and Chris Toth on July 10 to discuss the county's future economic development plan.

State of the Village- met with Waubensee Community College officials on July 7 to begin the planning process for the 2024 State of the Village Breakfast.

Town Center Brochure- took delivery of 100 copies of the brochure.



## COMMUNITY DEVELOPMENT DEPARTMENT

# ACTIVITY REPORT

### JULY 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

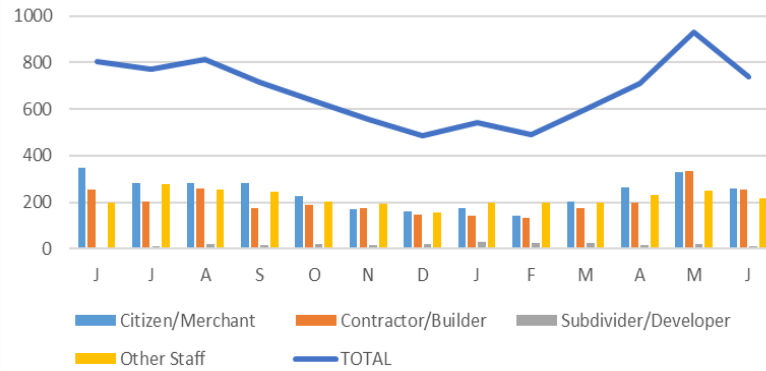
Since our last report, Community Development Department has been involved with the following activities:

- Summary of Permit, Plan Review, Inspection and other activity:**

	2023		2022	
	June	FYTD	June	FYTD
TOTAL PERMITS .....	87	188	91	147
Residential .....	3	8	2	4
Commercial .....	0	0	0	0
All Other Construction .....	84	180	79	143
CONSTRUCTION VALUE .....	\$ 3,173,940	\$ 6,377,085	\$ 1,991,033	\$ 3,336,757
TOTAL NUMBER OF INSPECTIONS .....	323	607	250	405
Property Maintenance .....	83	175	56	60
MOWING ORDERS .....	54	126	19	30
Sign removed .....	12	28	38	39
COMPLETION CERTIFICATES ISSUED .....	5	9	2	2
PLAN REVIEWS .....	124	280	142	244
Zoning .....	37	92	61	97
Building .....	87	188	81	147
COMPLAINTS .....	5	20	11	13
Verified .....	2	17	9	11
Corrected .....	2	15	8	10
REQUESTS FOR INFORMATION .....	739	1,669	805	1,518
Residents/Merchants .....	258	588	349	676
Builder/Contractor .....	256	590	252	446
Subdivider/Developer .....	9	27	4	10
Other Village staff .....	216	464	200	386
FOIA Requests .....	1	4	5	10
Miles Driven .....	1,472	2,838	1,107	1,629

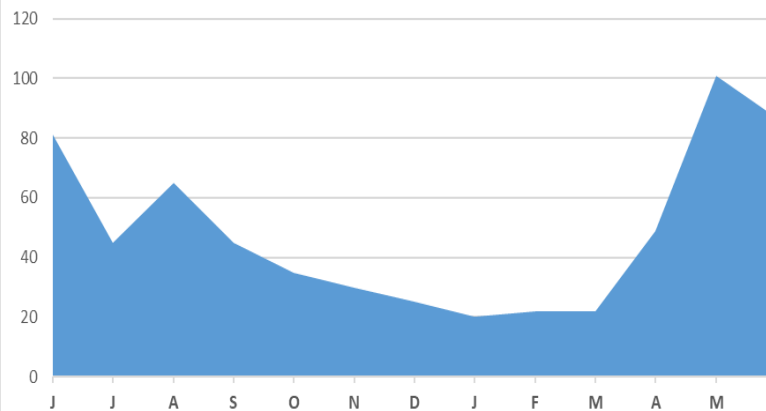
## REQUESTS FOR INFORMATION

(June 2022 thru June 2023)



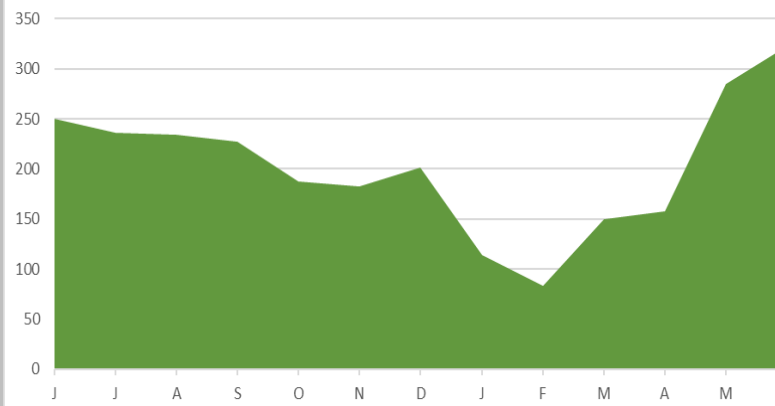
## TOTAL PERMITS ISSUED

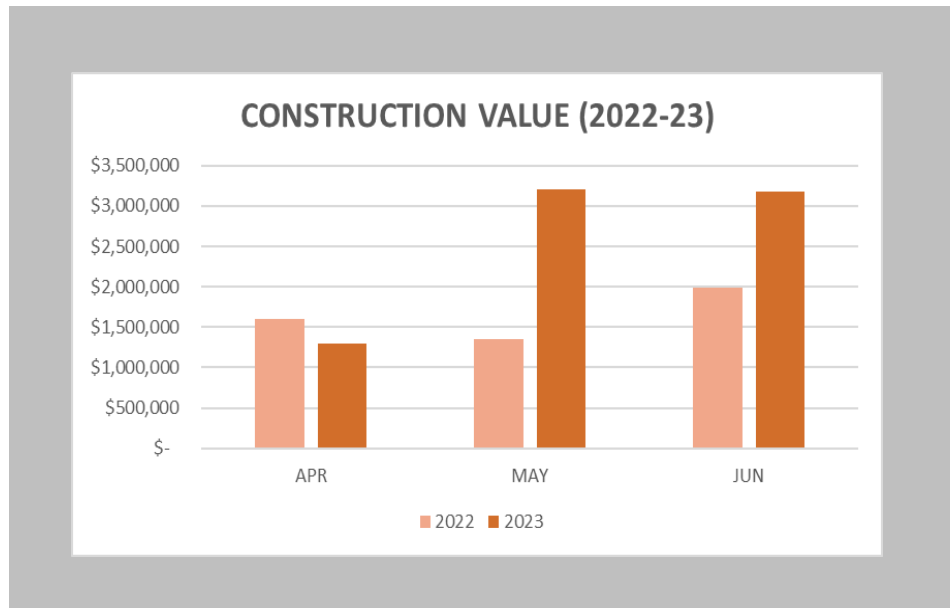
(June 2022 thru June 2023)



## NUMBER OF INSPECTIONS

(June 2022 thru June 2023)





#### Activity highlights.

##### Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Issued 3 Special Event permits
- Prepared agenda material and attended Plan Commission meeting
- Met with local business concerning expansion plans
- Internal review/discussion of Capital Improvement Program
- Met with Ryan Homes concerning ongoing building in Settlers Ridge
- Internal review/discussion about industrial development sites
- Internal discussion concerning local business TIF benefits request
- Prepared draft public hearing manual
- Met with broker concerning potential residential development
- Conducted research and review of cannabis regulations
- Participated in internal meetings concerning utility planning

##### Building

- Resolution of several construction issues at Sugar Grove Center Lot 17

##### Property Maintenance/Code Enforcement

- Issued citation for construction dumping/unprotected street violations
- Issued 16 mowing orders; ordered 4 enforcement mows
- Removed 4 signs from rights-of-way



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** JULY 14, 2023

### **Significant Police Events**

- July 9, traffic accident on Rt. 56 between Galena and Rt. 47 caused the roadway to be closed. Rt. 56 westbound traffic was closed for approximately 5 ½ hours during the accident investigation process. Traffic was re-routed onto Galena. SGPD was assisted by Kane County S.O., Kane County O.E.M., Illinois State Police, and the Kane County Accident Reconstruction Team (KCART). The accident is still under investigation. All parties involved were transported to local area hospitals.



### **Conferences / Training / Seminars**

- Police Law Institute monthly computerized training for July covers the following topics: Procedural Justice and Law Updates. Statutory law and case law regarding crime of driving under the influence of alcohol, cannabis, controlled substances, and other drugs are being reviewed by the officers.
- Monthly Defensive Tactics Training for July covers tactical prisoner escorting position and controlled joint lock techniques.
- Sgt. Kurzawa and Records Clerk Pat Smart are continuing to work on NIBRS compliance and are evaluating our program from the bottom up.
- Officer Lugay is in the Field Training Program and currently working on day shift with the Field Training Officers Bruno and Thoele. He will transition over the next couple of weeks to the next step and be assigned to the afternoon shift.

- Field Training Officers along with Administrative Officer Hanold met with our vendor on Wednesday, July 12 where they received comprehensive training on our new FTO software, designed to streamline our program.

### **Administrative**

- Chief Rollins, Sgts Kurzawa, Durham and Alcaraz, along with Administrative Officer Hanold participated in a Command Staff meeting on July 21.
- The Board of Police Commissioners met for their monthly meeting on June 21 with Chief Rollins as the liaison.
- June 22, Chief Rollins virtually participated in a statewide terrorism and intelligence meeting.
- Chief Rollins participated in a virtual meeting with representatives for the upcoming LIV Golf event.
- Sgt. Alcaraz attended the monthly Corn Boil meeting on June 29.
- Department Heads along with the Village Administrator and Village Clerk met on July 5 and reviewed the Capital Improvement Program.
- July 10, Village Administrator Koeppel and Chief Rollins met with Kaneland School District Administration at the police department reference traffic control and providing an SRO at the Middle School.
- Chief Rollins participated in the Executive Board meeting at Tri-Com on July 12.
- Village Clerk Murphy and Chief Rollins met on July 12 for providing an update on the progress to the Village's Emergency Operation Plan re-write.
- Chief Rollins along with V.A. Koeppel, Director Merkel, and the Village Engineer participated in an IDOT virtual meeting regarding the Rt 47 construction project. An in-person follow-up meeting is to be scheduled for additional comments.
- July 12, Officer Thoele represented the Village at the monthly Administrative Hearing program hosted in the Board Room.
- Chief Rollins participated in a virtual meeting with the FBI CJIS working groups regarding some changes desired changes to the program.
- Chief Rollins met with Administrator Koeppel met on July 13 for an administrative meeting at the Village Executive Office.
- Chief Rollins participated in a Department Head and Village Administrator meeting on June 14, hosted at the Village Executive Office.
- Sgt. Alcaraz attended the Monthly Corn Boil meeting on July 13, 2023.
- Sugar Grove Officers Thoele and Tichenor and Chief Rollins provided police services for the 4<sup>th</sup> of July Bike Parade held on July 1.



### **Directed Patrols and Crime Prevention Activity**


- Officers continue to drive through all neighborhoods during the overnight hours alerting residents that have open overhead garage doors. They are contacting residents to secure their garage.
- Oversize Overweight Truck Enforcement Operations
  - July 1, truck license plate registration expired across the State. Truck Enforcement Officer Forest and many Sugar Grove officers have been encountering numerous trucks without lawful registration. Some of the stops resulted in discovering that the drivers operating the trucks did not have or had cancelled CDLs, along with many other violations.
- Speed Trailer –deployed on Granart Rd. near Duffy Ln.



- Speed Radar Pole Signs:
  - Unit # 1 -ready to be deployed next week.
  - Unit # 2-ready to be deployed next week.

### **Emergency Preparedness:**

- Nixle Community Messages sent out:
  - A road closure alert went out on Sunday July 9<sup>th</sup> for an accident on Rt. 56. Alerting residents of the closure and the follow-up alert letting them know the roadway was re-opened.

 Recent messages from:  
**Village of Sugar Grove**

Advisory

Village of Sugar Grove [More »](#)  
*"Entered: 2 days, 20 hours ago "*

Alert

Police activity/ road closure  
Westbound Rt. 56 between Galena  
and Rt. 47 for an accident. Avoid  
area. [More »](#)  
*"Entered: 3 days ago "*


Advisory

Police activity in Sugar Grove today  
for Kane County Sheriffs Office K9-  
Hudson Funeral at Harter Middle  
School [More »](#)  
*"Entered: 1 month, 1 week ago "*

Advisory

N/B Rt. 47 and the underpass of Rt.  
56 is fully open now. [More »](#)  
*"Entered: 1 month, 2 weeks ago "*

Receive messages by email & text message  

Sign Up! powered by:  NIXLE

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of July 10, the last weekly test.

#### **Upcoming Activities:**

- Sugar Grove Corn Boil- July 20-23, 2023
- Groovin in the Grove, August 10, 2023
- Food Truck Friday- September 15, 2023
- LIV- Chicago Invitational September 18-24, 2023
- Kaneland Homecoming Parade- October 2023

## Village of Sugar Grove Initiative Update July 18, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
FA1	Village Branding/Communication Plan	8	\$ 1,000		Create a Communication Plan and rebrand the Village for consistency throughout each department. Including but not limited to PR Training, consistency through each department for memos, letterhead, staff report, resolution/ordinances, communications, emails for formatting and looks.	Staff has joined the City-County Communications & Marketing Association, which provides resources and training for local government communicators. The first training course is scheduled July 20.
A2	Emergency Operations/Continuity of Operations Plan	18	\$ 1,500		Update and Review the current Plan. Present to the Board the update for Village Board approval.	Staff met with Randy Endean, Kane County Emergency Management Specialist/Planner, to review the current plan and get templates for updates on 6/20. Staff is meeting twice monthly to complete the update.
A3	Implement Laserfiche Electronic Document System Village Wide	12	\$-		Staff from all departments are trained and using laserfiche to manage documents. Continue to scan and electronic file all hardcopy documents.	Admin staff has established a template for adding all resolutions to the repository and is now uploading all resolutions.
FA1	Village Branding/Communication Plan	8	\$ 1,000		Create a Communication Plan and rebrand the Village for consistency throughout each department. Including but not limited to PR Training, consistency through each department for memos, letterhead, staff report, resolution/ordinances, communications, emails for formatting and looks.	Staff has joined the City-County Communications & Marketing Association, which provides resources and training for local government communicators. The first training course is scheduled July 20.
F2	Accounts Payable ACH Payment Program	6	\$ 1,000		Implement a program to pay Accounts Payable vendors through an ACH program, eliminating the amount of checks required to be sent, thus reducing the amount of potential Fraud.	Staff has begun to work with BS&A on what is needed to set the program up. Collection of vendor ACH data has been on-going as we receive invoices with this information. More and more vendors are wanting to go to ACH payment.
F3	Complete Illinois Municipal Treasurer Institute Certification	12	\$ 1,200		There are 3 Phases to be completed, over 3 years. Phase I was complete in FY22-23. Phase II will be completed in FY23-24.	
F4	Finance Department Staff Training	12	\$ 500		Implement more annual training for Finance Staff - Cash Handler Training, NIU Civic Leadership Training (Accounting Manager), Payroll Seminars, Utility Billing Seminars.	Sondra attended a Utility Billing Seminar in June where she found it beneficial to be in a room with others doing the same job. She will be researching additional UB seminars where it more focuses on the software the Village uses.
CD1	Modify zoning regulations for consistency with adopted Comp Plan recommendations and combine with Subdivision Regulations to produce a Unified Development Ordinance (UDO)	26	\$ 5,000		Preparation of document organizational outline; issuance of RFP and consultant selection for selected consulting services	

## Village of Sugar Grove Initiative Update July 18, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
CD2	Department succession plan	60	\$ -		VB approval of personnel replacement plan and commencing candidate searches for hires beginning in FY25	
CD3	Building Code comprehensive update	5	\$ -		VB approval (ordinance)	Staff reviewing new code
CD4	Comprehensive sign regulations amendment; current regulations are not in-step with recent US Supreme Court decisions		\$ 12,000		VB approval (ordinance)	
CD5	Convert CD records to a digital format		\$ -		5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY23-24.	
CD6	Annual Comprehensive Plan review		\$ -		Review Comprehensive Plan action items for tasks/projects to undertake in upcoming budget year (FY25) for Village Board approval/budgeting purposes	Added to list to address Action Items outlined in 2023 Comp Plan.
ED1	Create a comprehensive site database of buildings and properties	8	\$ -		Launch database on website	
ED2	Utilize the ACT Customer Relationship program for databases/contacts	6	\$ 900		Launch program	
ED3	Develop and implement a business retention strategy	3	\$ -		Track progress on retention meetings	
ED4	Launch a campaign to secure new Investors for the EDC	7	\$ -		Track progress on number of new Investors	
ED5	Exhibit at the International Council of Shopping Centers Show	6	\$ 1,000		Report on the results of the October 10, 2023 trade show.	Planning has begun for the Village exhibit booth at the show.
ED6	Hold an EDC reception for brokers/developers at Rich Harvest Farms	7	\$ -		Report on the results of the November 9, 2023 event	Planning has begun planning for the reception.
PD1	Table Top Exercise for EMA	10	\$ 1,000		Host a disaster training top exercise with departments and stakeholders in the community	Staff is in discussion with a vendor/partner law enforcement entity that provides this type of training to municipalities. Staff met with vendor on June 15 and is working through logistics.

## Village of Sugar Grove Initiative Update July 18, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
PD2	Update the Village's Emergency Response Plan	12			Update the Village's Emergency Response Plan and present to the Board	In coordination with updating the Emergency Operations/Continuity Plan modules will be updated to be consistent amongst the plans. Staff met with Randy Endean, Kane County Emergency Management Specialist/Planner, to review the current plan and get templates for updates on 6/20. Staff is meeting twice monthly to complete the update.
PD3	ILEAP Certification Program	5	\$ 875		Achieve ILEAP Accrediation	Police Department is methodically moving into the other side of the building. After the aersonal is re-located we will move the process forward with ILEAP
PD4	PD facility enhancements	12	\$ 2,000,000		Work with architects and construction manager on improving the functional space of the police department	Meetings were held with the two architectural firms. A recommendation for Architecutural Services is before the Board at the July 18 meeting.
PD5	Command Level Staffing needs	12	\$ 125,000		Review feasibility of adding a command staff level/full time sworn employee to the police department	Job duties/responsibilities and financial impact internal study is underway.
PW1	Central Fay's Lane and Creek Crossing Water Main Replacement	6		\$ 961,366	Complete the Watermain Replacement & Repaving	Project began June 12, 2023 and is currently 30% complete and on schedule.
pW2	Black Berry Creek Pedestrian Bridge ITEP Project	24	\$ 50,000		Phase III Engineering and Construction	Awaiting IDOT Approval
pW3	John Shields Elementary School Sidewalk Improvements	12	\$ 218,000		Construction	January 2024 letting thru IDOT
pW4	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Fall completion
pW5	Crosswalk at US 30 at Municipal Drive	12	\$ 144,760		Installation of Crosswalk at US 30 & Municipal Drive.	Grant Application ip with Finance submit by 7/14/2023
pW6	Water Tower Inspections	12	\$ 20,000		Complete Inspection of the Water Towers	Fall completion
pW7	Lead Service Line Inventory	12	\$ 30,000		Complete Village Wide Lead Service Inventory	